

**Permanent Building Committee Meeting Minutes**  
**Wednesday, March 2, 2022**  
**Zoom Meeting**  
**Approved: March 16, 2022**

*PBC Members present:* Cindy Russo, Chair; Rick Maiore, Vice Chair; Pablo Carbonell; Steve Moeser; Guy Hermann; Corey Dufresne; Jeff Hayes, Building Inspector.

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; John Zychowicz & Chris Luchetti, DAI; Erin McBee, Select Board; Bill Barton, Fire Lt.

*Ms. Russo called the meeting to order at approximately 9:00 a.m. and advised of the remote meeting instructions.*

**REVIEW AND APPROVE MINUTES OF 2/16/22**

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

**UPDATE ON THE COA PROJECT**

Mr. Carbonell reported that the kitchen layout plan which he distributed to the PBC Members was liked by the COA. He noted that a window originally slotted for removal will remain, the pantry is removed, and the door was moved away from the rear wall. He also stated that while he included some shelving and cabinetry in the layout plan, it can be revised later once the equipment is purchased. Mr. Carbonell stated that he recommends a bank of shelving running down the common wall with hallway to the men's room and a location for a coffee station near the door. The members discussed whether cabinetry would be bid into the project. Mr. Zychowicz suggested it be included in the construction drawings and cost estimate.

The group confirmed that Mr. Zychowicz would meet the next day with Mr. Oliva, Ms. Thompson, Mr. Moeser, and Mr. Carbonell. Ms. Russo asked whether any time can be made up on the recently received schedule which reflects the project would go out to bid on April 28<sup>th</sup> instead of April 8<sup>th</sup>, as previously planned. Mr. Lucchetti was unaware that the kitchen equipment details were provided by the COA and explained that part of the delay in the schedule built into the schedule was to allow for the COA to provide these details before the HVAC assessment. Ms. Russo and Mr. Carbonell stated that the PBC would like to keep an open mind about the VRF in case the price comes back high. Ms. Russo asked that the next two meetings be scheduled prior to the next PBC meeting in two weeks. The group agreed to try to schedule the HVAC meeting so that Mr. Hayes can attend. Ms. Russo stated that decisions reflecting a change should come back to the PBC. Ms. Russo also asked that the dates for the meetings be sent to the whole group so any other members of the PBC can drop in, if interested. The Members advised Mr. Oliva that the appliances should be on-site two weeks prior to the project finish date. Mr. Carbonell suggested that the electrical plans include a drop outlet in the middle of the ceiling for the prep table.

Mr. Carbonell advised that he and his son moved built-in desks, shelving units, and bathroom fittings from the Lancaster Road property to the Hildreth House porch for potential repurposing by the Town. He indicated that left behind were two bathroom paper towel dispensers.

## **UPDATE ON THE FIRE STATION PROJECT**

Ms. Russo stated that she shared the updated evaluation of Kaestle Boos with the group, and found that they were offering a lot for \$9,500. Mr. Moeser asked whether the next phase would include site and grading plans. Lt. Barton confirmed that a rough site plan location would be included. Lt. Barton also explained that the reduction in needs is reflected mostly in the “future” column of the spreadsheet, and stated that he and Chief Sicard downsized the immediate needs dramatically, equating to roughly 6,000 square feet. He indicated that they took a sleeping area out, removed some of the needs around the living room, removed one kitchen, and combined some of the training room requirements. Mr. Carbonell noted that the square footage of the 2-story and 1-story plan is only about 3,000 square feet less. Lt. Barton stated that he would find out from Kaestle Boos why this is the case. Lt. Barton stated that he believes the traffic pattern will not be covered in this phase, apart from consideration of the apparatus arc for the siting. Ms. Sobalvarro asked whether there was a concise document which could be provided to the Select Board which reflects what is being whittled down, and agreed to forward the updated space needs evaluation spreadsheets. Ms. McBee added that a prior Kaestle Boos document which stated “no update needed” through the Select Board off. Ms. Sobalvarro stated that the Town would much prefer to pay for health club membership than worry about an onsite injury worker’s compensation claim. Ms. Russo suggested the group consult the Police Chief to understand how much the gym at the Police Station is used. Lt. Barton explained that Phase I is consistent with the bare bones apparatus needs, safety needs, and firefighter needs, and stated that additional needs will be reassessed if Harvard increases to a full-time staff. Mr. Carbonell suggested that Lt. Barton ask Kaestle Boos to change the language in the February document at 4.2 to say “already reviewed” instead of “no review required”. Lt. Barton confirmed that he and Chief Sicard suggested to Kaestle Boos what items could be pushed to the future. Ms. Russo asked whether it is the scope of the PBC to understand which items are being pushed to the future; Ms. McBee confirmed that she believes it is. Mr. Maiore noted that he believes that for \$9,500 there is not a lot of detail that the PBC needs to address. CR needs to have an understanding of the work they did. Lt. Barton stated that Chief Sicard has a list of what was cut. Lt. Barton also stated that it is really important that the firefighters are physical fit, and an in-house gym allows a good use of time when they are on station shift. He further noted that over half of the membership does not reside in Harvard. He agreed to work with Ms. Sobalvarro to investigate worker’s compensation insurance coverage of gym injuries. Lt. Barton advised that the goal is to have the proposal signed so that Kaestle Boos can do the Landscape Architecture assessment as soon as the snow melts, and then prepare a warrant article for the next stage. Ms. Russo suggested the group next discuss the project in two weeks after reviewing Chief Sicard’s list of the reductions. Mr. Carbonell stated that the PBC will need to be careful not to ask for too much, and noted that Kaestle Boos is offering a lot for very little. Ms. Sobalvarro confirmed that Phase I will be funded by burn permit fees already collected.

## **UPDATE ON THE OLD LIBRARY ROOF PROJECT**

Ms. Sobalvarro reported that the contractor dropped off sample bricks for color choice. Mr. Hayes stated he will visit the Old Library with the samples that afternoon. Ms. Sobalvarro indicated that there will be one brick order for all the patching. The Members agreed that Mr. Hayes will make a decision on color and advise Gale on Friday; any Member who would like input is to provide their recommendation to Mr. Hayes before then. Mr. Carbonell suggested Members compare the samples to several spots on the Old Library with the final decision determined by viewing the façade from the street. Ms. Russo noted that brick color will vary throughout the batch.

Ms. Russo reported that she has been preparing a worksheet to track construction and soft costs of this project. She will send the spreadsheet to Mr. Herman for his comment.

### **CONSIDER ITEMS FOR THE NEXT AGENDA**

Ms. Russo confirmed that the PBC will next meet in two weeks.

*Ms. Russo adjourned the meeting at approximately 9:50 a.m.*

***Respectfully submitted,***

***Alison Flynn***

### ***Referenced Documents:***

- Agenda
- Draft minutes of 2/16/22
- Mr. Carbonell's proposed COA kitchen sketch
- Fire Station Space Needs Evaluation of 12/13/21 (3 plans; 2 spreadsheets)
- Fire Station Space Needs Study, Updated 2/22/22