

**Permanent Building Committee Meeting Minutes**  
**Wednesday, August 21, 2019**  
**Volunteer Meeting Room, Town Hall**  
**13 Ayer Road, Harvard, MA**  
**Approved: 9/4/19**

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

*Attending:* Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Joan Eliyesil, The Harvard Press; Chief Sicard, Fire Department.

*Mr. Maiore called the meeting to order at 8:03 a.m.*

**PUBLIC COMMENT**

There was no public comment.

**APPROVE MINUTES OF AUGUST 7, 2019**

Mr. Dufresne made the motion to approve the minutes as presented; Mr. Carbonell seconded. All were in favor.

**APPROVE INVOICES**

The members reviewed the DAI invoice of August 1, 2019, for services described as project kickoff/existing conditions, and site planning/schematic design totaling \$17,000. The invoice was not approved for payment, as the PBC was not willing to accept completion of the schematics.

The members also considered the best system for keeping a repository for project documents, including invoices, and decided paper records will be filed in the Volunteer Room, and electronically kept by Ms. Sobalvarro.

**REVIEW UPDATED PROPOSAL OF CBI FOR THE OLD LIBRARY ROOF**

The PBC members reviewed the revised proposal received by Ms. Sobalvarro from CBI the afternoon prior, and expressed concern that the fees are still too high. The members considered that CBI was very high in scoring upon interview, and acknowledged that CBI's demonstrated performance in timing with requested revisions could be frustrating in the administrative stage. It was agreed that Ms. Sobalvarro will contact CBI to communicate that the proposal fees have not come down enough, and request a proposal for RFP Items 2, 3, 4 within 24 hours. Ms. Sobalvarro will also reach out to Gale to advise that negotiation is ongoing, and the PBC is wondering if Gale's workload would still accommodate the project should terms not be met with CBI.

**UPDATE REGARDING FIRE STATION ASSESSMENT**

The PBC members reviewed Kaestel Boos' revised proposal. Chief Sicard indicated that he has been happy with communications with Kaestel Boos' to date, and noted that they have been very accomodating. Mr. Moeser made the motion to approve Part A of the Proposal by Kaestel Boos; Mr. Carbonell seconded. All were in favor.

### **UPDATE REGARDING HILDRETH HOUSE, PHASE II**

The PBC members reviewed the construction cost estimate prepared by DAI. Ms. Sobalvarro confirmed that the Town is carrying \$3 million for the project in the Capital Plan. The members agreed it would be helpful to meet with DAI and the Hildreth House Committee to discuss some of the related construction choices reflected in the cost table. Mr. Maiore will ask Ms. Sobalvarro to contact Guy Oliva and DAI to request a meeting to discuss the cost table, choice of site, and all building plans.

### **CONSIDER ITEMS FOR FUTURE AGENDAS**

It was agreed that the PBC will aim to meet with DAI and the Hildreth House Phase II Committee on 8/28 or 9/4.

Mr. Maiore made the motion to adjourn at 9:17 a.m; Mr. Moeser seconded. All were in favor.

***Respectfully submitted,***

***Alison Flynn***

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

- *Agenda*
- *Draft Minutes of 8/7/19*
- *Invoice of 8/1/19 from DAI*
- *Revised draft proposal for services from CBI*
- *Cost page from draft proposal for services from CBI dated 8/6/19*
- *Kaestel Boos revised draft proposal*
- *Cost Breakdown Summary from DAI*