

**Permanent Building Committee Meeting Minutes**  
**Wednesday, June 14, 2023**  
**Zoom Meeting**  
**Approved: June 28, 2023**

*PBC Members present:* Cindy Russo, Chair; Rick Maiore, Vice Chair; 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; David Faye, Energy Advisory Committee.

*Ms. Russo called the meeting to order at 9:01 a.m. and provided remote meeting instructions.*

**Approve Minutes of 5/24/23**

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

**Update on the Council on Aging project**

Mr. Hayes reported that a Temporary Certificate of Occupancy (herein "CO") was issued, as there were a few things that are not life-safety related which need to be addressed. He advised that he expects the building will be eligible for a full CO within a week, as many of items have since been addressed. Chief Sicard indicated that the Fire Department approved the Temporary CO with the requirement for fire extinguishers still outstanding. Ms. Thompson reported the COA is scheduled to move Tuesday, June 20<sup>th</sup> at 9 a.m.

Ms. Russo indicated that Requisition #11 was received last night and Ms. Buhl was unavailable to join the meeting. Ms. Russo stated that while she usually would be hesitant to approve a request with such late notice and without the architect present, she felt comfortable doing so because it was for \$13,750, the Town is holding almost \$80,000 in retainage, and the building is near complete. Mr. Hayes advised that he has no issues with approving payment; the company has been very responsive, and he has seen no red flags to draw concern. Mr. Carbonell made a motion to accept the requisition for payment; Mr. Dufresne seconded. All were in favor. Ms. Russo recommended that the Committee hold off on approval of the Change Order at this time as it is unsigned and she does not fully understand it; Ms. Sobalvarro agreed. Mr. Hayes reported that he requested a quote from Classic Construction for replacement of the front door as it is not operating well.

**Next Steps for Council on Aging solar**

Mr. Hermann reported that they are waiting to receive a proposal from Power Options, a non-profit that helps other non-profits, including municipalities, manage their electric and solar contracts. Ms. Sobalvarro indicated that Power Options is equipped to provide soup-to-nuts services for navigating the interconnectivity process. She explained that Power Options is also pricing the electrical supply for the building because it couldn't be added to the municipal aggregation rate, and is currently being billed at greater than \$0.10 per kilowatt.

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

Ms. Russo indicated that all four respondents have worked with the Town of Harvard in the past. Mr. Kilhart noted that while he was pleased with the experience with CBI during the first phase, Rick Almeida, has moved on from the firm. He indicated that he would be looking to the PBC for their thoughts on working with the Liro Group during the COA project. He expressed slight concern with the staffing size of Weston & Sampson and questioned the impact of LLB's practice of outsourcing staff. Mr. Carbonell noted that working with LLB on two prior projects and two different managers were particularly negative experiences. Ms. Russo confirmed that the Town stopped using Weston & Sampson for management of the treatment plan because of poor performance. Mr. Hermann noted that LLB appeared to be the least qualified for the project. The PBC Members agreed to interview in-person all the respondents except LLB. Ms. Sobalvarro agreed to schedule the interviews and prepare an evaluation form for the PBC Members.

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

Ms. Russo reported that the Select Board approved the PBC to prepare a non-binding RFP for possible sites for a new fire station. Ms. Russo suggested the requirements include the capabilities for providing water and sewerage. Chief Sicard advised that the current location allows the same ISO fire rating for almost the entire Town and suggested that moving the fire station from the center would impact this for some residents. Chief Sicard agreed to provide Ms. Sobalvarro with an optimal radius from the town center determined by the impact to the ISO rating. Mr. Carbonell noted that it would be important to find a level parcel or one that can be easily leveled. Chief Sicard stated that the industry recommendation is to site on five acres, but he is unaware of the minimum requirement. Mr. Carbonell and Chief Sicard explained how characteristics of a parcel, such as accessibility, may allow for less acreage. The PBC discussed the need to set as wide a net as possible. Ms. Sobalvarro suggested property owners and realtors be notified of the RFP. Ms. Russo indicated that the RFP should also ask for the property owner's cost and whether there is a time frame. Mr. Kilhart reported that he was contacted by a potential buyer of 35 Ayer Road who was looking to split the lot and develop it with service from the municipal water supply. Mr. Dufresne advised that the lot is 4.3 acres. Mr. Maiore noted that the decision to purchase will have to pass at Town Meeting and Election; the PBC Members agreed that it would not be beneficial to have a debate of the location at Town Meeting. Ms. Russo recapped that the conditions to be considered are proximity to the center, proximity to major Town arteries, ability to develop water & sewer, size of the parcel, reasonably level or ability to easily be made level, cost, purchase price, and timeframe, with the radius from the Town Center and minimum acreage to be confirmed.

### **Member Reports**

There were no additional reports from Members.

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

Mr. Carbonell suggested a few minutes be reserved at the next meeting to consider the COA Change Order if signed.

*Mr. Maiore made a motion to adjourn at 9:38 a.m.; Mr. Dufresne seconded. All were in favor.*

***Respectfully submitted,***

***Alison Flynn***

***Referenced Documents:***

- Agenda
- Draft Minutes of 5/24/23
- Contractor's Requisition #11 for the Council on Aging project