

Permanent Building Committee Meeting Minutes
Wednesday, May 10, 2023
Zoom Meeting
Approved: May 24, 2023

PBC Members present: Cindy Russo, Chair; Steve Moeser; Guy Hermann; Corey Dufresne; Pablo Carbonell

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; Kevin Witzell, Kaestle Boos Architects; David Fay, Energy Advisory Committee

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

Approve Minutes of 4/12/23

Mr. Dufresne noted a misspelling of Ms. Sobalvarro's name at Line 32. Mr. Dufresne made a motion to approve the Minutes as amended; Mr. Moeser seconded. All were in favor.

Update on the Council on Aging project

Ms. Buhl indicated that she and Mr. Logarto are comfortable using April 14th as the substantial completion date. She reported that the electrical engineers were on-site the previous day performing their final walk-through, and plumbing and mechanical were scheduled to wrap up the following day. Ms. Buhl indicated that they do not yet have Town sign-off of these. Ms. Buhl agreed to prepare the standard AIA form attesting to the substantial completion date so Ms. Sobalvarro can address insurance for the property. Ms. Buhl advised that Requisition #10 will be signed as soon as the plumber does final walk-through, and that one more request, which will include the dishwasher and outlets, will follow before the release of the retainage. Mr. Moeser expressed concern that no one has been up into the attic; Ms. Buhl agreed to request ceiling tiles be popped to inspect the attic space the following day. Ms. Buhl confirmed that electrical, plumbing, and mechanical will provide reports of inspections/punch-lists prior to final payment. Ms. Russo suggested Mr. Moeser view the uploaded attic photos on Procore as additional reassurance that the attic space is being addressed.

Ms. Russo asked the Members to consider payment in the amount of \$98,920.92 for the Contractor's Requisition #9 for work completed during the month of March which was signed by the architects in mid-April. Mr. Carbonell made a motion to accept and pay the Requisition; Mr. Moeser seconded. The vote was unanimously in favor.

The Members discussed approval of the balance of DAI's invoice of December 2022 in the amount of \$2,400, confirming that after its payment, \$1,200 will be remaining in the contract. Mr. Carbonell made a motion to pay the DAI the remaining balance of \$2,400; Mr. Dufresne seconded. The vote was unanimously in favor.

Ms. Sobalvarro reported that Diamond Relocation quoted \$2,995 to move the Council on Aging on a date between mid-May and the end of May. Ms. Sobalvarro stated that the COA has

indicated they would like to move on May 24th; she is waiting to hear back from Diamond Relocation whether they are available on that date. She advised that scheduling the move for the 24th this is also contingent on timely receipt of the substantial completion attestation, Temporary Certificate of Occupancy, and insurance confirmation. Ms. Sobalvarro stated that Verizon will be setting up the phones shortly and the Town's IT contractor will assess the site before Charter can install the Internet.

Ms. Buhl stated that pre-existing overspray on the windows was photographed at the start of the project. Ms. Russo asked that she obtain a quote for cleaning the windows.

Ms. Russo suggested the PBC review the project budget at the next meeting and that one final walkthrough with the architects would be requested.

Update on the Fire Station Project

Ms. Russo asked that this item be taken out of order as Mr. Witzell was present and waiting. Mr. Witzell indicated that in revisiting the project with the Fire Department, they revised the report to reflect a reduction in program needs and updated the cost estimate. He indicated that the estimates, \$18.5 million for the two-story option and a little less than \$18 million for the one-story option, reflect a 33-37% increase in costs due to the current economy. Chief Sicard advised that the update reflects a 6,000 square foot reduction from the original plan. Chief Sicard explained that at the time of the initial assessment the Fire Department believed that the next full-time staff hire would be five years out and the merger with the Ambulance Service would be even further out. He indicated that an additional full-time Fire Department staff member has since been hired, and the merger with the Ambulance Service is now expected by July 1st. Ms. Russo suggested that the kind of building needed and who should be housed in that building would be a Select Board v. PBC decision. Mr. Barton confirmed that the initial assessment looked at a 50-year plan which included the merger of ambulance and fire with space for the ambulance vehicles in the building. Ms. Sobalvarro indicated that the blending of the departments will be broached with the Select Board for the first time at the Select Board's next meeting. She agreed that she'll ensure the Select Board members understand that their decision regarding the merger will also have building implications.

