

# TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

MONDAY – MARCH 26, 2012 6 PM

TOWN HALL – JUDGE WELSH ROOM

Chairman Elaine Anderson convened the meeting at 6:00 PM noting the following:

Board of Selectmen attending: Elaine Anderson, David Bedard, Austin Knight, David McChesney and John Santos

Other attendees: Town Manager Sharon Lynn, Assistant Town Manager David Gardner, Municipal Finance Director Dan Hoort

Recorder: Vernon G. Porter

The following are meeting minutes, in brief:

**MOTION:** *Move that the Board of Selectmen vote to take agenda item 1B out of order.*

**Motion by:** Austin Knight      **Seconded By:** David Bedard      Yea 5    Nay 0

## 1B **JOINT MEETING WITH HISTORICAL COMMISSION**

Cudworth Street Historical Marker

Attendees: Chairman Eric Dray, Polly Burnell, Susan Avellar and Stephen Milkewicz.

At their meeting on Monday, May 23, 2011 the Board of Selectmen unanimously voted in favor of requesting an annual joint meeting with each board and committee of the Town. The intention of this meeting is to become acquainted with any members the Selectmen may not have already had the opportunity to meet, and to discuss matters of mutual importance as well as common goals for the coming year.

On February 27, 2012 the Board of Selectmen voted to have their annual joint meeting with the Historical Commission and to further discuss Historical Markers in Provincetown.

Chairman Dray gave an update on their major project which include an Historic Walking Tour available on I phone or APT, new display cases in front lobby of Town Hall; ongoing oral history program where we are taking exciting oral histories from people like Joyce Johnson from radio days that exist on tape having them digitized and scanned so they can be searchable on the Town History Website; and we are starting a program this year to come up with a comprehensive plan for historic images and material to display where appropriate.

Polly Burnell - As the liaison for the Historic Commission I've been working with the Cemetery Commission on the Winthrop Street Cemetery and honored that they value our input.

John Santos - Can you get the clock put up as soon as possible? Eric Dray – I would defer anything and all decisions about the clock to Steve Borkowski.

Elaine Anderson – Is there any policy of Street Signs? Specifically we are talking about the request for Orthodox Road. Eric Dray - Recommend to have his committee work with DPW on signage and use this as a test case for a policy to be established.

**MOTION:** *Move that the Board of Selectmen vote to approve the placement of an historical marker on Cudworth Street which recognizes and identifies the historical name "Orthodox Road", in coordination with the Historical Commission and Town Staff; and further that the final design is brought back to the Board of Selectmen for their approval.*

**Motion by:** Austin Knight      **Seconded By:** John Santos      Yea 5    Nay 0

Eric Dray – Request that the visual green space in front of the new police station be maintained.

## 1A **POLICE STATION / HIGHWAY GARAGE PROJECT UPDATE**

Present: David Morais and Michael McKeon from the firm Kaestle Boos Associates, Inc. Architects, Foxborough, MA. Gave an update of the new plans.

Michael McKeon – Reviewed the latest engineering drawings (Attachment #1). Six bays were eliminated in both DPW and Building and Grounds. DPW reduced by 20% from the original plans from 20,226 sq. ft. to 16,200 sq ft.

David Morais – Police Facility footprint is also reduce 20%. One bay eliminated. Relocated the main roll call area to the bottom floor. Relocated some of the mechanical areas. Cut back the parking area. Upstairs is now administrative areas. Biggest change is that the emergency operations section is gone.

Town Manager Sharon Lynn – The engineers have come back in a very short period time in answer to the request from the Board of Selectmen, Finance Committee, and the general public

**MOTION:** *Move that the Board of Selectmen vote to revisit Special Town Meeting Article 7.*

**Motion by:** David Bedard      **Seconded By:** Austin Knight      Yea 5    Nay 0

**MOTION:** *Move that the Board of Selectmen vote to indefinitely postpone Special Town Meeting Article 7.*

**Motion by:** David Bedard      **Seconded By:** Austin Knight      Yea 5    Nay 0

**MOTION:** *Move that the Board of Selectmen vote to advertise for applicants for the Building Committee after town meeting is over.*

