

Building Committee Meeting Minutes
 June 21, 2018
 Caucus Room at the Provincetown Town Hall
 Called to Order: 10:00 am

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"/>	Paul Kelly, Vice Chair
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Don Murphy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leif Hamnquist
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sheila McGuinness
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linda Fiorella

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

These minutes are in brief format.

This meeting was filmed by Provincetown TV

Also Present:	Madeline Le (Flansburgh)
David Panagore, Town Manager	Jorge Cruz (Flansburgh)
Rich Waldo, DPW Director	Tony DiMarinisi (D&W)
Jim Golden, Police Chief	Paul Millett (OPM)

Order of Business:

1. Police Station Concept Design Completion. (Votes may be taken).
2. Approve minutes of previous meetings. (Votes may be taken).
3. Other matters that may legally come before the Committee not known at the time of posting. (Votes may be taken).

Topic 1: Police Station Concept Design Completion

I. Geotechnical Report - Update

- A. FA (Jorge Cruz) provided an update. The loose sands will require some improvements. FA and its geotechnical engineer are looking at modest options such as over-excavation of sands and replacement with structural fill to serve as the foundation. Shallow, spread footing are anticipated.
- B. Survey: FA's surveyor subconsultant has completed the site survey. A copy of the drawing was provided for review. Refer to the attached drawing C1.2.1 Rich Waldo informed FA that MADOT does not own or maintain the portion of Route 6 adjacent to the site. The drawing notes this also. "State Highway Discontinued, Town Way". No permits are required from MADOT for curb cuts or access.

FA Preliminary Floor Plans. Drawings of Option E1 and E2 were distributed and discussed in detail. FA's updated concept plans are within 200 sf of the KBA study space requirements. Chief Golden will review the layouts and provide comments prior to the July 11 workshop meeting.

- C. FA Preliminary Floor Plans. Drawings of Option E1 and E2 were distributed and discussed in detail. FA's updated concept plans are within 200 sf of the KBA study space requirements. Chief Golden will review the layouts and provide comments prior to the July 11 workshop meeting.
- D. The following comments were noted.

- First Floor:

- 1. Safe Room: Rename this to be Interview Room.

2. Dispatch Office: Re-orient work stations to face the customer window. Computer screens cannot be viewed by the public. Use actual dispatch area work station/desk sizes and revise layout.
 3. Sergeants work area and Roll Call: This is one room. A report writing/preparation area is needed. Provide 4 work areas to the left of the access door from the main hallway. Rework Armory/Gun Cleaning Room accordingly.
 4. Cell Doors: Sliding doors are shown. Passage Door can be a Swing door.
 5. Sally Port. Sized for 14' wide vehicle/box truck.
 6. Show areas for bike racks and pistol locks.
- Second Floor:
1. Chief Golden comment: Relabel Unfinished space to be Records Storage. This space of ~1524 sf is required and is not optional. The room will require lighting and HVAC and modest floor and wall finishes.
 2. Cyber Crime room and Interview Room locations are interchangeable.
 3. Detectives Office: Size is adequate. Provide general storage space along interior wall.
 4. Conference Room. Delete door to Chief's office.
 5. Closet and Coffee station: Flip these areas.
 6. Work Room: Will contain copier/fax machine, office supplies.
 7. Lockers: Today's staff breakdown is: Male = 15; Sworn /Non-Sworn

8. = 14/1. Female = 12. Sworn/Non-Sworn = 5/7.
 9. FA discussed the options for 2' or 3' wide lockers. After discussion, the Town selected 3' wide lockers for sworn staff and 2 feet wide lockers for non-sworn staff.
 10. Sworn staff - Plan for 16 Male and 8 Female with 3' wide lockers.
 11. Seasonal staff: Use 24"x24" stacked lockers.
- Site Plan;
1. Setbacks: Use Res 3 zoning requirements.
 2. Setbacks appear to be acceptable. Use 10 ft. setback from edge of effluent beds to be conservative.
 3. Two layouts are being considered. See Concept Plans 1-2. Concept Plan 1: The building orientation is square/parallel to Jerome Smith. Concept Plan 2. The building is rotated/angled. Chief Golden favored the parallel option – better for operations and less paving is required.
 4. Comments from the Town included:
 - a. Trees/Landscape features: Rich Waldo requested that no new trees be shown over the effluent beds. As a guide, shallow-rooted trees or planters would work on this site.
 - b. In other areas of the site, use short, dwarf trees; 4"-6" caliper may be suitable.
 - c. Parking: 30 spaces for Police vehicles are adequate.
 - d. Sidewalks: New sidewalk to be included on Jerome Smith Road. Link via cross walk to Shank Painter. EP to send FA the concept plans for future

Shank Painter Road reconfiguration.

- e. Traffic Circulation and Access: Access from Shank Painter to be provided. Access on/off Rt.6 to be provided.
 - f. Two-way traffic off entrance from Jerome Smith Road
 - g. Site Features: The police station sign – suggested location is the NW corner of the site near Route 6/Shank Painter Road. Other site elements to be located: Antenna/cellular communication; electrical transformer; trash dumpster, AC condensers and emergency generator will be needed. Locations to be developed as design advances.
 - h. Emergency Generator: Dual fuel option requested. Fuel tanks also needed and to be shown.
 - i. New sewer pump station. Rich Waldo to provide location.
- Building Envelope:
1. FA presented some model concepts. The building will have a slight 3 feet overhang on each end to suggest a pier-type building and provide some shadow.
 2. Structure Frame: FA will consider if wood framing is viable compared to steel framing. Wood framing may attract more general contractors on the Cape.
 3. Materials: Façade: Wooden. Exposed concrete foundation.
 4. Exterior wall of rear bumped out area could be used to showcase

local artwork.

ii. Design Schedule

- A. Schematic Design Workshop, July 11th, 10am start
- B. SD Cost Estimate, tentatively first week of August, 2018
- C. SD Completion, tentatively mid-August, 2

Topic 2: Minutes of Previous Meetings

None.

Topic 3: Other Business

None.

List of documents reviewed:

- 1. *Flansburg Concept Plans Option E1 and E2*

Next Meeting:	July 11, 2018 @ 10:00 am
Adjourn:	12:00 pm
Minutes by:	Paul Millett / Tom Coen

Approved by  on September 25, 2018
Thomas Coen, Chair