

Permanent Building Committee Meeting Minutes
Wednesday, June 26, 2019
Volunteer Meeting Room, Town Hall
13 Ayer Road, Harvard, MA
Approved: July 17, 2019

PBC Members present: Cindy Russo, Chair; Pablo Carbonell; Steve Moeser.

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 8:03 a.m.

PUBLIC COMMENT

There was no Public Comment.

REVIEW AND APPROVE MINUTES OF 5/29/19

Mr. Carbonell made the motion to approve the minutes of 5/29/19 as presented; Mr. Moeser seconded. All were in favor.

REVIEW RFQ RESPONSES- OLD LIBRARY ROOF

As not all members had the opportunity to review the responses of the six applicants prior to the meeting, the members agreed to each rate and score the applicants on their own time, sending the results to Ms. Sobalvarro to compile. It was agreed that if the scores and ratings show three clear front-runners, Ms. Sobalvarro will schedule the interviews of those three applicants. In the event that the scoring is not clear, Ms. Sobalvarro and Ms. Russo will decide whether a fourth interview is necessary or if another meeting is needed to come reach a consensus. The members agreed to have their rankings to Ms. Sobalvarro by July 3rd, and that Ms. Sobalvarro would aim to schedule interviews for July 17th if the rankings showed clear front-runners.

Ms. Russo voiced concern over the timeline of the project; Mr. Carbonell reassured her that the masonry work should not have to be completed before winter.

Ms. Sobalvarro and Ms. Russo were pleased that so many of the applicants indicated prior slate roof experience.

STATUS OF CONTRACT WITH DIGIORGIO- HILDRETH HOUSE

The members discussed the “kick-off” meeting scheduled with DiGiorgio Associates and the Hildreth House Committee (“HHC”) scheduled for the end of this week. Ms. Sobalvarro, Mr. Moeser, and Mr. Maiore plan to attend. Mr. Olivera indicated that HHC would like to meet the architects, present their list of 18 items they would like to see included in the project, and set up a meeting schedule going forward. Mr. Carbonell suggested the HHC try to give the 18 items rankings by priority prior to the meeting. Ms. Russo suggested this list be given to the architects

as soon as possible, so they are incorporated from Day One. Ms. Sobalvarro indicated that she expects DiGiorgio will want to identify what they need for information from the Town, including key points of contact for Zoning, Building Code Analysis, Utility Analysis. Ms. Sobalvarro reported that the contract was signed on Monday or Tuesday, and DiGiorgio has all project materials from Phase 1 with the exception of the CAD as-builts which have been requested from LLB. The members agreed to include a requirement for delivery of CAD as-builts at the close-out of future projects.

The members reviewed the PBC's Charge and confirmed that the PBC subset of the Select Board and should act as a repository for the deliverables.

STATUS OF CONTRACT WITH KAESTEL BOOS- FIRE STATION

Ms. Sobalvarro, Mr. Sicard, and Ms. Russo reported that what Kaestel Boos is proposing, though responsive to the RFQ, is outside of the scope of the Article and without authorization or funding. The members reviewed the proposal and identified the items consistent with the Article, authority, and funding. Ms. Sobalvarro will schedule a telephone conversation to discuss the same with Kaestel Boos; Ms. Russo and Chief Sicard will join her.

ITEMS FOR FUTURE AGENDAS

The next meeting was scheduled for July 17, 2019. Ms. Russo asked that a Electing officers be included on the agenda, and encouraged the others to consider acting as Chair for a year.

ADJOURMENT

The meeting adjourned at approximately 8:45 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- ***Agenda***
- ***Draft Minutes of 5/29/19***
- ***PBC Charge***
- ***Fire Station warrant article***
- ***Kaestel Boos proposed contract***