**Motion by:** Austin Knight      **Seconded By:** David Bedard      Yea 5    Nay 0

**MOTION** – *Move that the Board of Selectmen vote to accept the current Department of Public Works site for the development of the new Police Station and the Department of Public Works complex as voted upon from Article 22 of the April 2011 Annual Town Meeting*

**Motion by:** Austin Knight      **Seconded By:** David Bedard  
Yea 4    Nay 1 (John Santos)

## 2. **PUBLIC STATEMENTS**

Clarence Walker - Commend the Town Manager Sharon Lynn for asking for a delay

on the DPW/Police Station project. Also David Gardner and the architects should be commended for what they have done.

Cheryl Andrews – Speaking as Provincetown’s Representation on the Assembly of Delegates – read statement into the record. (See attachment #2)

**3. SELECTMEN STATEMENTS**

**David Bedard** – None

**David McChesney** - To the public who has not been able to see current police station – visit the town website.

**John Santos** - None

**Austin Knight** – In response to Cheryl Andrews - The Selectmen’s Association will be having a meeting in Bourne to discuss the Wastewater issues. Senator Wolf has said that Provincetown should be held harmless of any assessment.

**Elaine Anderson** – As a Representative on the Intermunicipal Group – we are watching this very closely. Agree with Dr. Andrews that we stay on top of this.

**4. BOARD OF SELECTMEN’S APPOINTMENTS**

**MOTION:** *Move that the Board of Selectmen vote to appoint Paige Mansfield as an Alternate Member on the Board of Health with a term to expire on December 31, 2012.*

**Motion by:** David Bedard      **Seconded By:** David McChesney      Yea 5    Nay 0

**MOTION:** *Move that the Board of Selectmen vote to reappoint Selectman David McChesney as Provincetown’s Representative to the Barnstable County Cape Cod Water Protection Collaborative for a two year term effective April 12, 2012 through April 11, 2014.*

**Motion by:** Austin Knight      **Seconded By:** John Santos      Yea 5    Nay 0

**5A FISCAL 2013-2015 VALIDATION PROGRAM - \$80,750**

Board of Assessors

Principal Assessor Paul Gavin - This work is required by the Department of Revenue in order for the Town to receive approval of our next triennial recertification of property values in Fiscal Year 2013, and our Interim Valuation for Fiscal Years 2014 and 2015.

**MOTION:** *Move that the Board of Selectmen vote to award a contract to sole proposer pk Valuation Group, a Division of Paul S. Kapinos & Associates, Inc. of 29 College St., South Hadley, MA 01075 in the amount of \$80,750 for the following: Commercial Personal Property Rediscovery (\$20,000); Fiscal 2013 Re-Certification Program (\$20,250); Fiscal 2014 Interim Year Update (\$20,250) and Fiscal 2015 Interim Year Update (\$20,250).*

**Motion by:** David Bedard      **Seconded By:** John Santos      Yea 5    Nay 0

**5B MCDBG GRANT CLOSE-OUTS AND MONITORING RESPONSE**

CDF 2008, RRA,EDF2008

Grant Administrator Michelle Jarusiewicz - Explained the background and reasons for the

close-outs and monitoring response at this time.

**MOTION:** *Move that the Board of Selectmen vote to close out the following grants under the Massachusetts Community Development Block Grant program: Community Development Fund 2008 ARRA and Economic Development Fund 2008, and approve the response to DHCD's monitoring of MCDBG 08 ARRA.*

**Motion by:** David Bedard      **Seconded By:** Austin Knight      Yea 5    Nay 0

**5C    AIRPORT COMMISSION – EA/FEIR/DRI PHASE IV**

Airport Manager Butch Lisenby - This Grant and Assurances outlines the Permitting and Design efforts necessary to enable Provincetown Airport to construct our Capital Improvement Projects (CIP) as defined in the Final Internal Draft of the Final Environmental Impact Report (FEIR)/Environmental Assessment (EA)/ Section 4(f)/Development of Regional Impact (DRI) document (FEIR/EA/Section 4(f)/DRI; EEA No. 13789). The Cape Cod Commission (CCC) has established that 90% design plans ensure enough information is available for them to make a determination on specifics, under their DRI review process. Also included in the Grant is the Wildlife Hazard Assessment, now required by the FAA.

