

**Permanent Building Committee Meeting Minutes**  
**Wednesday, October 30, 2019**  
**Volunteer Meeting Room, Town Hall**  
**13 Ayer Road, Harvard, MA**  
**Approved: November 20, 2019**

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

*Attending:* Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Carl Sciple, Clerk-of-the-Works, Old Library Accessibility Project; Guy Oliva, Hildreth House Phase II Subcommittee Representative; Chief Sicard and Lieutenant Perry, Fire Department; Beth Williams, Hildreth House Phase II Subcommittee member; Alice Von Loesecke, Select Board; Kevin Witzell, Kaestel Boos; Terry DaCosta, Gale Associates.

*Ms. Russo called the meeting to order at 8:06 a.m.*

**APPROVE MINUTES OF OCTOBER 16, 2019**

The minutes of October 16, 2019 were unanimously approved as amended.

**DISCUSSION WITH GALE ASSOCIATES, INC., RE DRAFT EVALUATION OF THE OLD LIBRARY ROOF, AND APPROVAL OF INVOICE OF OCTOBER 8, 2019**

Mr. DaCosta presented the draft evaluation of the Old Library Roof and answered the questions of the PBC. He indicated that the aged slate roof and masonry is in varying condition, but that the downspouts which are clogged with debris are causing more water to sit in the gutter, resulting in pitting over a long period of time, and likely the cause of the interior leaks. He expects this will continue if not addressed. Mr. DaCosta indicated that repairing the gutters would be an approximate five-year "Band-Aid". He also indicated that while the roof appears to be performing well, there are enough broken, loose, and missing slate on the roof, that spot repairs do not seem possible. He would expect that there might be some leaking through the roof in the next five years. Mr. DaCosta answered that more time is needed to look at the condition of the fasteners, but would guess there will be some issues there. He explained that the sheathing condition seems to vary with a large area at the depression around the chimney concerning. He also noted that rotten rafter tails were visible in one of the areas of the attic. Mr. DaCosta stated that some of the decorative copper flashings are loose and some show signs of deterioration that will lead to pitting and holes in potentially 5 years.

Mr. DaCosta indicated that to replace the gutters, which extend up under the flashings, a 4-foot strip of the slate would have to be removed to first allow for the repair of the masonry, placement of an ice and water shield up to at least 3 feet. Mr. DaCosta confirmed that the removed slate will not be reusable, but that a similar match could be found.

Mr. DaCosta suggested there are not currently enough or adequately spaced downspouts and that the sub-grade draining might not be sufficient. He also indicated that there are areas of masonry distress at the downspout locations.

The PBC members requested Mr. DaCosta's report outline the options to "Band-Aid", "semi-Band-Aid", and to fully address the concerns. Mr. Carbonell asked Mr. DaCosta include a repair option that would not require removal of 4 feet of slate if a feasible option. Mr. DaCosta stated he will provide the options with estimated costs, and will note whether those options are good solutions. He indicated that the report would be submitted for internal review on Friday and would likely have it back to the PBC next week.

Mr. Moeser made the motion to approve the invoice of October 8, 2019. The vote was unanimously in favor.

Mr. Moeser made a motion to extend the meeting end time until 9:30 a.m.. The vote was unanimously in favor.

### **UPDATE REGARDING FIRE STATION ASSESSMENT**

Kevin Witzell presented the findings included in the draft *Feasibility and Space Needs Study Harvard Fire Headquarters*, dated 10/18/19, and answered the PBC members' questions. He indicated that the space needs study considered the existing needs, with all resources on one site, and those looking 50 years into the future, and the proposed footprints were generic to meet the square footage needs determined, with single-story and two-story options provided. Mr. Witzell stated that generally, a single-story design is preferred for a fire station. The PBC asked Mr. Witzell to consider the existing site with flexible property lines between the Town-owned lots. He stated that the single-story footprint, even with the suggested flexible property line, would not fit, but the second-story footprint might. He also explained that the one-story footprint does not fit well at 39 Mass. Ave., but the two-story footprint fits better. Ms. Russo asked whether the location next to the school is a concern; Mr. Witzell indicated it is not and that the location on a corner, with two access points, is desirable.

