

Permanent Building Committee Meeting Minutes
Wednesday, May 29, 2019
Volunteer Meeting Room, Town Hall
13 Ayer Road, Harvard, MA
Approved: June 26, 2019

PBC Members present: Cindy Russo, Chair; Pablo Carbonell; Rick Maiore.

Attending: Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Guy Olivera, Hildreth House Phase II Rep.; Joan Eliyesil, The Harvard Press; Rick Sicard, Fire Chief; Carl Sciple, Clerk-of-the-Works, Old Library Roof.

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

PUBLIC COMMENT

There was no Public Comment.

REVIEW AND APPROVE MINUTES OF 5/15/19

Mr. Carbonell made the motion to approve the minutes of 5/15/19 as presented; Mr. Maiore seconded. All were in favor.

REVIEW DRAFT RFQ- OLD LIBRARY ROOF

The PBC members reviewed and revised the draft scope of services. They also agreed criteria should include price, experience with historical buildings, slate roofs, and masonry, completeness of the proposal, professional credentials, additional pertinent qualifications, and references for comparable work. A site visit was scheduled for June 12th, with a time in the late morning to be confirmed after Ms. Sobalvarro has the opportunity to discuss the same with the General Contractor for the OLAC project. The members agreed that responses should be due by June 20th, with the PBC reviewing the same on June 26th. Ms. Russo will reach out to Gabe Vellante to request he contact municipalities with similar slate roofed buildings to discuss architects and contractors used. The members suggested Newton or Belmont, Ayer, Lancaster, and Shirley have undertaken similar projects. Ms. Sobalvarro will incorporate the revisions into the draft, circulate it to the members for additional comment, and then post the RFQ.

STATUS OF CONTRACT WITH DIGIORGIO- HILDRETH HOUSE PHASE II

The PBC reviewed DiGiorgio Associates, Inc.'s ("DAI") revised proposal and noted the additional revisions required. The members also discussed the role of the PBC once the contract is signed. Ms. Russo indicated that the PBC will then take a step back. Mr. Olivera stated the COA prepared a list of what is needed to be communicated to DAI as soon as the contract is signed; he will forward this list to the PBC. Mr. Maiore indicated that he feels the PBC should step in if actions are endangering the contract, could have an effect on the budget, or if the PBC sees a better way of doing what is being done. Ms. Russo added that the PBC members might attend meetings and offer advice if requested. Mr. Sciple stated that Mr. Carbonell already provided invaluable guidance to the COA about what they will require in a kitchen. Ms. Sobalvarro reminded the PBC that the requests for payment will come through the

PBC and deliverables will be reviewed at that time. Ms. Sobalvarro will communicate the requested revisions to DAI. Mr. Moeser made the motion to recommend to the Select Board to move forward with the contract once DAI has incorporated requested revisions to the proposal and the legal portion of the document has been approved; Mr. Carbonell seconded. All were in favor. Ms. Sobalvarro indicated the next Select Board meeting is scheduled for June 11th.

STATUS OF CONTRACT WITH KASTLE BOOS- FIRE STATION ASSESSMENT

Ms. Sobalvarro and Ms. Russo advised the members they are working on scheduling a telephone conversation with themselves, Chief Sicard, and Kaestle Boos to reaffirm the scope of the proposal before a draft is prepared. Chief Sicard suggested the review process with the architect be similar to that suggested for the Hildreth House Phase II project. He indicated that a Officers' Meeting will discuss whether a committee for the project will be formed; his hope is that one will. Ms. Sobalvarro requested the PBC consider how it would like to direct Kaestle Boos to approach the project, with how much time and money spent on each component. The members agreed that the first objective is to assess the current building. If not feasible, the architects should then consider the current site with new construction. Lastly, a new site should be considered. The members also discussed that the need for a new site could delay the project for some time, as the property would have to be found, funded, and purchased. *Mr. Moeser left the meeting at 8:50 a.m.* Ms. Sobalvarro suggested that the only Town-owned land that might be a potential site for a new fire station is the Bromfield House property. Chief Sicard indicated that his research suggests that 5 acres is needed, thus the Bromfield House would be too small. Chief Sicard stated that although he wants the project to move forward in a timely manner, he does not want to push through a project without ensuring future needs are considered and met. The members acknowledged that after the traffic study there are not a lot of funds for the assessment, and the objectives will need to be very clear in the proposal.

ITEMS FOR FUTURE AGENDAS

Future agenda items were not discussed. The next meeting was scheduled for June 26, 2019.

ADJOURMENT

The meeting adjourned at approximately 8:59 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- ***Agenda***
- ***Draft Minutes of 5/1/19***
- ***Scope of Services for OLR***
- ***Draft contract with DiGiorgio Associates, Inc.***