Funding Breakdown: FAA 95%, MassDOT 2.5%, Town 2.5% .

This grant has been approved as to form by Town Counsel.

**MOTION:** *Move that the Board of Selectmen vote to execute a Grant and Assurances in the amount of \$33,000.00 from the MassDOT / Aeronautics Division for the Phase IV Environmental, 90% Design, Final Terminal Concept, Energy Assessment and Wildlife Hazard Assessment at the Provincetown Municipal Airport.*

**Motion by:** David Bedard      **Seconded By:** Austin Knight      Yea 5    Nay 0

**5D    OPEB TRUST AGREEMENT (Other Post Employment Benefit)**

Dan Hoort – This is a procedural step by the Board of Selectmen to adopt this agreement. The Trust is created for the sole purpose of providing funding for OPEB, as determined by the Town, or as may be required by collective bargaining agreement, for the exclusive benefit of the Town's Retired Employees. The assets held in the Trust shall not be used for or diverted to any other purpose, except as expressly provided in the agreement.

**MOTION:** *Move that the Board of Selectmen vote to adopt the attached Town of Provincetown "Other Post Employment Benefit" (OPEB) Trust Agreement as approved to form by Town Counsel.*

**Motion by:** Austin Knight      **Seconded By:** David Bedard      Yea 5    Nay 0

**5E    TREASURER'S TRANSFERS – RECREATION DEPARTMENT GIFT FUND**

Remaining balance in the Recreation Department Gift Fund after this payment will be \$24,321.79

**MOTION:** *Move that the Board of Selectmen vote to as Commissioners of the Town of Provincetown Gift Funds, pursuant to MGL C44 § 53A, to approve the use of \$11,800.00 from the Recreation Department Gift Fund for payment of the attached quotation when the job is completed and the invoice and authorized Voucher to Pay are received.*

**Motion by: Austin Knight      Seconded By: John Santos**  
**Yea 4    Nay 0    Recuse 1 (David Bedard)**

5F1, 5F2, 5F3 and 5G – Rescheduled to April 9, 2012 meeting.

**5H      PARADE PERMIT REQUEST – YANKEE LAMBDA CAR CLUB**

This is an annual event sponsored by the Yankee Lambda Car Club. Route: Starting at MacMillan Wharf, heading North on Standish St, East on Bradford and East on Bradford Street West on Commercial Street, then proceed down the entire length of Commercial Street and end at the Provincetown Inn.

**MOTION: *Move that the Board of Selectmen vote to approve the Parade Application Permit submitted by Ben Burnham, on behalf of the Yankee Lambda Car Club, 50 Tremont Street #108, Melrose, MA, to hold their Annual Classic Car Parade on Saturday, September 8, 2012 from 2:30 PM to approximately 3:15 PM.***

**Motion by: David Bedard      Seconded By: John Santos      Yea 5    Nay 0**

**5I1      CEMETERY COMMISSION CONTRACT**

Monument Conservation Contract for Alden Street Cemetery

Monument Conservation Collaborative LLC, is the same company that was selected during the RFP process to do the restoration work in the Winthrop Street Cemetery. The Cemetery Commission voted to approve this contract on February 6, 2012.

**MOTION: *Move that the Board of Selectmen vote to approve a contract with the Monument Conservation Collaborative LLC, PO Box 541, Norfolk, CT 06058, in the amount of \$4,950.00 from the Expendable Portion of the Perpetual Care Trust Fund, to repair nine of the most endangered gravestones in the Alden Street Cemetery.***

**Motion by: David Bedard      Seconded By: Austin Knight      Yea 5    Nay 0**

**5I2      TREASURER'S TRANSFER**

Cemetery Perpetual Care Trust Fund

Related back-up material the same as contained in Item 5I1.

