

Permanent Building Committee Meeting Minutes
Wednesday, October 3, 2018
Volunteer Room, Town Hall
13 Ayer Road, Harvard, MA
Approved: November 28, 2018

PBC Members present: Rick Maiore, Steve Moeser, Carl Sciple, Cindy Russo, Corey Dufresne.

Attending: Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, Council on Aging ("COA") Liaison/Non-voting, temporary member.

Ms. Russo called meeting to order at 8:04 a.m.

PUBLIC COMMENT

None.

REVIEW AND APPROVE MINUTES

The draft minutes of 9/19/18 were reviewed. Mr. Moeser made the motion to accept the minutes as amended; Mr. Sciple seconded. The vote was unanimous.

UPDATE ON TOWN PROJECTS: OLD LIBRARY ACCESSIBILITY, OLD LIBRARY ROOF, FIRE STATION TRAFFIC STUDY

Old Library Accessibility- Ms. Sobalvarro and Ms. Russo reported that the Select Board advised that as the OLAC Committee would like to continue on independently of the PBC, the PBC will not be involved in this project.

Old Library Roof- Ms. Sobalvarro reported that she has continued communication with the vendor to assess the scope of work required and drafting a bid spec. She indicated that one application has been filed with the Community Preservation Committee regarding the roof and one application has been filed with Capital Planning and Investment Committee regarding the entire scope. She will also follow-up with the Historic Commission, as this discussion item did not make it to this week's agenda.

Fire Station Traffic Study- Ms. Sobalvarro was happy to report that the contract was signed with the engineers, and the site was walked. The engineers plan to do the first traffic count by the end of the week, and expect to prepare a draft assessment with proposed remediation by the end of the month. Ms. Sobalvarro requested to see the remediation options prior to costing out each.

REVIEW AND CONSIDERATION OF THE WESTFORD PERMANENT TOWN BUILDING COMMITTEE'S "POLICY AND PROCEDURES"

The PBC members discussed their initial thoughts regarding the value of Westford's Permanent Town Building Committee's "Policy and Procedures", and how portions might be used to prepare similar for Harvard. Mr. Dufresne added that he found similar policies for the towns of Wayland, Westin, and Wellesley online and offered to provide the group with the same. Ms. Sobalvarro stated that her take away from the Select Board discussion of the PBC's role is that

the PBC would become involved after funding was initially secured. The PBC members agreed that they'd like to establish jurisdiction at that moment that a committee is designed for a capital project, before an application is submitted to CPIC. The members agreed that the proponent should then meet with the PBC to receive guidance to direct the project in a way that is best for the town. The members agreed that the policies should clearly define the roles of the proponent and PBC. The members also discussed that the policies should define what kind of projects are overseen by the PBC. Ms. Russo and Mr. Dufresne agreed to review the policies of other towns and prepare a draft policies document for the Harvard PBC to be reviewed at the next meeting.

CONSIDER ITEMS FOR FUTURE AGENDAS

Proposed items for the next agenda were discussed. It was agreed that the PBC will next meet at 8 a.m. on Wednesday, October 24th.

ADJOURNMENT

Ms. Russo made a motion to adjourn at 8:28 a.m.; Mr. Moeser seconded. A unanimous vote was received.

Respectfully submitted,

Alison Flynn, Clerk

Documents Referenced:

- Agenda
- Draft minutes of 9/19/18 with comments from Mr. Dufresne
- Westford's Permanent Town Building Committee's "Policy and Procedures"