

**Permanent Building Committee Meeting Minutes**  
**Wednesday, July 17, 2019**  
**Volunteer Meeting Room, Town Hall**  
**13 Ayer Road, Harvard, MA**  
**Approved: August 7, 2019**

*PBC Members present:* Cindy Russo, Chair; Pablo Carbonell; Steve Moeser; Rick Maiore, Vice Chair; Corey Dufresne.

*Attending:* Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, Hildreth House Phase II Rep.; Carl Sciple, Clerk-of-the-Works, Old Library Roof.

*Ms. Russo called the meeting to order at 8:48 a.m.*

**PUBLIC COMMENT**

There was no Public Comment.

**ELECTION OF OFFICERS**

Mr. Maiore made the motion to nominate Ms. Russo as Chair; Mr. Carbonell, Mr. Dufresne, and Mr. Moeser seconded. Ms. Russo agreed to accept the position for another year. All were in favor. Ms. Russo nominated Mr. Maiore as Vice Chair; Mr. Dufresne seconded. Mr. Maiore accepted. All were in favor.

**REVIEW AND APPROVE MINUTES OF 6/26/19**

Mr. Moeser made the motion to approve the minutes of 6/26/19 as presented; Mr. Dufresne seconded. All were in favor.

**UPDATED REGARDING FIRE STATION ARCHITECT**

Ms. Russo and Ms. Sobalvarro reported progress has not been made in scheduling a telephone conference needs with Kaestel Boos; Ms. Russo indicated that the call may be scheduled without her, if needed. Ms. Sobalvarro indicated that the Fire Chief has already spoken to Kaestel Boos individually.

Mr. Maiore raised the question of whether the Hildreth Phase II project would be stalled until the report from the Fire Station architect was received; the members agreed that Hildreth Phase II should be not dependent on the Fire Station assessment.

**HILDRETH HOUSE PHASE II**

Mr. Oliva indicated that the initial meetings with the architect went well, and that the architect has been responsive thus far. Mr. Carbonell suggested it would be prudent to get pricing on a sprinkler system for the main building prior to deciding a second building is necessary. Mr. Maiore suggested that if a sprinkler system would be required for the main building eventually, it

might be more cost effective to consider installation now. The members agreed that the architects will have to look at the Zoning Bylaws and whether waivers are a possibility.

### **INTERVIEWS OF OLD LIBRARY ROOF PROJECT ARCHITECTS**

Ms. Sobalvarro indicated that the scoring totals for the RFQ responses reflected CBI and Gale Associates had close, high scores, with CSS slightly behind, and the other three respondents further behind. Ms. Sobalvarro suggested that the members pay attention to the interviewees' construction administration experience, as there will be no Clerk-of-the-Works on this project. The members agreed also ask the interviewees about timing for the project, how they will reign in investigation and cost, their staffing for construction, and experience with historic projects. Ms. Sobalvarro provided the members with scoring sheets, and a copy of the RFQ.

Ms. Sobalvarro and Ms. Flynn exited the meeting. The members interviewed representatives from CBI, Gale Associates, and CSS.

### **ITEMS FOR FUTURE AGENDAS**

The members agreed to send their score sheets from the interviews to Ms. Sobalvarro to be tallied prior to the next meeting.

### **ADJOURMENT**

The meeting adjourned at approximately 11:30 a.m.

***Respectfully submitted,***

***Alison Flynn***

### ***Referenced Documents:***

- ***Agenda***
- ***Draft Minutes of 6/26/19***
- ***Scoring Sheets for Interviews***
- ***Old Library Roof RFQ***