**MOTION: *Move that the Board of Selectmen vote, as Commissioners of the Town of Provincetown Trust Funds, to approve the use of \$4,950.00 from the Expendable Portion of the Cemetery Perpetual Care Trust Fund for payment of the attached quotation when the job is completed and the invoice and authorized Voucher to Pay are received.***

**Motion by: David Bedard      Seconded By: Austin Knight      Yea 5    Nay 0**

**5J      EMERGENCY MANAGEMENT GRANT**

US DHS/FEMA EMERGENCY MANAGEMENT PERFORMANCE GRANT SUBMISSION

This is a procedural request for the Board of Selectmen to submit the grant application.

**MOTION: *Move that the Board of Selectmen vote to submit a grant to Massachusetts Emergency Management Agency for the Federal Fiscal Year (FFY) 2010 US DHS/FEMA Emergency Performance Management Grant (EMPG) for the amount of \$2000.00, for a***

*smart board for the Town's emergency planning operations.*

**Motion by:** Austin Knight

**Seconded By:** John Santos

**Yea 5 Nay 0**

**6A INSERT BALLOT QUESTIONS**

Tuesday, May 1, 2012 – Annual Town Election

**MGL C. 59, § 21C(g)** states, “The local appropriating authority of any city or town which is subject to the provisions of paragraph (f) may, by majority vote, seek voter approval to assess taxes in excess of amount allowed pursuant to said paragraph (f) by a specified amount.”

**MOTION:** *Move that the Board of Selectmen vote, pursuant to MGL C. 59, § 21C (g), to insert ballot question, as amended, onto the May 1, 2012 Annual Town Election as presented by the Town Manager.*

**Motion by:** David Bedard

**Seconded by:** Austin Knight

**Yea 5 Nay 0**

*(Note that Article 7 is indefinitely postponed per motion in item 1A.)*

**Special Town Meeting - April 2, 2012 Ballot Questions**

**STM 8**

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bond issued in order to repair the exterior walls of the Provincetown High School?

**Annual Town Meeting - April 2, 2012 Ballot Questions**

**ATM 5-6**

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bond issued in order to pay for the costs associated with ongoing improvements to the town's drainage system?

**ATM 5-7**

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bond issued in order to purchase four pick-up trucks and two tractors with mowers for the Department of Public Works.

**ATM 5-8**

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bond issued in order to purchase a new rescue ambulance for the Fire Department?

**ATM 5-9**

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bond issued in order to pay for the costs associated with the maintenance, repair and repaving of streets and sidewalks on Commercial Street?

**ATM 5-10**

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bond issued in order to pay for the installation and connection of the Open Cape Network?

**ATM 5-11**

Shall the Town of Provincetown be allowed to exempt from the provisions of Proposition 2

½, so-called, the amounts required to pay for the bond issued in order to pay the costs associated with retrofitting the town's emergency management shelter with shutters and an emergency generator?

**6B TOWN MANAGER FOLLOW UP**

Street work is going very well. Will stop work on Friday during the Patriot's Day Weekend.

Met with public employee committee. Agreement for the 25% savings (\$72K) request we honor funds for a premium holiday (July) and partial premium holiday (August). Their second request was to insert language agreeing to leaving the door open for the Insurance Advisory Commission be able to approach the Selectmen next year for any changes / savings, etc.

**MOTION:** *Move that the Board of Selectmen vote to accept the terms requested by the Public Employees Committee project mitigation in the amount of \$71,051 for premium and partial premium holidays starting in July and August 2012 and leave the door open for the commission to approach the Board of Selectmen next year.*

**Motion by:** David Bedard      **Seconded by:** Austin Knight      Yea 5    Nay 0

**6C OTHER - None**

**7. MINUTES OF BOARD OF SELECTMEN'S MEETINGS**

*Move that the Board of Selectmen approve the following minutes of March 12, 2012 (Public Forum 5 PM as printed and March 12, 2012 (Regular Meeting 6 PM) with change so noted..*

**Motion by:** David Bedard      **Seconded By:** Austin Knight      Yea 4    Nay 0

**8. CLOSING STATEMENTS**

**David Bedard** - Thank staff and architects for all their hard work.

**David McChesney** – None      **Austin Knight** – None      John **Santos** – None

**Elaine Anderson** – Great meeting at Center for Coastal Studies regarding Herring Cove. Collaborative effort. Kudos to Sarah Peake and her staff.

