

Permanent Building Committee Meeting Minutes
Wednesday, November 20, 2019
Volunteer Meeting Room, Town Hall
13 Ayer Road, Harvard, MA
Approved: December 4, 2019

PBC Members present: Cindy Russo, Chair; Rick Maiore, Vice Chair; Corey Dufresne; 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, Fire Department; Guy Herman.

Ms. Russo called the meeting to order at 8:02 a.m.

APPROVE MINUTES OF OCTOBER 30, 2019

Mr. Moeser made the motion to accept the minutes as presented. The vote was unanimous.

UPDATE REGARDING OLD LIBRARY ROOF, INCLUDING APPROVAL OF GALE ASSOCIATES, INC.'S INVOICE OF NOVEMBER 6, 2019

The PBC members reviewed the report from Gale Associates of 11/18/19 and agreed that it was excellently and thoroughly prepared. The members considered that the report suggests phasing the project is not efficient or cost effective. Ms. Sobalvarro reminded the members of the \$480,000 project budget, including construction, and advised that a statement of interest for \$600,000 in grant funds has been entered. She further indicated that the grant application is due in January, with an announcement expected in June. The members agreed that it should be requested of Gale to provide a complete project budget, including soft costs, and that the budget and report should be shared with the Select Board for additional guidance.

The invoice of 11/6/19 from Gale Associates, Inc., was reviewed and approved for payment by unanimous vote.

UPDATE REGARDING FIRE STATION ASSESSMENT

Chief Sicard reported that he is currently awaiting the final report from Kaestel Boos. The members reflected on the importance of developing an accurate program and discussed with guest, Guy Herman, (it was noted that Mr. Herman, a professional program developer, was considering applying to the Select Board for membership on the PBC) how the program drives the design. The Chief shared that the program for the Fire Station is based on an assumed vision of what the Harvard Fire Department will be like in 50 years. The PBC members suggested the Chief share with the Select Board the draft report, along with the 50 year vision and its support, so the Select Board is prepared for the conclusions anticipated in the final report. The Fire Chief indicated the final report is expected by the end of the month.

UPDATE REGARDING HILDRETH HOUSE, PHASE II, INCLUDING APPROVAL OF DAI'S INVOICE OF NOVEMBER 8, 2019

Ms. Sobalvarro advised that the Select Board voted to authorize up to \$10,000 for DAI to prepare an assessment of what it would cost to bring the existing Hildreth House up to code and connect it to the proposed new building. Mr. Oliva indicated that the Hildreth House Phase II Committee voiced its opinion that the ballot at Town Meeting should reflect two separate projects, with the request for funding for the new building separate from the request for funding to improve and connect the existing building; and that the SB seemed to be in agreement.

The PBC members reviewed and unanimously approved payment of the DAI invoice of 11/8/19.

REVIEW OF PBC CHARGE AND POLICIES & PROCEDURES

The draft policies and procedures were reviewed with additional revisions considered. Ms. Russo and Mr. Dufresne agreed to continue to work on the draft for further review by the PBC at the next meeting.

CONSIDER ITEMS FOR FUTURE AGENDAS

Items for the next agenda were not discussed beyond what is noted above. Ms. Russo stated the next PBC meeting will be held on December 4th.

The meeting adjourned at 8:52 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Revised Agenda
- Draft minutes of 10/30/19
- Gale Associates draft report of 11/18/19
- Gale Associates invoice of 11/6/19
- DAI "Revised Draft of 11/12/19 for Phase 2 Additional Order of Magnitude Construction Budget"
- DAI invoice of 11/8/19
- PBC Charge
- Draft Policies & Procedures of the PBC