

Hildreth House Improvement Committee
Minutes of the 8/25/14 meeting
3 p.m. at the Hildreth House

Members present: Pat Jennings, Connie Larrabee, Fran Nickerson, Ann Taylor, David Vannicola

Members absent: Laura Andrews

Others present: Drayton Fair (LLB Architects), John Sayre-Scibona (owners project manager), Debbie Thompson (COA director), Sue Guswa,(COA) Suzanne Roberts (COA), Pam Frederick (COA), Hank Fitek(COA), Sharon Briggs (FCOA), Lucy Wallace (BOS), Erin McBee(Planning Board), Joan Eliyesil(Harvard Press), Kelly Carrion(Harvard Hillside)

Connie called the meeting to order at 3:04 p.m.

The committee approved the minutes of the August 11 meeting as submitted .

REVISED COST ESTIMATES

John Sayre-Scibona presented newly revised cost estimates for the entire building project and separate estimates for phases one and two combined, both with a start date of summer 2015, as well as phase three with a 2017 start date.

The total cost estimate for the whole project is \$3,638,590. The estimate for phases one and two combined is \$1,596,728, and for phase three, \$2,626,539. The total cost of doing the project in two phases (starting in 2015 and 2017) would be \$4,223,267, about 16 percent more than doing the whole project at once.

John and Drayton recommended doing all the architectural design drawings at once and included that total (\$300,000) in the phase one and two estimate. (In a post-meeting email, Drayton confirmed that if the drawings for phase 3 were not included, the cost of phase one and two combined would be a little over \$1.4 million instead of just under \$1.6 million). Drayton and John said the advantages of doing all the design at once would be that the whole thing would be "in the can and ready to go," and that phase three could then be bid as an alternate along with the first two phases, which would be a good check on the estimates. The committee decided to recommend doing it that way, partly to convey its commitment to the entire project.

The cost estimates do not include funding for relocating COA offices and programs during construction. Drayton said the work would not be too invasive to the building itself, but that dust, noise, and safety issues outside should be considered. He thought the project (phases one and two) would take 8 to 10 months to complete and that the staff would have to relocate for part of that time. If funding is approved at the 2015 Annual Town Meeting, design development would begin next summer and construction would start in the spring of 2016.

The committee agreed that its work with LLB and DTI appears to be finished, but Drayton said the architects would be available to help with presentations to the selectmen "within reason" at no additional charge.

INVOICE APPROVAL: The committee approved LLB's invoice for work through the end of July. The amount was \$17,252.70.

WINDOW UPDATE

The bid notice for the window project has gone out and appeared in the August 23 Harvard Press. The mandatory pre-bid on-site inspection will be held on Wednesday, September 3 at 10 a.m. The deadline for receiving bids is Thursday, September 18 at 2 p.m., when the bids will be opened at Town Hall. The installation deadline is mid-December.

STRATEGY FOR FY2015

After a lengthy discussion, the committee unanimously agreed to request funding for the combined phases one and two of the building project this year. Some members wanted to push for phase three this year as well, while others preferred to put off that phase for a couple of years to provide more time to build political and financial support. In the end the consensus was to recommend doing the whole thing at once this year, but to present the phased option as a fallback position and push hard for the first part as a critical immediate need.

Board members further agreed that the COA would have to wholeheartedly support the effort for it to go forward this year.

Connie will consult the Capital Planning and Investment Committee liaison for advice about the CPIC request form, which is due September 26.

Next meeting: Monday, September 8, at 4 p.m. at Hildreth House

The meeting adjourned at 5 p.m.

Sue Guswa and Connie Larrabee, recorders