

Permanent Building Committee Meeting Minutes
Wednesday, March 16, 2022
Zoom Meeting
Approved: March 23, 2022

PBC Members present: Cindy Russo, Chair; Rick Maiore, Vice Chair; Pablo Carbonell; Steve Moeser; Corey Dufresne.

Attending: Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; Guy Oliva, COA Representative; John Zychowicz, DAI; Chief Sicard and Lt. Perry, Harvard Fire Department.

Ms. Russo called the meeting to order at approximately 9:01 a.m.

REVIEW AND APPROVE MINUTES OF 3/2/22

Mr. Carbonell made a motion to approve the Minutes as presented; Mr. Moeser seconded. All were in favor by roll call vote.

UPDATE ON THE COA PROJECT

Mr. Carbonell reported on the meetings with the HVAC and electrical engineers at the site to review what is currently in place and discuss what is proposed. Mr. Carbonell stated that the electrical discussed plans for a lot of LED lighting, and presented some cut sheets and proposals. He indicated that the electrical proposals seemed to be in line with what the group was thinking and or had not yet considered but seemed acceptable. Mr. Carbonell reported that they believe the existing panels are going to be adequate, with enough circuits coming out from the existing HVAC to power the new system, though will be a bit of a questions until the new system is designed. Mr. Carbonell indicated that they still need to see if backup generator works and if so, determine what will be hooked up to the generator. He further reported that they determined that the automatic openers on the front doors work but need some adjustment.

Mr. Carbonell reported that the HVAC engineer gave an overview of what he proposes to put in and how he'll individually zone the rooms. He stated the HVAC system can function with one large compressor outside which will then zone individually for the cassettes which will sit in the ceiling for the offices and for the larger room. Mr. Carbonell stated that Mr. Moeser warned the HVAC engineer that we want to ensure the larger room, in particular, gets adequate coverage for AC.

Mr. Carbonell stated that there were no major layout changes. Ms. Thompson added that they confirmed the locations of the dishwashers and decided on countertop v. hanging microwaves.

Mr. Zychowicz indicated that he is waiting on the generator test and to identify whether the original plumbing plans can be located at Town Hall. Mr. Moeser offered to work with Mr. Hayes to try to locate the plumbing plans on the mezzanine at Town Hall. It was agreed that if the plumbing plans cannot be located in the next few days it should be assumed that they will not be located and the group will take steps to make other plans. Mr. Carbonell stated that it should be determined whether the generator works and can be expected to function for a period of time, or the group will have to decide whether to include a subpanel and purchase of a new

generator as part of this project. Mr. Moeser volunteered to contact Dave Woodsum to see if he can assess the generator. Ms. Russo stated that if Mr. Woodsum is not available, she will get a price for evaluation by another party. The PBC Members discussed that a minimal gas fee would need to be carried in association with a backup generator.

Mr. Zychowicz identified that the next step will be the preparation of the construction documents. It was agreed that a meeting next week to discuss the status of the project would be helpful. Mr. Zychowicz further stated that the recent meetings with the subcommittee were very productive.

Mr. Carbonell stated that he will order the 3-bay sink shortly and will advise Mr. Zychowicz if the specs differ from what is expected.

UPDATE ON THE FIRE STATION PROJECT

Ms. Russo stated that the PBC received the four updated documents from Chief Sicard. The Chief indicated that the proposed contract was updated as requested. He indicated that he also included a list of the spaces which were pared down from the original plan. Chief Sicard stated that the spaces taken out are those which would not be needed today. He also confirmed that there would be no expansion space within the envelope, but that expansion was planned to be within the footprint. Chief Sicard indicated that the remaining administrative space includes offices for himself, fire prevention, fire safety education staff and supplies, and a remaining office which would be shared by the rest of the officers to write their reports. Ms. Russo stated that she is concerned that an additional administrative office might be needed shortly.

