

Provincetown Building  
Committee  
Meeting Minutes  
October 10, 2023, 3:00pm

The Provincetown Building Committee held a public meeting on Wednesday October 4, 2023 at 3:00 pm in Caucus Hall Room at Town Hall, 260 Commercial Street, in keeping with Governor Baker's Executive Order of March 12, 2020, *Order Suspending Certain Provisions of the Open Meeting Law*. Members: **Jeff Mulliken (P), Sheila McGuinness (E), Paul Kelly (P), Lisa Westervelt (E), Linda Fiorella, Alt. (P) Brian Becker, Alt. (E)**

*(P=Present, L=Late, E=Excused, U=Unexcused)*

Also present: **James Golden, Chief of Police; Braden Witt, DPW Senior Project Manager; Jorge Cruz, Flansburgh Architects; Sabrina Castaneda, Flansburgh Architects; Paul Millett, Environmental Partners; Wes Stinson, Environmental Partners; Pete Gaudreau, Construction Administrator; Bruce Danzer, Flansburgh Architects; Elizabeth Paine, Town Clerk**

Meeting called to order 3:00pm

Agenda

1. **Public Statements** (3 minute limit each) None
  
2. **Board and Committee Training – Elizabeth Paine, Town Clerk**  
Town Clerk Elizabeth Paine presented a training on boards and committees including, but not limited to, information on membership requirements, roll of officers, motions, votes, minutes, and conflict of interest rules.
  
3. **Project Construction Update – Environmental Partners & Flansburgh Architects**
  - a. **Construction Status and “Look Ahead”** – Wes Stinson provided an update on construction both exterior and interior.
  - b. **Construction Schedule Update** – concurrent with above and discussion of January 8 expected to be substantial completion.
  - c. **Update on treatment of leaks on front flat roof area** – discussion included roof drainage and work done to repair and add a pitch to the roof.
  - d. **Any other construction related issues** – concurrent with above included irrigation.
  
4. **Project Budget Update – Environmental Partners**
  - a. **Monthly review of budget status** – Sabrina Castaneda reviewed the budget and potential items that may affect the budget moving forward including a good contingency fund.
  - b. **Committee discussion**
  
5. **Owner Related and Construction Related Items - Flansburgh Architects**
  - a. **Review of any known potential Change Orders and Owner related changes** – Jorge Cruz discussed some potential change orders including but not limited to fencing to screen mechanical units.

**MOTION: Jeff Mulliken made a motion to approve the amount of \$26,792.24 for the purposes of revising the**

fencing from chain link to cedar fencing. Linda Fiorella seconded

VOTE 3-0-0

b. Committee questions and comments

**6. Change Orders – Flansburgh Architects –**

- a. **Discussion of any Change Orders presented to the committee** – Jorge Cruz discussed items that will be coming up on future change orders including washer and dryer and those hookup issues. Discussion of pursuing a credit for not using the bleaching oil on the entire building to grey it out faster because it didn't.

**MOTION: Jeff Mulliken moved to delete the exterior bleaching out stain from the contract and request a credit. Paul Kelly seconded**

VOTE 3-0-0

Discussion of moving a circuit breaker to the various places related to the first floor record storage room.

b. **Committee Questions and Comments**, vote to approve (if any CO's presented),

**10. Other Matters that may legally come before the Committee not known at the time of posting.**

Taken out of order to discuss bench materials and the materials of the surrounding surfaces with Bruce Danzer. The committee prefers the samples be left to discuss when more members of the committee are present.

Back to **6. Change orders** – discussion of current change order #11 for \$60,379.31 and the most expensive item which is for a mandated generator hook up switch.

**MOTION: Jeff Mulliken made a motion to approve change order #11 for \$60,379.31. Paul Kelly seconded.**

VOTE 3-0-0

**7. Requisition #16 (work completed between 9/01/23 – 9/30/23) – Environmental Partners & Flansburgh Architects**

- a. **Detail review** – Jorge Cruz discussed the current Requisition #16.  
b. **Committee questions and comments, Vote to approve.**

**MOTION: Jeff Mulliken made a motion to approve requisition #16 for work completed between 9/01/23 – 9/30/23 in the amount of \$954,162.53. Linda Fiorella seconded.**

Vote: 3-0-0

**8. DPW Update – Braden Witt or Jeff Mulliken**

- a. **Budget Allocation motion** “Move that the Printer Copier budget of \$25,000 be reallocated to Building Commissioning budget line item.  
b. **Explanation:** Provincetown rents copy machines and this budget will not be needed for the technology package, the building Commissioning would cover the confirmation that building systems are properly configured and operate as designed and that there are no issues with them.

**MOTION: Jeff Mulliken moved to the printer copier budget of \$25,000 be reallocated to Building Commissioning budget line item. Paul Kelly seconded.**

**Vote: 3-0-0**

**9. Minutes - Vote for Committee approval of 7/5/23, 8/02/23, and 9/06/23 Meeting Minutes – Jeff Mulliken moved to approve the minutes of July 5, 2023. Paul Kelly seconded.**

**VOTE: 3-0-0**

**10. Other Matters that may legally come before the Committee not known at the time of posting.**

**MOTION: Jeff Mulliken made a motion to modify the agreement between the Town and M. O'Connor Contracting (MOCC) Inc. to extend the date of substantial completion to now be January 8, 2024. Linda Fiorella seconded.**

**VOTE: 3-0-0**

Took no action on motion to relocation panel due to earlier discussion that options are being investigated.

Discussion on bike rack and insufficient room for bikes based on contact from the chair of the bicycle committee and the need for bike racks near the pickleball courts.

**Jeff Mulliken made a motion to adjourn, Paul Kelly seconded  
4:29 pm meeting adjourned**

**Documents discussed: construction items, budget, requisition, change order, and requirements for bike racks.**