Motion to adjourn by Austin Knight at 8 PM.

**Minutes transcribed by:** Vernon Porter, Secretary to Board of Selectmen  
March 28, 2012

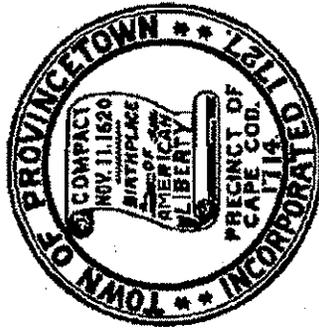
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# PROVINCETOWN POLICE FACILITY & DEPARTMENT OF PUBLIC WORKS BUILDING

24 RACE POINT ROAD  
PROVINCETOWN, MA 02697



PRESENTATION TO BOARD OF SELECTMEN

3/26/2012

## POLICE FACILITY

ORIGINAL BUILDING AREA: 17,118 S.F.  
REVISED BUILDING AREA: 13,700 S.F.

## DEPARTMENT OF PUBLIC WORKS

ORIGINAL BUILDING AREA: 20,226 S.F.  
REVISED BUILDING AREA: 16,200 S.F.

KAESTLE BOOS ASSOCIATES, INC.



ARCHITECTURAL, STRUCTURAL & LANDSCAPE



**SCHEMATIC DESIGN**

**PROVINCETOWN POLICE STATION &  
HIGHWAY DEPARTMENT FACILITY**

PROVINCETOWN, MA

4/27/11 2:30



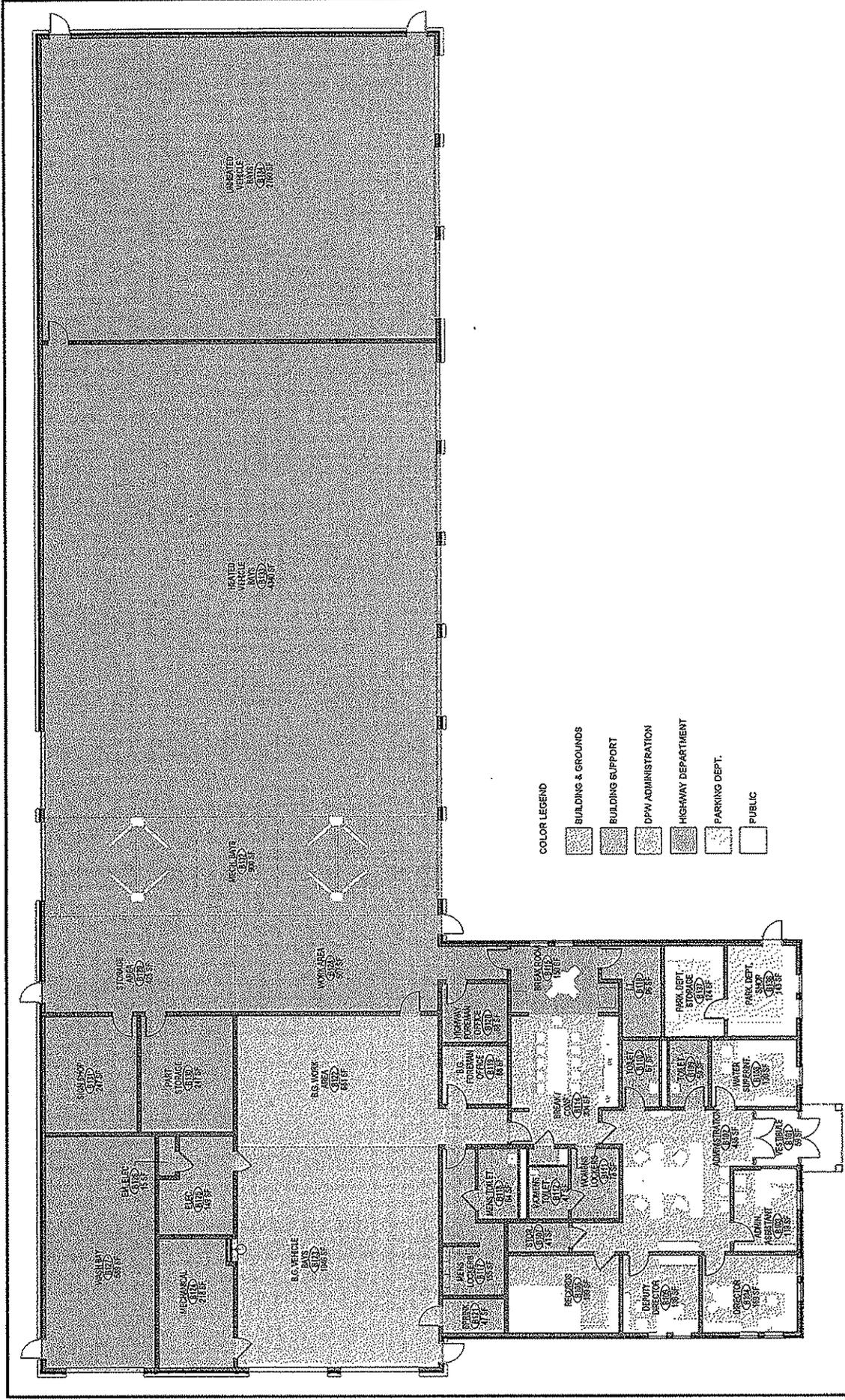
**KAESTLE BOOS**  
ASSOCIATES, INC.







