

**Permanent Building Committee Meeting Minutes**  
**Wednesday, November 28, 2018**  
**Volunteer Room, Town Hall**  
**13 Ayer Road, Harvard, MA**  
**Approved: December 19, 2018**

*PBC Members present:* Rick Maiore, Steve Moeser, Carl Sciple, Cindy Russo, Corey Dufresne, Pablo Carbonell.

*Attending:* Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, Council on Aging (“COA”) Liaison/Non-voting, temporary member; Joan Eliyesil, The Harvard Press.

*Ms. Russo called meeting to order at 8:07 a.m.*

**PUBLIC COMMENT**

None.

**REVIEW AND APPROVE MINUTES OF 10/3/18 AND 11/7/18**

The draft minutes of 10/3/18 were reviewed. Mr. Maiore made the motion to accept the minutes as received; Mr. Dufresne seconded. The vote was unanimous.

The draft minutes of 11/7/18 were reviewed. Mr. Carbonell made the motion to accept the minutes as amended; Mr. Maiore seconded. The vote was unanimous.

**DISCUSSION OF FIRE STATION TRAFFIC STUDY**

Ms. Russo confirmed that the final report was received and as expected. She expressed that she had some concerns after the last meeting and wanted the PBC to have the opportunity have another discussion before reporting to the Select Board. The PBC members discussed the report’s conclusion and recommendations, as well their concerns.

The members agreed that the report’s conclusion was that that the site can handle the traffic as is, with the addition of Phase 2 of Hildreth House, and with the potential Fire Station expansion. Further, they agreed it would be the responsibility of the PBC to assess the report’s recommendations. The members also discussed that should they decide to move forward with any of the recommendations, it would be important to first obtain input from the Department of Public Works and Police Department, as well as the Fire Department.

It was agreed that it would be reported to the Select Board that the traffic study indicates the site can handle the current and proposed usage, that the Fire Station building and parking assessment should move forward, and that there is no traffic issue

limiting Hildreth Phase 2 from continuing on. It will also be reported that the PBC will take the traffic study recommendations under advisement.

Ms. Sobalvarro indicated that she will have the draft RFQ for the Fire Station assessment ready for review by the PBC at the next meeting. When asked for an estimated turnaround time, she indicated that if the RFQ were to go out immediately, she would not expect an assessment before seven months had passed.

Ms. Sobalvarro will also circulate the draft RFQ for Hildreth Phase 2 before the next meeting.

Mr. Maiore made the motion to recommend to the Select Board to move forward with the RFQ for Hildreth Phase 2; Mr. Moeser seconded. The vote was unanimous.

Mr. Maiore made the motion to recommend to the Select Board to move forward with the RFQ for the assessment of the Fire Station and its parking; Mr. Carbonell seconded. The vote was unanimous.

### **REVIEW AND CONSIDERATION OF DRAFT PERMANENT BUILDING COMMITTEE'S "POLICIES AND PROCEDURES"**

This discussion was tabled for the next meeting.

### **CONSIDER ITEMS FOR FUTURE AGENDAS**

Items for the next agenda were decided. It was agreed that the PBC will next meet at 8:00 a.m. on Wednesday, December 19<sup>th</sup>.

### **ADJOURNMENT**

Ms. Russo made a motion to adjourn at 8:57 a.m.; Mr. Moeser seconded. The vote was unanimous.

***Respectfully submitted,***

***Alison Flynn, Clerk***

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

- Agenda
- Draft minutes of 10/3/18 and 11/7/18
- Harvard Central Fire Station Assessment, Traffic Impact Analysis (11/14/18)