



## Building Committee

Building Committee Meeting Minutes  
Thursday, July 12, 2012 @ 8:00 am  
Caucus Hall Conference Room at the Provincetown Town Hall  
Called to Order: 8:03 a.m.

### Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Coen, Chair	
<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheila McGuinness, Alt.	<input checked="" type="checkbox"/> Voting

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

*These minutes are in brief format.*

*If checked, this meeting was filmed by Provincetown TV*

Also Present:	
Sharon Lynn, Town Manager	Russ Braun, Bldg. Commissioner
Jeff Jaran, Police Chief	
David Gardner, Asst. Town Mgr.	
Richard Waldo, DPW Deputy Dir.	

### Order of Business:

1. Minutes of prior meeting. (Votes may be taken).
2. Goals and objectives of the Committee, including major decisions that the Committee may need to make regarding the Police Station and the DPW Highway Maintenance Facility. (Votes may be taken).
3. Discussion of initial plans for the Committee's activities to meet its goals and objectives. (Votes may be taken).
4. Any other unanticipated business that may legally come before the Building Committee that requires immediate action. (Votes may be taken).

## 1. Minutes of prior meeting.

The Committee reviewed the minutes of its last meeting.

<b>Motion # 1:</b> To approve the minutes of June 28, 2012.			
Motion By: Don Murphy		Second By: Sheila McGuinness	
For: 5	Against: 0	Abstain: 0	Recuse: 0

## 2. Goals and objectives of the Committee.

General discussion regarding decision points as follows:

- Consensus that one of the biggest questions from the public is “why not renovate current site?”
- There was discussion to focus on police station site first and then see if highway garage fits.
- Leif and Kevin agree that a significant amount of preliminary design work has already been done and we should consider moving forward from there. The problem arose when public was shown a “yellow box” on the various sites and were not given enough information to envision same.
- Don asked Chief’s most critical point for station and Chief stated that it would be that the public would be able to find it. Law enforcement responds from the road majority of the time. David and Sharon agree that accessibility is key since our community is unique and the fact that there is a parking department to consider which other towns may not have. Don mentioned the possibility of a satellite station.

## 3. Discussion of initial plans for the Committee’s activities to meet its goals and objectives.

- Everyone agreed to have a list of deliverables.
- Review all materials, do walkthroughs, discuss square footage requirements and whether feasible in current site or other sites.

- Kevin suggests talking to other towns' building committees. Don mentioned getting Kevin Mullaney's notes on interviews he did with other towns regarding their police stations.
- Discussion arose on Open Meeting law and site visits.
- Russ suggested a public comment section on agenda for meetings which everyone agreed should be at end of meeting and have a 5 min limit.
- Federal and state requirements were talked about. Chief mentioned that you will see specialized federal and state requirements in new stations and what is needed and why it is there. Annual state visits to station checking requirements include: conditions of cells, toilets, temp of water, audio/visual, etc. Federal requirements which the state adopts are separation of cells for juveniles, women and men including safety issues and suicide concerns.
- Everyone agreed that tours of new stations should take place before tour of current police station to get better idea of requirements and seeing them visually would be more helpful than on paper. This way it can be more easily articulated to public.
- Russ suggested looking at web link for Northampton station just built. Tom says it may not be applicable because building committee comprised of police employees and did not go to Town Meeting because they have a mayor not selectmen.
- List of Deliverables:
  - 1) Review of requirement list and assessment developed by architects;
  - 2) Visit newly-built police stations on Cape;
  - 3) Tour of current police station;
  - 4) Go over findings based on all information; and
  - 5) Decide on feasibility of current site and if not, consider all sites.
- Discussion of how the meetings are articulated outside of room. Sheila suggests newspaper and Tom suggest filming sessions for PTV as communications outlets. Also, doing press releases but keeping in mind that it is about committee making recommendations to BOS and not being the decision makers. It was talked about having a public forum with BOS but not on Mondays and need a two-week advance advertisement. Chief gave Tom an article in Cape Cod Times on

Sandwich Police/Fire station and PR. Tom will distribute to all members.

- Discussion ensued with respect to phases. Phase I being requirements. Phase II is site recommendation which would include whether or not Highway Garage involved. Phase III may be design depending on site including updating plans, designs and possibly re-engaging architects regarding cost estimates. Costs should be in consideration during all phases. There was discussion of costs of sites and what phase to decide on figures. After Phase II would be recommendation to BOS. Tom thinks the Fall may be too soon and may end up being in the Spring of 2013.
- All agree that Phase II will be more complicated. Tom asked Sharon about hiring someone to look at viable alternative sites during that phase since it may be very difficult to repurpose old building. She suggested group sit down and talk to people that already did site studies first to hear them out. A lot of environmental and geographical issues need consideration again as well as growth factor. Russ has a lot of information on other sites in town.
- All agreed to go with Don Murphy's initial list of deliverables.

**4. Any other unanticipated business that may legally come before the Building Committee that requires immediate action.**

Proposed for next meeting:

Prepare timeline.

Work w/Chief on set up for site visits. Group decided to do one at a time on Thursdays, possibly opposite Thursdays of meetings being at facilities by 8:00 am and leaving Provincetown at 7:00 am. In this order: 1) Harwich 2) Chatham 3) Dennis 4) Truro 5) Provincetown.

Kevin thanked Tom for all of his hard work. Sheila is thankful for all of the town employees' attendance at meetings.

**List of documents reviewed:**

1. *Draft June 28<sup>th</sup> minutes.*

Next Meeting:	July 26, 2012 @ 8:00 a.m.
Adjourn:	10:18 am
Minutes by:	Paige Perry

Approved by  on July 27, 2012  
Thomas Coen, Chair