

Permanent Building Committee Meeting Minutes
Wednesday, April 12, 2023
Zoom Meeting
Approved: May 10, 2023

PBC Members present: Cindy Russo, Chair; Steve Moeser; Guy Hermann; Jeff Hayes, Building Commissioner.

Attending: Marie Sobalvarro, Assistant Town Administrator; Tim Kilhart, Department of Public Works (DPW) Director; Chief Sicard and Bill Barton, Harvard Fire Department; Debbie Thompson, COA Director; Guy Oliva, COA Representative.

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

Approve Minutes of 3/22/23

Ms. Russo noted Mr. Carbonell's requested revision. Mr. Moeser made a motion to approve the Minutes; Mr. Hermann seconded. All were in favor.

Update on the Council on Aging project

Ms. Russo advised that Contractor's Requisition #9 was submitted to DAI but is not yet ready for approval by the PBC. Mr. Hayes, Mr. Moeser, Ms. Thompson, and Mr. Oliva updated the group as to the status of completion of the project including their observations of continued work on the HVAC, electric, kitchen appliances, awnings, and exterior paint. Ms. Russo suggested the PBC would ask questions at the next job meeting to assist in making a decision regarding the aluminum for the exterior signs. Ms. Sobalvarro advised that she will need an assessment of the furniture to be moved from the Hildreth House in order to begin the process of shopping for a vendor to complete the move; Ms. Thompson agreed to provide a list to Ms. Sobalvarro. Ms. Sobalvarro estimated that the move could potentially be scheduled for the end of May with the phones in place.

Department of Public Works Building project

Ms. Sobalvarro reported that the Select Board has authorized the next phase of the DPW project which will include the further development of the conceptual design to a schematic with cost-estimate and construction documents to be paid for with ARPA funds. Ms. Sobalvarro advised that Rick Almeida, who was the primary contact at CBI during the first phase of the project, is no longer at CBI and currently employed by a firm that does not perform this kind of work. She indicated that the conceptual design contract CBI allowed for the PBC to opt to continue with CBI on to a schematic design phase and asked whether the Members would like exercise that option with CBI or put the job out to bid. Ms. Sobalvarro advised that the end goal of this next phase is to have a package that will allow the DPW to go to Town Meeting to request additional funding. Mr. Kilhart stated that he had very limited contact with anyone at CBI other than Mr. Almeida, but his experience with Mr. Almeida was very positive. Ms. Russo suggested that, as the time to use the ARPA funds is limited, she and Ms. Sobalvarro work to update the RFQ to go out to bid while Ms. Sobalvarro and Mr. Kilhart reach out to CBI to see

whether they have remaining staff who is experienced and qualified to complete the next phase. Ms. Sobalvarro noted that the Select Board would also like this contract to include exploration of roof top solar at the facility. Mr. Kilhart stated that he will provide Ms. Sobalvarro with a list of items which were not included in the conceptual RFQ but included in the conceptual design that he would like to ensure carried forward into the schematic RFQ.

Update on the Fire Station Project

Chief Sicard advised that the most recent assessment of the Fire Station, received in September, was to consider minimizing the space. He indicated that this included the reduction in proposed living quarters and locker rooms. Chief Sicard reported that since then, the plan to combine the Fire Department and Ambulance Service into one Department has accelerated due to staffing needs of the Ambulance Service. He stated that he now anticipates completion of the merger by July 2023 with a need for more full-time staff and the living quarters to accommodate them sooner than the 5-10 years previously estimated. Chief Sicard indicated that the vast majority of MA towns are moving toward a model which includes a staff ambulance service, and Harvard will most likely want to hire staff which is Fire/EMT to get the most value for the cost. Chief Sicard stated that the project has focused on siting the building on the land behind the COA and the Fire Station, previously considered for senior housing, because it is Town-owned with water and sewer available. Ms. Russo stated that she is in favor of using Town land but is concerned with the traffic pattern for the site. Chief Sicard stated that the proposed entrance and exit would be via what is currently the back driveway to the Hildreth House. Chief Sicard advised that the assessment for the proposed senior housing suggested that the use of the back driveway would be sufficient for emergency vehicles. Chief Sicard opined that the most ideal location for a new Fire and Ambulance building would be on the land across from the Public Safety Building but would require two major expenses to include public water and sewer.

Chief Sicard stated that he believes the next step is for the PBC to give its blessing to move forward with the project as described from the original space needs assessment. He confirmed that assessment considered the anticipated merger of the two departments and full-time staff. Chief Sicard also advised state and federal bills have been filed which offer potential funding support for the project. Ms. Russo asked that the original assessment, the site plans, and senior housing traffic study be reviewed before the next PBC meeting, and stated that she or Ms. Sobalvarro will circulate the documents. Chief Sicard indicated he would like the architect to attend the meeting, if possible. Mr. Moeser asked that Chief Sicard request the plans in a 24x36 or 36x42 sheet.

Member Reports

There were no Member Reports.

Consider items for next Agenda

Items for the next Agenda were not discussed beyond the above.

The Meeting was adjourned at approximately 9:37 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft Minutes of 3/22/23