

**Permanent Building Committee Meeting Minutes**  
**Wednesday, June 28, 2023**  
**Zoom Meeting**  
**Approved: July 5, 2023**

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

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Kim Buhl, DAI; Tim Kilhart, Department of Public Works (DPW) Director; David Faye, Energy Advisory Committee.

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

**Approve Minutes of 6/14/23 and 6/21/23**

Mr. Carbonell made a motion to accept the Minutes of June 14, 2023; Mr. Moeser seconded. All were in favor.

Mr. Moeser made a motion to approve the Minutes of June 21, 2023; Mr. Carbonell seconded. All were in favor.

**Update on the Council on Aging project including approval of invoices/requisitions**

Ms. Russo indicated that DAI provided invoices for review for mileage reimbursement and the remaining amount on the full contract. Ms. Buhl stated she will provide hard copies of the O&M manuals once finalized. She confirmed that the revised Test & Balance Reports were completed and reviewed by DAI's engineer during the first week of June. Mr. Hayes confirmed that he was present for the tutorial of the lighting system; he was not present for the HVAC tutorial but believes one was given. Ms. Buhl will confirm the parking lot lights were inspected.

Ms. Sobalvarro noted the final requisition, #12, for closeout of \$79,000 of retainage, was received. Ms. Buhl noted that Change Order #3 for the last PCOs is available; Russo stated that the PBC has not seen it. Ms. Buhl confirmed that Requisition #12 accounts for Change Order #3. Ms. Russo stated that it was a bit premature to approve these, and suggested they be reviewed at the next meeting. Ms. Buhl confirmed that all mileage and expenses have been invoiced for DAI. Mr. Carbonell made the motion to approve the expense requisition; Mr. Moeser seconded. All were in favor.

Ms. Sobalvarro confirmed that the Internet is working, and the phones are a work in progress. She also confirmed that the electric billing has been squared away.

Ms. Buhl indicated that DAI's Marketing Department is arranging for photographing of the space; she stated the Town can be provided with a license to reuse the images.

Ms. Sobalvarro stated that she has not yet received a proposal for solar services from Select but has been promised one shortly.

**Review ratings of Architects interviewed for DPW project and make any decisions related**

## **thereto**

Ms. Sobalvarro screen-shared her spreadsheet of the compiled rankings of the interviewed architects. She stated that the overall ranking, exclusive of the quality of references, indicates that Liro Group/DAI was slightly preferred over Weston & Sampson. She indicated that she has placed phone calls and started receiving feedback from the listed references for each. Ms. Sobalvarro noted that she has not yet received rankings from Mr. Maiore. Ms. Sobalvarro stated that it would be helpful to have a reasonable cost estimate for CPIC in the Fall so that it can be considered for Spring Town Meeting in 2023. Ms. Russo informed the group that one of the three references for DAI advised Ms. Sobalvarro that the project has not been funded since 2019. Ms. Sobalvarro noted that one of the other DAI references is Ms. Russo. The PBC Members agreed that DAI should be questioned about the choice to list the unfunded project.

The Members agreed to meet for a short meeting on July 5<sup>th</sup> at 4pm to discuss the project further.

## **Review draft RFP for potential fire station sites**

Ms. Russo indicated that she and Ms. Sobalvarro reviewed a document from another town which considered location for a fire station satellite based on ability to provide favorable incident response time instead of ISO rating. The group discussed that it may be difficult to find a site that meets all the requirements and considered how it will be determined which criteria are more important. Ms. Russo suggested that the RFP ask for any location in the town of Harvard with a preference for a parcel located in the center and/or that which can provide good response time. Mr. Carbonell suggested the draft include requests for access to sewer or septic, and the request for a corner lot instead ask for ample frontage. Mr. Carbonell suggested that RFP state that the criteria are not necessarily listed in the order of preference. Ms. Russo suggested the RFP ask for ability to work within the Town's timeframe. Ms. Sobalvarro confirmed that once responses are received, the Town can reach out to properties which meet the criteria for more information and price before the Town will request funding and put the actual request out. Ms. Russo asked that the RFP state that the price is not required at this stage but can be provided. The Members agreed that it should specify an ideal site will be at least 4.5 acres.

Ms. Sobalvarro advised that after approval, she will ship it out to realtors and contacts for feedback. She agreed to check to see when the Harvard Press is on hiatus and will let Chief Sicard and Lieutenant Barton know of the planned discussion on 7/5/23.

*Mr. Hermann joined the meeting at approximately 9:26 a.m.; Ms. Russo adjourned the meeting at approximately 9:28 a.m.*

***Respectfully submitted,***

***Alison Flynn***

## ***Referenced Documents:***

- Agenda

- Draft Minutes of 6/14/23 & 6/21/23
- DAI's invoice of 5/29/23 for mileage & expenses
- Excel spreadsheet "DesignerEvalForm 062123 recd DPW"
- Draft RFP for the Fire Station project