Ms. Russo voiced concern that the project is too big for the Town to accept, and asked whether there is a way to improve the existing building. Mr. Moeser indicated that he read the report and is in agreement with Kaestel Boos. Further, there could not be much done to improve the existing building without necessitating full Code requirements. Mr. Carbonell asked Mr. Witzell to consider staging the project with a 40 year plan and potential for 50-60 year plan as technology changes. Mr. Witzell stated that the biggest change in design for Fire Stations since the 1970s is the consideration for the physical health of the responders. He indicated Fire Stations designed today consider areas of decontamination including for removing and packaging turnout gear, showering, and redressing before entering the "cool zone", with vestibules with air-locks to ensure contaminants from the "hot zone" and "warm zone" are not invited into the "cool zone". He indicated that the increased square footage is driven by the need for space for such areas to function properly.

Ms. Russo questioned whether the sleeping quarters could be reduced. Mr. Witzell stated the number of beds included was based on the requirements for on-shift fire fighters per the predicted population which was obtained from Harvard. Ms. Russo suggested that predicted population be confirmed.

Ms. Russo questioned whether the future needs of the Department could decrease such as if regionalization occurs. Mr. Witzell indicated that while regional dispatch is common, it is not often seen with the Departments in Massachusetts or New England; Chief Sicard agreed. Chief Sicard indicated that he is only aware of regional specialized teams, such as Regional HazMat

and Tech. Rescue teams which require expensive resources and technical changes. He further answered that resources are not shared with Devens any more so than the mutual aid provided with other Towns.

Ms. Russo indicated that she believes that the square footage will be a hard sell to the Town, and that it would make sense to make the building as small as possible while meeting the needs. Mr. Maoire stated that Harvard does not want to be short sighted, only to require a bigger investment thirty years later. Chief Sicard confirmed that there is not expansion included in the apparatus listed. Mr. Carbonell reminded the members that a rebuild on the existing site does not address where the Fire Station will operate during the two-year build out. Ms. Russo indicated that it is too soon for site plans, and asked Mr. Witzell and the Fire Chief to reconsider the needs. Mr. Witzell agreed to see if there is any “fat” to be trimmed, including by looking at the bunk room, and consider phasing the project.

### **UPDATE REGARDING HILDRETH HOUSE, PHASE II, INCLUDING APPROVAL OF INVOICE OF OCTOBER 9, 2019**

Ms. Von Loesecke indicated that she and Lucy Wallace identified specific items that they want better detail from the architect to assist the SB and the Town understand how the project has evolved in anticipation of Town Meeting. She indicated that these questions initially arose at the SB Meeting when the SB was first presented with the idea that the project would be a separate, detached building. Ms. Sobalvarro will ask DAI for a proposal of what they would charge to prepare a cost assessment to bring the existing Hildreth House up to Code and to attach the new addition, and to meet with the SB & COA to discuss the considerations for additional parking.

Mr. Oliva expressed concern that the SB is pushing the COA toward a more expensive project while the Hildreth House Committee has been working to cut costs. Ms. Williams confirmed that the COA does not need for the buildings to be connected, and that the plan evolved from an addition to a separate building based on cost and code as advised by DAI. She further confirmed that the \$79,000 cost for a connection did not include a heated passage. Ms. Sobalvarro added that the original Phase II plan included seating for 30 people, but this shifted to seating for 90 people based on population trends.

Ms. Russo asked Ms. Von Loesecke how soon the SB would need this from DAI. Ms. Von Loesecke indicated that it would need to be a discussion point with the SB and CPIC, that a warrant would need to be written at the end of January, and DAI would be able to provide it by the beginning of April at the latest.

Ms. Russo noted that as the PBC’s only involvement at this point is because it hired the architect, it would be fair to point out to DAI that this request is not yet funded.

Mr. Moeser made a motion to approve DAI’s invoice of October 9, 2019. The vote was unanimously in favor.

### **REVIEW OF PBC CHARGE AND POLICIES & PROCEDURES**

This discussion was tabled for a future meeting as the meeting was already running long.

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

Items for the next agenda were not discussed, as the meeting was already running long. Ms. Russo stated the next PBC meeting will be held on November 20<sup>th</sup>.

Mr. Moeser made the motion to adjourn at 9:49 a.m; seconded. The vote was unanimously in favor.

***Respectfully submitted,***

***Alison Flynn***

***Referenced Documents:***

- *Revised Agenda*
- *Draft Minutes of 10/16/19*
- *Gale Associates draft report of 10/25/19 & Drawings A101, A201-A204*
- *Gale Associates Invoice of 10/8/19/*
- *Kaestle Boos Feasibility and Space Needs Study Harvard Fire HQ 10/18/19 draft, Detailed Site Evaluation dated 9/26/19, and one-story and two-story foot print depictions for each the existing site, 35 Ayer Rd., and 39 Mass. Ave.*
- *DAI Invoice of 10/9/19*