**KAESTLE BOOS**  
Associates, Inc.



- COLOR LEGEND**
- BUILDING & GROUNDS
  - BUILDING SUPPORT
  - DPW ADMINISTRATION
  - HIGHWAY DEPARTMENT
  - PARKING DEPT.
  - PUBLIC

**PROVINCETOWN DEPARTMENT OF PUBLIC WORKS**

**24 RACE POINT ROAD  
PROVINCETOWN, MA 02697**

SCALE: 3/16"=1'-0"  
OPTION C: 16,200 S.F.

# Provincetown Police Dept and Hwy Dept Facilities

## Preliminary Opinion of Probable Project Cost

March 21, 2012

Item Description Sub Total Cost

### Site Development (and Outbuilding) Costs

Site Work		\$767,500
Salt Shed	4,800 SF @ 90 \$/SF	\$432,000
Ambulance Barn (Move to new findn)	250 SF @ 75 \$/SF	\$18,750
Truck Washout	Included in Site Work above	\$0
Material Storage Bins (Concrete Biks)	LS	\$50,000
Move Fueling station	Work eliminated	\$0
HazMat Abatement	LS	\$30,000
<b>\$1,298,250</b>		

### Building Construction Costs

Police Dept Bldg W/O EOC	13,700 SF @ 350 \$/SF	\$4,795,000
<b>\$4,795,000</b>		
Office Building & Staff	3,335 SF @ 275 \$/SF	\$917,125
Vehicular Storage/Maintenance	9,882 SF @ 225 \$/SF	\$2,223,450
Unheated Storage	2,966 SF @ 200 \$/SF	\$593,200
<b>\$3,733,775</b>		

Design & Pricing Contingency (+ Insurance) \$541,000

**\$10,368,025**

### Owner's Costs

Land Survey	inc. below	\$15,000
Geotech		\$15,000
Arch. & Eng. Fees (beyond Phase 1)		\$850,000
Reimbursable Expenses		\$50,000
Project Management		\$180,000
Structural Peer Review		\$6,000
PPD Furnishings, Furniture & Equipment		\$109,600
DPW/HWY and B&G FF&E (allowance)		\$40,000
Communications Equipment		\$150,000
Reproduction /Miscellaneous		\$25,000
Legal/Advertising		\$10,000
Insurance		\$0
Material Testing		\$30,000
Owner's Project Contingency (5% of Construction & Owner's Costs)		\$591,000
<b>\$2,056,600</b>		

Shift Cost to GC

\$8/SF  
LS

**\$12,424,625**

**Total Project Cost**

### Estimated Owner's Construction Phase Costs