



Building Committee

Building Committee Meeting Minutes
 May 17, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Don Murphy	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linda Fiorella	
<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:	Tim Famulare, Conservation
David Panagore, Town Manager	Jim Golden, Police Chief
David Gardner, Asst. Town Mgr.	Greg Hennick, Police Lt.
Rich Waldo, DPW Director	Madeleine Le, Flansburgh
Jeffrey Ribeiro, Town Planner	Jorge Cruz, Flansburgh
Paul Millet, Environmental Partners	Maria George, Environmental Partners

Order of Business:
1. Kick-off meeting for the Police Station Design. (Votes may be taken).
2. Review 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).

DISCUSSION ITEMS

- I. Owner Architect Agreement Status – Signed 5/14/18 by the Board of Selectmen. Copy of executed agreement provided to Flansburgh.
- II. On Site Activity Schedule
 - A. Rich Waldo to issue notice to public regarding borings and survey work.
 - B. Geotechnical Borings – Scheduled for May 23rd and 24th.
 - Will include 5 to 8 borings
 - Drill rig to stay overnight on site
 - Limits of leach field to be identified defined prior to drilling operations. Coastal Engineering to research leach field records.
 - C. Survey Boundary and Topography Map – tentatively scheduled for May 23rd
 - A new parcel needs to be defined for the Police Station property. The new parcel shall be taken from existing town owned parcels. The site currently overlaps the MassDOT right of way and Jerome Smith Lot.
 - The Town is to provide Flansburgh with all available record drawings of the site.
- III. Skateboard Site
 - A. An alternative site will be identified by the Town. The Recreation Committee is looking into relocating the skate park to Motta Field. The Recreation Committee will determine if the skate park will be redesigned, or will simply remove and relocate the existing features.
 - B. Flansburgh will look into the option of keeping the skateboard site close to the project area at the end of the parking lot.
 - C. The existing skateboard park is over part of the leaching field.
- IV. Parking
 - A. Limits and number of spots for public parking and police parking to be defined and reconfirmed with the Zoning Board.

- B. Parking cannot be extended over the leach field beds. The leaching fields under the existing paved area is rated for heavy RV vehicles, whereas leaching field beds under unpaved areas are not rated for heavy loads.
 - C. The existing Jerome Smith Lot is one of the few areas in town where RVs and buses are able to park. An alternate location may need to be identified for RV and bus parking.
- V. Conservation Commission
- A. No formal application is required. The project site is not within the limits of an Endangered Species Habitat. Wetlands are located to the east of the site.
 - B. Greenway limits have not formally been defined for this portion of Route 6.
 - C. Flansburgh has tentatively planned to include reclaiming the dunes as part of their overall landscape plan.
 - D. As a courtesy, a work session will be completed in a Conservation Commission meeting to provide an overview of the extent of the project. This will occur after schematic design has been completed.
 - E. Tree removal process to be discussed with Planning Board.
- VI. Regulatory Meetings
- A. ANR
 - Site Plan review, to be completed first. To include defined lot dimensions.
 - Current Town regulation: 40% lot coverage by structure, 30% lot coverage by green area
 - 1 month lag time for scheduling meeting
 - B. Zoning Board
 - Special Permit for Use
 - Special Permit for Scale
 - C. Planning Board
 - Special Permit for Site Plan.
 - D. Greenway Work Session, tentatively scheduled for September 2018.
 - E. Regulatory process shall be tentatively scheduled for September/October. This will include 2-3 meetings.

- VII. Development of Community Interest (DCI)
 - A. Notices shall be distributed to neighboring residents prior to borings and survey work.
 - B. Community meeting to be scheduled after Labor Day
 - C. Building Committee is the host on behalf of the Board of Selectmen
 - D. An online survey could be sent out prior to public meetings to gauge the public's expectation from the meeting.
- VIII. Basement / Attic
 - A. Basement feasibility to be reviewed after completion of borings. Flansburgh typically designs for a basement to be installed a minimum of 3' above observed waterlevel.
 - B. Flansburgh presented two tentative layouts for discussion. One layout included a basement, the second layout reallocated basement space to the second floor and attic. Attic sketch will be provided at the program workshop.
 - C. Zoning regulations are strict on what qualifies as a third floor. Attic design must take this into consideration.
- IX. Design Schedule
 - A. EP and Flansburgh to develop schedule for next 6 months to be used as a roadmap. Identify public comment hearings / meetings on schedule barchart.
 - B. Kick-off Meeting, May 17, 2018
 - C. Program Workshop, June 7th, 2018, 9am start
 - Half day discussion.
 - D. Concept Design Completion, June 21st, 10am start
 - 2 to 3 Concept Site and Floor plans, no elevations.
 - E. Schematic Design Workshop, July 11th, 10am start
 - Concept drawings to be watermarked as internal draft
 - F. SD Cost Estimate, tentatively first week of August, 2018
 - G. SD Completion, tentatively mid-August, 2018
 - H. Design Development, August through October 2018
 - I. Regulatory Board Meetings, September through October 2018
 - J. Construction Documents, tentatively January, 2019

X. Project Coordination

A. A project dropbox will be developed for sharing files.

List of documents reviewed:

1. Flansburgh Agenda
2. Meeting Sign in Sheet
3. Flansburgh Draft Plans and Space Summary, 5/17/2018

Next Meeting:	6/7/2018
Adjourn:	11:45 am
Minutes by:	Paul Millett / Tom Coen

Approved by  on October 31, 2018
Thomas Coen, Chair