Chief Sicard agreed that whether to include a gym is always a hot button topic, but advised that it is a NFPA standard that the Town shall supply means for working-out for fire fighter's health and welfare. He indicated that there have been several lawsuits in instances where firefighters who were not given that ability were injured. Chief Sicard further explained that he does not think you can beat an on-site gym for an on-call department because it brings bodies into the station when they are not on the clock. He stated that the frequency of use of the gym will depend on the volunteer base, and Mr. Carbonell suggested that a gym might draw more volunteers. Chief Sicard stated that 43% of the current staff are not Harvard residents, a percentage which has been increasing over recent years, and suggested a gym would be another reason for them to be in town.

Chief Sicard stated that the training room will get used substantially and is very much needed. He indicated that it will be designed for public access, with a separate entrance sealed off from other areas of the building. Chief Sicard that the project does not currently include the ambulance service. Ms. Russo confirmed that the Select Board has not decided that the Ambulance Service should be included. Ms. Sobalvarro confirmed that the Select Board would like to focus on what is needed "now", and that she infers that "now" should be five years into the future as the best-case scenario of when the project could be complete. The Members considered what the Department would look like in 5 years. Mr. Moeser stated that the prospect of multi-family zoning should be considered. Chief Sicard stated that the need for another full-time staff member is dependent on volunteer availability. Ms. Sobalvarro noted that the current clerical model will not likely be sustainable beyond a year. Mr. Maiore suggested that Harvard is moving away from a on-call scenario. Mr. Carbonell suggested the PBC draft a letter to the Select Board stating while the initial study was high for the town, the pared down version might be too sparse, and what is needed is likely in between; further he suggested the Select Board should consider whether the Ambulance Service should be included. Ms. Russo agreed, and

stated that first the PBC will need to see what Kaestle Boos comes up with and the cost difference.

Chief Sicard confirmed that the new building would be built in the lot behind the current station, and the Fire Department would continue to operate in the current building while the new building is being built.

Mr. Moeser made a motion to approve the current proposal; Mr. Dufresne seconded. All were in favor.

Mr. Carbonell asked that the architects consider whether the existing building could be used for housing of the peripheral equipment such as the rescue trailer & boat. Chief Sicard stated that he is hoping the landscape architect can also look at the possibly of incorporating the cell tower currently proposed to be located at the center of a lot.

UPDATE ON THE OLD LIBRARY ROOF PROJECT

Ms. Sobalvarro stated that at last update contractor was sourcing supplies and hoping for the construction phase to begin in mid-April. She advised that two weeks prior to construction there will be a preconstruction meeting, but that date has not yet been defined. She agreed that it would be great if a PBC member could attend that meeting. The Members agreed that Ms. Russo's cost spreadsheet was helpful. Mr. Moeser suggested she add line reflecting the grand total of remaining funds. Ms. Sobalvarro confirmed that nothing has been paid to the contractor to date. Mr. Carbonell stated he will try to attend the preconstruction meeting. Ms. Sobalvarro confirmed that Gale remains wonderful to work with.

Mr. Dufresne made a motion to approve the invoice from Gale; Mr. Moeser seconded. All were in favor.

CONSIDER ITEMS FOR THE NEXT AGENDA

Ms. Russo stated that the PBC will plan to meet the following week unless Mr. Zychowicz indicates that they are not ready.

Ms. Sobalvarro confirmed that while the process for holding hybrid meetings has improved, no one in Harvard is currently holding hybrid meetings. Ms. Sobalvarro also advised that masks are recommended but not required in Town Hall. It was agreed that everyone should send Ms. Russo an e-mail expressing their comfort level for in-person meetings.

Ms. Russo adjourned the meeting at approximately 9:40 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 3/2/22
- Gale Invoice No. 2202275 dated 3/7/22
- Cost spreadsheet for the Old Library Roof
- Feasibility & Space Needs Study: Harvard Fire Station
- Description of Removed Spaces
- Harvard Fire Station Space Needs Analysis- Reduced 3/15/22
- Kaestle Boos Designer Services Fee Proposal dated 3/16/22