

Permanent Building Committee Meeting Minutes
Wednesday, July 28, 2021
Harvard Town Hall
Approved: August 3, 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; Debbie Thompson, COA Director; and Beth Williams.

Ms. Russo called the meeting to order at 9:02 a.m.

Agenda items were taken out of order to conduct interviews with architects for COA architectural services based on their scheduled availability.

INTERVIEW WITH ARCHITECTS FOR COA ARCHITECTURAL SERVICES

The Committee conducted an interview at 9:02 with GRLA, which joined the meeting by Zoom.

After conducting other business, the Committee conducted interviews with Abacus (10:15) and DAI/Liro (11:00). The members of the PBC will rate the companies independently and deliver their rating sheets to Ms. Russo. The Committee discussed the evaluation criteria and agreed on an allocation of points for each criteria. The Committee also discussed with Mr. Oliva and Ms. Thompson their experiences and feedback with respect to their prior experiences with DAI/Liro.

REVIEW AND APPROVE MINUTES OF JULY 22, 2021

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

REVIEW DRAFT 90% DESIGN FROM GALE ASSOCIATES FOR OLD LIBRARY ROOF

Committee members reviewed the Old Library 90% Submission Letter and related specifications. With respect to the specifications, the Committee noted that the intention on the sub-grade drainage system should be clarified as it is not included in the scope of work. After a discussion of the sub-grade drainage system, the Committee determined that the Town and Facilities Manager need to be made aware that a review of the effectiveness and sufficiency sub-grade drainage system for the building needs to happen, but that it is separate from the roof project.

With respect to the Submission Letter, the Committee determined that members need further time to review. The Committee also determined to invite a representative from Gale to the next meeting to discuss the matters raised in the letter. Mr. Moeser also indicated that he would contact Ms. Knott from Gale to discuss specific edits and comments to the specifications.

The Committee then reviewed the Gale invoice for 80% completion in the amount of \$19,820. After discussion, Mr. Maiore made a motion to pay the invoice; Mr. Moeser seconded the motion. The vote was unanimous.

RFP RESPONSES FOR COA BUILDING

The Committee then discussed the three RFP responses for the COA building (two proposals to purchase (16 Lancaster County Road and 247 Littleton County Road) and one proposal to lease (16 Lancaster County Road)). The Committee determined to conduct site walks of both properties, to be scheduled for Tuesday, August 2, 2021 if possible.

The Committee also discussed additional information that would be useful for the proposal review and selection, including:

- Whether the Town would be comfortable purchasing a condo for shared water/septic. Ms. Sobalvarro agreed to ask Town counsel about this issue.
- Whether the existing septic systems would meet the building needs criteria. Mr. Carbonell agreed to reach out to Ira Grossman at the Nashoba Associated Board of Health for guidance.
- Whether the water capacities of the buildings would meet the building needs criteria. Ms. Russo agreed to gather information about the water systems.

REVIEW FEE PROPOSAL FROM SOCPTEC FOR DPW FACILITY ANALYSIS AND SPACE NEEDS ASSESSMENT

The Committee reviewed the revised fee proposal from SOCPTEC for the DPW Facility Analysis and Space Needs Assessment, which was revised to include the addition of an appearance at Town Meeting and other changes requested by the Committee. Mr. Dufresne noted that all changes requested by the Committee to the proposal had been made. After discussion, Mr. Dufresne made a motion to approve the revised fee proposal. Mr. Moeser seconded the motion. The vote was unanimous.

The meeting adjourned at approximately 11:55 a.m.

Respectfully submitted,

Corey Dufresne

Referenced Documents:

- Agenda
- Draft minutes of 7/22/21
- Old Library 90% Submission Letter and related specifications from Gale
- RFP responses for the COA building
- Draft fee proposal from SOCPTEC