Mr. Witzel explained that they initially evaluated three sites to see whether a fire station with the square footage necessary to meet the program could fit on the sites. He indicated that they next estimated what site development would cost on the town-owned property based on typical construction models. Mr. Witzel explained that they estimated it would cost \$1.6 million for site development of the land adjacent to the current fire station because of the extensive ledge at the site. He clarified to say that a layout plan was not designed for the program to establish the model footprint used in the submitted report documents.

Mr. Witzel stated that the traffic pattern was not studied to any depth in the new report which looks at the site between the existing fire station and the Hildreth House, the prior study suggested it would not be ideal. He further stated that the site down the street would be more optimal because it would not be sharing a driveway with Town Hall traffic. Mr. Carbonell suggested that the traffic study associated with the Hildreth housing project indicated that fire trucks exiting via the Hildreth driveway was not favored over an exit via the Town Hall driveway. Chief Sicard stated that he expects traffic from the building will double with the merger with the ambulance service. Mr. Carbonell and Ms. Russo noted that when reviewing the Hildreth housing project's traffic study, the PBC will have to consider that the study assumed the COA was housed at the Hildreth House, housing would be built, and did not include additional traffic

flow from a merger with the ambulance service.

Chief Sicard indicated that he prefers the site across the street from the Public Safety Building because it's a bigger lot and has a better line of sight. He suggested that purchase and development of that site is much more viable now that they are aware of the construction development costs of the site between the existing fire station and the Hildreth House. Mr. Moeser suggested the site development of the parcel across from the Public Safety Building would require costly fill and tie-in to the town sewer. Chief Sicard confirmed that if that parcel was purchased, he would still expect the ambulance service to give up the space in the Public Safety Building due to the Police Department's need for the additional square footage.

The group agreed that the PBC needs confirmation of the program from the Select Board before moving forward. Ms. Russo indicated that she would try to attend the Select Board Meeting. Mr. Barton indicated that the Fire Department would follow-up with the PBC after the Select Board Meeting.

Department of Public Works Building project

Ms. Russo suggested this item be taken out of Agenda order to allow Mr. Kilhart to return to work. Ms. Sobalvarro indicated that in her call to CBI she was asked the scope and timeline for the project. She advised the PBC that there is some urgency to contract the work as soon as possible as there is a proposal gaining steam that would allow the federal government to claw back unused ARPA funds in exchange for raising the debt ceiling. Ms. Russo suggested she, Ms. Sobalvarro, and Mr. Kilhart request a video call with CBI.

Next Steps for Council on Aging solar

Mr. Herman indicated that the current question is how to best proceed to solicit proposals for the solar. Ms. Sobalvarro advised that whether the Town is required to go through the State bidding process is dependent on whether the Town would like to procure the solar panels on its own or whether they would like to package the job as a design/build project. Ms. Sobalvarro indicated that she will be speaking to a Town Administrator later in the week who has gone through the process for solar purchase and procurement to learn from that Town's experience. She suggested that, ideally, the PBC will determine an approach for the physical plant and install, and would aid with the National Grid interconnection. Ms. Sobalvarro stated that the National Grid representative advised that the interconnection process could take from 18 months to 5 years, though she was unsure if 5 years was genuine outside time frame. Ms. Sobalvarro suggested that once the project is in the interconnection que, she will reach out to state legislators to see if there is anything they can do to move the project along. Mr. Herman advised that the next reasonable step is to retain a contractor. He indicated that they have been working with Energy Sage, National Grid's program which assists in listing projects for contractors, but Harvard has not received any contractor responses. Mr. Faye advised that one reason for this might be because Energy Sage has just doubled their work to include heat pump projects. Mr. Herman indicated that he contacted New England Clean Energy but was told they do not do municipal projects. Mr. Faye suggested that Select, the company who installed the Hildreth Elementary School's solar, might be interested in the project. Ms. Sobalvarro advised that the Hildreth Elementary School is serviced by a different National Grid substation than that of the new COA building. Ms. Sobalvarro indicated that any advice or insight from those who have navigated the interconnection process would be welcome.

Member Reports

There were no Member Reports.

Consider items for next Agenda

The group agreed to next meet on May 24th with the hope that there will be updates on the DPW and Fire Station projects, and the next Requisition for the COA building will be provided for approval.

The Meeting was adjourned at approximately 10:06 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft Minutes of 4/12/23
- Contractor's Requisition #9 for the Council on Aging project
- DAI's invoice of December 2022 in the amount of \$2,400