

Permanent Building Committee Meeting Minutes
Tuesday, August 3, 2021
Upper Town Hall Meeting Room
Approved: August 10, 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: Guy Oliva, COA Subcommittee Representative; John Osborne, The Harvard Press; Debbie Thompson, COA Director; Chelsea Knott & Chris Musorofiti, Gale Associates, *via Zoom*; Keith Turner, 247 Littleton County Road.

Ms. Russo called the meeting to order at 10:33 a.m.

REVIEW AND APPROVE MINUTES OF 7/28/21

Mr. Moeser made the motion to approve the Minutes of 7/28/21 as presented; Mr. Maiore seconded. All were in favor.

REVIEW RATINGS FOR RESPONDENTS TO COA RFQ AND VOTE TO APPROVE AN ARCHITECT FOR NEGOTION OF CONTRACT

Ms. Russo advised that the tabulation of ratings submitted for the architect interviews resulted in GRLA receiving an average of 74.25 total points, Abacus receiving an average of 78.75 total points, and DAI receiving an average 92.25 total points. Mr. Dufresne indicated these averages were in line with his unsubmitted scores.

Mr. Maiore made a motion to begin negotiation with DAI; Mr. Carbonell seconded. All were in favor.

REVIEW 90% COMPLETION LETTER FROM GALE DATED 7/23/21 REGARDING THE OLD LIBRARY ROOF & CONSIDER RESPONSES

Mr. Moeser provided a report of his telephone conversation with Ms. Knott regarding some of his questions concerning the letter. Mr. Maiore reported that he spoke with the contractor who worked on the library accessibility project and learned that a portion of the subsurface drainage system appears to be hard-packed or possibly filled with cement. Mr. Moeser indicated that Ms. Knott explained that the contractor will be responsible for snaking the underground drain line. The PBC members discussed whether the scope of work would include remedying the blockage of the underground drainage system or whether this would need to be addressed separately. Ms. Russo indicated that she would speak to Mr. Bragan about whether Mr. Kilhart could assist in identifying, possibly by scope and excavation, the extent of the blockage. The PBC Members agreed to work with Gale Associates to finish their specs and hold on going out to bid until the blockage can be further assessed.

Ms. Knott & Mr. Musorofiti joined the meeting via Zoom at 11:00 a.m.

Ms. Russo indicated that the PBC's biggest concern is the underground drainage and whether the Town should be looking to see if it can be cleared. Mr. Musorofiti agreed that if the Town can investigate this ahead of time, it would be helpful. He stated that scoping that could result

in additional expenses, and could be done at the start of the project so that any issues identified thereafter would be fully owned by the contractor. He suggested that snaking could be approached from both the catch basin and the area adjacent to the tennis court. Further, he indicated that the contractor would own to root out 75 feet from the building. Mr. Musorofiti stated that resolving a significant blockage may add to the costs. Ms. Russo confirmed that the PBC will first approach the DPW Director to see how he can assist.

Mr. Musorofiti indicated that the contractor will be responsible for disposal of all hazardous waste materials and noted that the quantities are included in the drawings. He further explained that the contractor is responsible for hiring an industrial hygienist who can then choose to dispose all of the asbestos identified, or perform their own testing and apply a credit back to Harvard.

Mr. Musorofiti estimated that there would not be more than a \$5,000 total cost savings for the three small roofs if a different roof system is used. He stated this is because most of the costs are associated with the detailing.

Mr. Musorofiti indicated that the splash blocks will be placed where there are new downspouts, and does not believe it is worth modifying the subsurface drainage to tie into these downspouts.

The PBC Members considered the suggested alternate to repoint the two chimneys in Roof Area A, and agreed to include this as Alternate #1.

Mr. Carbonell suggested that abandoned anchors be removed only where the masonry needs repointing. Mr. Herman suggested that aesthetically those by the front entrance and those on the primary façade should also be removed.

Ms. Russo noted that it should be brought to the attention of the Select Board that window replacement is not included in the scope of the project. Mr. Musorofiti agreed to provide the PBC with a budget estimate for replacement with old historic windows.

Mr. Musorofiti suggested the PBC consider an alternate for all work below four courses to ensure there is enough funding to replace the roof. He indicated that breaking out a substantial portion of the scope could change the bid quite significantly, but generally results in similar costs. Mr. Musorofiti recommended the chimneys be the first alternate, and everything below the four courses be the second alternate; the PBC Members agreed.

Mr. Musorofiti advised that requiring use of a historic mason and historic roofer generally increases costs by 5%, and indicated that he does not believe these are needed for this project.

Mr. Musorofiti indicated that the materials costs were based on poll results gathered by Consigli Construction and stated that they might have better numbers once the job goes out to bid.

Mr. Musorofiti outlined a tentative timeline where the PBC would provide direction to proceed by September 10th, posting to the Central Register by the 15th, a walk-through on the 22nd, followed by four weeks for submittal review, sixteen weeks for slate delivery, and the work to begin on April 1st.

The Zoom call ended at 11:39 a.m.

RFP FOR LEASE OR PURCHASE OF LAND FOR COA OFFICES & SENIOR CENTER

Ms. Russo and Mr. Herman volunteered to prepare a scoring sheet based on the RFP criteria to assist in evaluating the information gathered at the site walks of 16 Lancaster County Road and 247 Littleton County Road. Ms. Russo asked that once completed for each property, the Members return their individual sheets to her to tabulate. The Members agreed that some of the criteria will have to be more heavily weighted. Ms. Flynn will work with Health Agent, Mr. Grossman, to provide Mr. Carbonell with the approved septic capacities for each property, as well as the required septic design flows for the COA's intended use.

Mr. Turner stated that they are very committed to having discussions with the PBC and the Town about potential lease or purchase of the property for the COA's use. He indicated that it is their intent to put the property on the market within 60 days and will continue projects already underway to improve the property to make it more suitable for the Town. Further, he stated that with a strong commitment from the Town they would be willing to make additional investments, including efforts towards ADA compliance. Mr. Turner estimated that with modifications the property could be operational for the COA's purposes within 120 days from commitment.

REVIEW DRAFT LETTER TO SELECT BOARD REGARDING SCHOOL MAINTENANCE

This discussion was tabled for a future meeting.

The PBC Members agreed to meet next on Tuesday, August 10th at 4 p.m. Ms. Russo will invite Chief Sicard to discuss the Fire Station Study at the next Wednesday meeting.

Mr. Maiore made the motion to adjourn at 12:01 p.m.; Mr. Dufresne seconded. All were in favor.

Respectfully Submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 7/28/21
- Harvard Old Library 90% Submission Letter
- Harvard Old Library 90% Submission Drawings