



# Building Committee

Building Committee Meeting Minutes  
 Monday, August 27<sup>th</sup>, 2012 @ 6:00 pm  
 Judge Welsh Room at the Provincetown Town Hall  
 Called to Order: 6:50 pm

**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*

<b>Also Present:</b>	
Austin Knight, BoS	Sharon Lynn, Town Mgr.
Elaine Anderson, BoS	David Gardner, Asst. Town Mgr.
John Santos, BoS	Dan Hoort, Finance Director
David McChesney, BoS	Vernon Porter, Recorder
Erik Yingling, BoS	

<b>Order of Business:</b>
1. Joint public meeting with the Board of Selectmen to provide an update on the Committee's activities.
2. Other - Other matters that may legally come before the Committee not known at the time of posting.

## 1. **Joint Meeting with the Board of Selectmen**

This the first meeting with the Building Committee. The intention of this meeting is to become acquainted with the Committee, to get an update and to discuss matters of mutual importance, as well as common goals for the coming year.

Tom Coen went over the material in the agenda packet and read into the record the Building Committee's Statement of Goals and Objective.

The Building Committee's focus has been to:

- Understand the committee's role pursuant to the charter
- Understand the Selectmen's direction
- Formulate goals and objectives
- Agree on key decision/recommendations
- Identify the key deliverables to support our recommendations
- Develop a task list
- Putting together a timeline
- Developing a communication plan for the public

Timeline of activities include:

- Project plan
- Identify police station requirements
- Site Evaluation
- Schematic Design
- Report to Town Meeting

Communication Plan is critical. Strategies to include posting meeting minutes, accepting public comments, maintaining webpage; joint meetings with Selectmen, Public Forums, Public hearings, PTV Roundtable discussions and finally Reports to Town Meeting.

David McChesney - Incorporate renewable energy.

John Santos - Funding remaining within the architect's contract.

## 2. Other Business (Provincetown High School building repairs)

Austin Knight - The BC has also been informed of the High School project. Will consider at a future meeting.

Rick Murray – Our main focus is to get enough accurate information as possible in considering the High School construction.

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### **List of documents reviewed:**

- 1. Building Committee Status Report Memo (attached)*
- 2. Building Committee Police Station Project Overview*
- 3. Building Committee Police Station Project Timeline*

Next Meeting:	Thursday, September 13 <sup>th</sup> @ 8:00 am
Adjourn:	7:15 pm
Minutes by:	Vernon Porter / Thomas Coen

Approved by  on September 20, 2012  
Thomas Coen, Chair



## Building Committee

# Memo

**To:** Board of Selectmen

**From:** Building Committee

**CC:** Town Manager, Police Chief, Assistant Town Manager, Building Commissioner, Deputy DPW Director

**Date:** August 23, 2012

**Re:** Police Station Building Project Status Report

**ATT:** 1. Building Committee Police Station Project Overview  
2. Building Committee Police Station Project Timeline

## **Ladies and Gentlemen of the Board of Selectmen:**

Beginning with its formation on June 28<sup>th</sup>, the Building Committee has held five meetings so far. The primary focus of the meetings has been to:

- Understand the Committee's general role, as defined by the Town Charter;
- Understand the Board of Selectmen's direction regarding the Police Station Project (PSP);
- Formulate our goals and objectives for the PSP, which is our top priority per the Board of Selectmen;
- Agree on key decisions/recommendations that need to be made by the Committee regarding the PSP;
- Identifying the key deliverables that we need to produce to support our recommendations;
- Developing a task list that will produce the deliverables;
- Putting it all together on a timeline, i.e. a schedule; and

- Developing a communication plan to ensure that members of the public understand what the Committee is doing on an ongoing basis.

The first attachment provides an overview of the Committee’s project plan, including a statement of goals and objectives; a summary of the Committee’s project plan; and a summary of the Committee’s communication plan. The second attachment is the Committee’s current working version of the Committee’s work plan (timeline). The latter will be updated on a regular basis as circumstances change.

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We look forward to our meeting with you on Monday, the 27<sup>th</sup>, to provide you with an update on our activities and plans.

Respectfully submitted,

**The Building Committee**

Tom Coen, Chair	Leif Hamnquist
Sheila McGuinness (Alt.)	Don Murphy
Rick Murray, Vice Chair	Kevin Shea