

Permanent Building Committee Meeting Minutes
Wednesday, June 30, 2021
Zoom Meeting
Approved: July 22, 2021

PBC Members present: Cindy Russo, Chair; Rick Maiore, Vice Chair; Corey Dufresne; Steve Moeser; Guy Herman; Pablo Carbonell; Jeff Hayes, Facilities Manager/Building Inspector.

Attending: Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, COA Subcommittee Representative; Beth Williams, COA; Joan Eliyesil, The Harvard Press; Debbie Thompson, COA Director.

Ms. Russo called the meeting to order at approximately 9:00 a.m., and read aloud the Remote Meeting Preamble.

REVIEW AND APPROVE MINUTES OF JUNE 16, 2021

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

REVIEW SCORING OF RFQ'S FOR DPW FACILITY ANALYSIS

Mr. Herman advised that he received very enthusiastic responses from 4 out of 5 of CBI's references, with no response received from the 5th party. Mr. Herman read aloud the comments of the Town Manager of Tewksbury, the Town Architect for Barnstable, the Wellesley Facility Director, and a representative of the City of Lynn.

Mr. Moeser made the motion to notify and negotiate with CBI for the architectural contract; Mr. Dufresne seconded. All were in favor.

UPDATE ON THE RFP'S FOR COA FACILITIES

Ms. Sobalvarro advised that the RFP went out to the individuals who responded to the earlier informal inquiry, as well as Mass. Development, and that advertisements would run in The Harvard Press.

REVIEW AND APPROVE DRAFT RFQ FOR COA FACILITY ANALYSIS AND COST ESTIMATE

The PBC Members reviewed and offered comments on the revised draft RFP. Mr. Moeser requested that scope of the Code Review be further clarified, and agreed to send Ms. Russo a list of which Code areas he would like included. Ms. Russo agreed to then send the list to Mr. Hayes ensure the Code references are complete and current. Ms. Russo expressed concern with the timeline for project completion and submission of a real number in advance of Town Meeting. Mr. Herman suggested that the architects would need two months to adequately address the scope of the project. Ms. Russo stated that if the PBC is not confident that the analysis and cost estimate will be available before Fall Town Meeting, they should slow down the process as asking property owners to wait until Spring Town Meeting could be

unreasonable. The members agreed to specify an allowance of one month for drawings and a significant cost estimate to take to Fall Town Meeting for a vote, with an additional month to finalize if necessary. Ms. Sobalvarro advised that responses will be due on the afternoon of July 21st, and suggested the PBC meet on July 22nd to select from their rankings the short list of architects for interviews. It was agreed that the interviews of the selected architects will be held in-person on Wednesday, July 28th. Ms. Sobalvarro confirmed that property proposals are due on July 26th.

Mr. Herman made the motion to post the RFP once Mr. Moeser's list has been included with Mr. Hayes's approval; Mr. Maoire seconded. All were in favor.

UPDATE ON THE OLD LIBRARY ROOF PROJECT

Ms. Sobalvarro advised that there has been no update from Gale Associates.

UPDATE ON THE FIRE STATION ASSESSMENT

Ms. Russo requested the PBC review the report and think about the next steps. She suggested the PBC formally send the report to the Select Board with the PBC's thoughts. Mr. Maiore stated that he reviewed the report and thought it was a very thorough report which included many things that the Harvard Fire Department does not need; Ms. Russo agreed. She will resend the PBC members the electronic report and request the Fire Chief's attendance for discussion at the next in-person meeting.

ITEMS FOR FUTURE AGENDAS

Items for future agendas were discussed under earlier agenda items.

SCHEDULING OF FUTURE MEETINGS

Ms. Russo confirmed the meeting on July 22nd will be held 8:30 a.m. via Zoom, and the meeting on July 28th will be held in person. Mr. Dufresne volunteered to take the Minutes on July 28th.

Mr. Maiore made the motion to adjourn at approximately 9:35 a.m.; Mr. Dufresne seconded. The vote was unanimous.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 6/16/21
- Revised draft DPW RFQ

- Mr. Herman's e-mail of 6/30/21 re "CBI References"