

Permanent Building Committee Meeting Minutes
Wednesday, December 19, 2018
Volunteer Room, Town Hall
13 Ayer Road, Harvard, MA
Approved: January 16, 2019

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 8:02 a.m.

PUBLIC COMMENT

None.

REVIEW AND APPROVE MINUTES OF 11/28/18

The draft minutes of 11/28/18 were reviewed. Mr. Moeser made the motion to accept the minutes as amended; Mr. Dufresne seconded. The vote was unanimous.

REVIEW DRAFT RFQs FOR THE FIRE STATION EXPANSION ASSESSMENT AND HILDRETH HOUSE PHASE 2

Hildreth House Phase 2. The members reviewed the draft Request for Qualifications (“RFQ”). It was agreed that further clarification is needed from the Hildreth House Phase 2 Committee regarding whether the plan will be for a full commercial kitchen versus a warming kitchen. Mr. Carbonell offered to attend a Hildreth House Phase 2 subcommittee meeting to advise regarding the differences between the two types of kitchens; Mr. Sciple indicated that this would be helpful. The members agreed that the more the RFQ describes the project and program, the more beneficial the assessment will be. The members also discussed how the criteria will be weighed. Mr. Moeser offered that they will want to see past experience with similar projects, but also a proven accuracy to budget and a demonstrative history of responsiveness. It was agreed that these qualities would be considered during the interview process.

Fire Station Expansion Assessment. Chief Sicard provided an update as to the status of the Fire Station Expansion Assessment RFQ, and a draft was reviewed. The group discussed that the assessment will address whether the current fire station can be utilized with renovation, and if so, whether it is more economical to renovate or to build a new building. Should it be determined that renovation is possible, the assessment will include discussion of whether the building will be able to be used during renovation or what the alternative will be. It was also confirmed that the assessment will define the

needs of a parcel, should it be determined as necessary to purchase Town or privately owned land for a new building to be built. Chief Sicard and Ms. Sobalvarro will work on a revised draft prior to the next PBC meeting.

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

The members reviewed the draft policies and procedures prepared by Mr. Dufresne and Ms. Russo, and revised the same. Ms. Russo and Mr. Dufresne will incorporate the changes for additional review at a future 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, January 16th, with the same topics on the agenda.

ADJOURNMENT

Mr. Maiore made a motion to adjourn at 9:06 a.m.; Mr. Moeser seconded. The vote was unanimous.

Respectfully submitted,

Alison Flynn, Clerk

Documents Referenced:

- Agenda
- Draft minutes of 11/28/18
- Draft RFQ for the Fire Station Expansion assessment
- Draft RFQ for Hildreth House Phase 2
- Uxbridge Fire Headquarters Request for Services
- Draft PBC Policies and Procedures