



Building Committee

Building Committee Meeting Minutes

August 9, 2012 @ 8:00 a.m.

Caucus Hall Conference Room at the Provincetown Town Hall

Called to Order: 8:01 a.m.

Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Coen, Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rick Murray, Vice Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Don Murphy	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Shea	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leif Hamnquist	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sheila McGuinness, Alt.	<input type="checkbox"/> Voting

(Note: **P** = Present **E** = Excused **U** = Unexcused)

These minutes are in brief format.

This meeting was filmed by Provincetown TV

Also Present:	
Sharon Lynn, Town Manager	
Jeff Jaran, Police Chief	
Russ Braun, Bldg. Commissioner	

Order of Business:

1. Minutes of prior meetings. (Vote will be taken).
2. Finalize goals and objectives of the Committee's Police Station Project. (Votes may be taken).
3. Finalize the Committee's timeline of activities. (Votes may be taken).
4. Continue discussion of the Committee's communication plan. (Votes may be taken).
5. Develop initial checklist for the Committee's police station site visits. (Votes may be taken).
6. Public Statements - five minutes maximum; Committee members do not respond to Public Statements.

7. Other - Other matters that may legally come before the board not known at the time of posting. (Votes may be taken).

1. Minutes of prior meetings.

The Committee reviewed the minutes of its last meeting.

Motion #1: To approve the minutes of July 26, 2012

Motion By: Don Murphy		Second By: Leif Hamnquist	
For: 5	Against: 0	Abstain: 0	Recuse: 0

2. Finalize goals and objectives of the Committee's Police Station Project.

Police Station Project Statement of Goals & Objectives was reviewed. Basically, it is a summary of the Project Plan flow chart. Kevin requested a couple of wording changes. Circulation is a very important factor for site review according to Kevin and Leif. Tom raised the question of what appropriate step should be taken to look at other possible sites. Rick does not think it is a good idea to look into sites that are not readily available or for sale. Kevin suggests looking at town-owned property first. Another key point brought up was that private property would be taken from tax revenues if purchased by the Town. Consideration should be given to the fact that it would be taking away from economic development by purchasing private commercial property. Specific criteria with these considerations should lead everyone in the right direction. Everyone agrees to keep descriptions simple as well as being informational without being defensive. Everyone agrees with the draft of Goals and Objectives. If any changes, let Tom know.

3. Finalize the Committee's timeline of activities.

Group reviewed Police Station Project Plan timeline. Sharon contacted Kaestle Boos and a joint meeting was set up for September 20th at 8:30 am at Town Hall. Tours of Dennis, Harwich and Chatham PDs are scheduled for August 30th. Chiefs from the departments on tour will be very helpful in answering all questions. Plan to tour Truro PD should start at 10:00 am on September 6th and tour of Provincetown PD immediately following. Discussion of site review could possibly be moved up if things progress quicker and will continue throughout process.

4. Continue discussion of the Committee's communication plan.

Don brought up question of making some type of brochure for public at some point. Chief suggested an advertising campaign similar to what Sandwich has done. Rick suggests asking BOS to set aside money to advertise in Banner at joint September meeting. All need to be mindful about campaigning issues and crossing the line. Town officials cannot campaign to tell people to vote for specific override. Purpose is just to inform public of committee's updates and recommendations. The possibility of doing a roundtable at end of meeting involving PTV and September 20th was suggested.

All of group would like to find best possible way to reach entire community. Chief questions how to reach community if people are away, especially in winter. Rick believes an extra plus is since timeline has moved up it should be helpful in getting information out to people before they leave. Tom suggested asking the Banner to sit in on a meeting to do a profile update on progress. Sharon suggests getting info out in October at or before Special Town Meeting. A Banner article should be done asap if it is to be printed before Special Town Meeting article. Tom suggested possibility of a mass mailing. Don thinks they are not that expensive but can be very effective. This could be accomplished by doing a brochure with Project plan and timeline. Don will put thoughts together on brochure and email Tom. The possibility of a YouTube snippet was suggested as well.

5. Develop initial checklist for the Committee's police station site visits.

- Tom is suggesting we do a summary comparison after site visits. Kevin thinks we don't need to produce a program before we go to the site visits. Tom says what are we trying to learn from the visits will be observatory. Tom and Rick agree that a lot will be learned just from seeing the stations, not by going through a checklist. Rick points out that the purpose of committee is not for desk and cubicle but for space of each room, why room is size what it is and overall size of building.
- Chief Jaran states that all will come away from tours with basic principle of federal and state regulations of what a police station needs. There ensued a discussion with Chief of how many officers and breakdown of sergeants, detectives, etc. Don would like a sheet of paper listing all employees and positions.

- The needs really have to be articulated to public. The police understand the requirement needs but it is necessary for committee to make it understandable to public.
- Rick inquired about the possibility of separating Parking Dept from police. Chief explains how integrated police is with parking. They are on same radios, police back up parking for many issues and it all falls under enforcement. The Parking Administrator, Domenic Rosati reports to Chief. Rick says this simple discussion helps to be able to answer to public. Animal Control is another issue discussed before we go to other stations because other towns' needs are different. Sharon thinks it is a great idea that committee is getting an education on why station needs what it needs so it can be articulated to public clearly when asked.
- Another piece of program is to look at future of new building and whether it will be adequate 5-10 years down the road. Russ and Rick agree that no one wants to look back and think mistakes were made by not allowing room for necessary growth. Chiefs of toured buildings should be questioned as to what they wish more money had been spent on and what was most important aspect to them.
- There was discussion of public perception that police get too much already and mindset that people don't necessarily agree with change because it worked fine in the past.
- DPW employees should not be forgotten in this project as well.
- Rick would like the town to stop throwing good money at bad things. This is a great opportunity to build a good thing for the town.
- A suggestion was made from PR point of view that a civilian should talk to community instead of uniformed police because some of public seems to resist authority/power.

6. Public Statements - five minutes maximum; Committee members do not respond to Public Statements.

No public statements.


7. Other - Other matters that may legally come before the board not known at the time of posting.

No other business.

List of documents reviewed:

1. *Draft minutes*
2. *Draft Police Station Project Statement of Goals & Objectives*
3. *Police Station Project Timeline*
4. *Space Needs Assessment for Chatham Police Department*
5. *Dennis Police Station Needs Analysis*

Next Meeting:	August 23, 2013 @ 8:00 a.m.
Adjourn:	10:07 a.m.
Minutes by:	Paige Perry

Approved by  on August 26, 2012
Thomas Coen, Chair