

**Permanent Building Committee Meeting Minutes**  
**Wednesday, May 24, 2023**  
**Zoom Meeting**  
**Approved: June 14, 2023**

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

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Kim Buhl, DAI; Tim Kilhart, Department of Public Works (DPW) Director; Chief Sicard, 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 brief remote meeting instructions.*

**Approve Minutes of 5/10/23**

Mr. Carbonell made a motion to approve the Minutes as presented; Mr. Dufresne seconded. All were in favor.

**Update on the Council on Aging project**

Ms. Buhl indicated that DAI is currently receiving the closeout documentation, e.g. warranties and O&M Manuals, from Classic Construction. She stated that after Requisition #10, she expects two more from Classic Construction: one for the additional T&M work performed, including the recent relocation of the IT rack, and a final requisition for collection of retainage. Ms. Buhl estimated that Classic Construction's work is approximately 98% complete. She indicated that the Town seal sign, expected to be fabricated by the 19<sup>th</sup> and scheduled for install thereafter, was the last item to be completed. Ms. Buhl and Ms. Sobalvarro confirmed that the Town has a Certificate of Substantial Completion dated April 14<sup>th</sup>. Mr. Hayes indicated that an Occupancy Permit has not yet been issued. Ms. Sobalvarro advised that the moving date is scheduled for June 20<sup>th</sup>. Ms. Buhl indicated that there needs to be some testing and balancing changes made before a mechanical affidavit can be issued. Ms. Sobalvarro reported that the IT rack was moved but the patch panel has not yet been adjusted. She also indicated that Charter Cable strung the cable under the parking lot with enough give to the installed conduit that it will reach the rack. Ms. Sobalvarro advised that she submitted the Certificate of Substantial Completion to the insurer who will address the rebate for the stand-alone policy and place the building on the Town's policy. She reported that Ms. Thompson is busily preparing for the move with arrangements approximately 80% complete.

Ms. Thompson advised that she is comfortable with the training she received for the heating and electrical system. Mr. Hayes indicated that there was discussion of the exterior lights being put on a timer; Ms. Buhl will ask the contractor about this. Ms. Thompson confirmed that the door latches have already been sufficiently addressed.

Ms. Sobalvarro advised that Requisition #10 requests \$67,918.85 for work completed April 1<sup>st</sup> through April 30<sup>th</sup>. She indicated that the balance for completion, including retainage, is \$87,855.88. Mr. Hermann made a motion to approve; Mr. Dufresne seconded. All were in

favor.

### **Next Steps for Council on Aging solar**

Mr. Hermann reported that he has spoken to approximately six solar companies. He stated that one of the companies considered the capacity of the subnet, what is currently being used from that subnet, and the relatively small wattage that the COA would be requesting and suggested that the permitting for interconnectivity should be relatively straightforward. Ms. Sobalvarro indicated that she is currently researching whether an RFP will be required for the project.

### **Department of Public Works Building project**

Ms. Sobalvarro advised that as the PBC cannot contract with CBI with immediacy, the RFQ was advertised in the Central Registrar with a commitment to have documents available in the afternoon following the PBC meeting. She indicated that the respondents are invited to a site visit on May 31<sup>st</sup> with responses due on June 7<sup>th</sup>. Ms. Sobalvarro explained that the impetus for the short turnaround time is to have a contract in place in the event of a claw-back of any unspent ARPA funds. The group provided Ms. Sobalvarro with comments on the draft RFQ, including the request that the architects attend Town Meeting with renderings and for a commitment of staffing the project with the lead architect present at the final interviews. Ms. Sobalvarro asked that any additional comments be e-mailed to her after the meeting.

Mr. Dufresne made a motion to authorize Ms. Sobalvarro to amend, distribute and advertise the RFQ; Mr. Maiore seconded. All were in favor.

### **Update on the Fire Station Project**

Chief Sicard reported that the Select Board indicated they would like more time to digest the issues before them and determine the best path forward. He stated the Select Board committed to include this consideration in their strategic plan for the coming year. Chief Sicard indicated that he plans to do more research on the property across from the Public Safety Building, including regarding reported percolation rates. Mr. Hermann suggested Chief Sicard also speak to the Conservation Commission. The group discussed that eventually a request for offers for sale of property would need to be advertised and considered whether it would be beneficial to do so sooner v. later.

Mr. Carbonell made a motion to approach the Select Board to see if they would like the PBC to prepare an RFQ to identify potential properties that could service a future Fire Station reconstruction with existing size parameters. Ms. Sobalvarro suggested that it would be a RFP for the acquisition of real property. Mr. Carbonell amended his motion; Mr. Hermann seconded the amended motion. All were in favor. Ms. Russo agreed to prepare a memo to Mr. Bragan and Ms. Sobalvarro inquiring as to the Select Board's interest in the PBC taking this next step and suggesting the PBC thinks it would be a good idea.

### **Member Reports**

Mr. Hermann confirmed that he has been appointed as Associate Member of the Energy Advisory Committee. Mr. Carbonell noted that the Bare Hill Pond Watershed Committee is looking for Members who are not abutters to the Pond.

### **Consider items for next Agenda**

Ms. Russo suggested the next meeting be held on June 14<sup>th</sup> with the DPW project responses rated prior to the meeting.

*The Meeting was adjourned at approximately 9:34 a.m.*

***Respectfully submitted,***

***Alison Flynn***

***Referenced Documents:***

- Agenda
- Draft Minutes of 5/10/12
- Contractor's Requisition #10 for the Council on Aging project
- Draft RFQ for the DPW Project