

**Permanent Building Committee Meeting Minutes**  
**Wednesday, October 16, 2019**  
**Volunteer Meeting Room, Town Hall**  
**13 Ayer Road, Harvard, MA**  
**Approved: October 30, 2019**

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

*Attending:* Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Carl Sciple, Clerk-of-the-Works, Old Library Accessibility Project; Joan Eliyesil, The Harvard Press; Guy Oliva, Hildreth House Phase II Subcommittee Representative; Chief Sicard, Fire Department; Beth Williams & Connie Larrabee, Hildreth House Phase II Subcommittee members.

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

**APPROVE MINUTES OF SEPTEMBER 18, 2019**

The minutes of September 18, 2019 were unanimously approved with one correction.

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

Ms. Russo indicated she will e-mail the Charge and Policies & Procedures to the members for review prior to the next meeting. Mr. Dufresne suggested the Policies & Procedures be added to the PBC webpage after review.

**UPDATE REGARDING OLD LIBRARY ROOF**

Ms. Sobalvarro advised that Gale completed the drone survey and an approximate eight-hour interior walk-through of the Old Library, and she is currently waiting for an updated time-table. The PBC members agreed that the invoice should not be approved as no deliverable was met. Ms. Russo suggested that Gale be invited for discussion with the PBC prior to the submission of the Summary of Findings. Ms. Sobalvarro will communicate the same.

Ms. Sobalvarro asked whether PBC members could be available to offer expertise on whether the project program is being met, as she and Mr. Bragan, as the proponents of the project, do not have such expertise. Mr. Moeser and Mr. Carbonell offered expertise in their capacity as residents.

**UPDATE REGARDING FIRE STATION ASSESSMENT**

Chief Sicard reported regarding the status of KBA's assessment, including that he expects a draft report by the end of the week. He indicated that the needs-based assessment identified a requirement of approximately 25,000 sq./ft. The PBC members reviewed bubble drawings on the Chief's laptop depicting KBA's proposed foot-print, as both one story and two stories, on the existing site and two other proposed sites. Chief Sicard shared that KBA indicated they will be prepared to present to the PBC at the next meeting. Ms. Sobalvarro asked if KBA has considered changing the driveways on the existing site; Chief Sicard was unaware if they have.

She continued that KBA might consider that the property lines may be flexible between the Town-owned parcels on the existing site. Mr. Dufrense noted that there are unanswered legal questions regarding the potential use of the parcel currently the site of the Superintendent's Office.

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

Ms. Russo reported that some of the PBC members attended the Select Board ("SB") meeting and questioned the role of the PBC regarding this project at this point. Ms. Williams indicated that as of the SB meeting, the SB had not received all of the project documents; they have since been sent the same. Ms. Williams reported that Ms. Wallace and Ms. Von Loesecke subsequently attended the Phase II Committee Meeting, and also expressed a lack of clarity regarding the role of the PBC. Ms. Williams indicated that she has found the meetings with members of the PBC very helpful, but misunderstood that the PBC was not reporting to the SB about the status of the project.

Mr. Oliva stated that Ms. Wallace and Ms. Von Loesecke request that DAI be asked for: 1) a what it would cost to bring the Hildreth House up to fire and seismic Code; and 2) a current estimate of what it would cost to build the Old Phase II design to plan. Ms. Sobalvarro noted that the contract with DAI does not cover what the SB members are requesting, as all of the \$40,000 budget is encumbered. Mr. Oliva is currently waiting to hear from DAI what fulfilling the SB requests would cost. Ms. Williams and Ms. Larabee expressed frustration in that the old plan, which did not meet the project goals, is now being revisited. The PBC members agreed Ms. Russo will e-mail the SB to clarify what they are requesting of the architects and to invite them to attend the next PBC meeting for further discussion.

The DAI invoice of September 1, 2019 was reviewed and unanimously approved for payment.

### **ITEMS FOR THE NEXT AGENDA**

Ms. Russo stated the PBC would next meet in two weeks.

Mr. Moeser made the motion to adjourn at 9:01 a.m; Mr. Dufresne seconded. All were in favor.

***Respectfully submitted,***

***Alison Flynn***

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

- *Agenda*
- *Draft Minutes of 9/18/19*
- *Gale Associates Invoice of 10/8/19*
- *DAI Invoice of 9/1/19*