

**Permanent Building Committee Meeting Minutes**  
**Wednesday, February 3, 2022**  
**Zoom Meeting**  
**Approved: February 9, 2022**

*PBC Members present:* Cindy Russo, Chair; Pablo Carbonell; Steve Moeser; Guy Hermann.

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; Guy Oliva; John Zychowicz, DAI; Joan Eliyesil, The Harvard Press.

*Ms. Russo called the meeting to order at approximately 4:30 p.m.*

**REVIEW AND APPROVE MINUTES OF 1/26/22**

Mr. Moeser made a motion to approve the minutes as presented; Mr. Herman seconded. All but Mr. Carbonell, who abstained, were in favor.

**DISCUSSION WITH THE COA PROJECT ARCHITECTS TO REVIEW SCOPE AND DETERMINE NEXT STEPS IN THE BUILDING PROJECT**

Ms. Russo indicated she forwarded the Members Mr. Zychowicz's agenda and plan in advance of the meeting. Ms. Thompson confirmed that she sent Mr. Zychowicz her notes from the walk-through prior to the meeting. The group reviewed the current interior design plan. Ms. Thompson confirmed the plan is still for 90 seats in the multipurpose room. She also advised that she is happy with the existing receptionist area, and does not need a larger sitting area. Mr. Carbonell noted that the COA would like the receptionist facing the door, and alterations to doors in the area and possibly the storage room will be needed. Mr. Hermann suggested it be confirmed that the storage room will accommodate all of the table and chair carts. The group asked to see what the layout would look like shifting the computer room. Mr. Zychowicz noted the interest in flipping the men's and women's bathrooms. Mr. Zychowicz agreed to prepare a plan showing the kitchen shifted to the back of the building. Ms. Thompson confirmed that she would like to combine Offices 4 & 5, removing the door to Office 4, and leaving the remaining offices as they are.

The group also considered the doors onto the patio. Mr. Carbonell suggested double doors can be difficult to install correctly while meeting ADA compliance; Ms. Thompson agreed that she has difficulty with the ADA door now at the COA. Mr. Zychowicz will look at the window that needs to be removed and see whether a single door or double doors make more sense. Mr. Zychowicz stated the depth of the patio is 10 feet. Mr. Carbonell suggested that with the doors swinging out, this might be too narrow. Mr. Zychowicz agreed to put a table and chairs onto the plan. Mr. Hayes stated that Mr. Grossman was not concerned about the plan for a warming kitchen. Ms. Russo stated that they will need to have the NABH Food Service agent review the plans as soon as an equipment list and layout plan is available. Mr. Carbonell volunteered to prepare a parallel kitchen layout for comparison with Mr. Zychowicz's plan. He noted the COA's plan to use some residential appliances, made into cabinetry, with a 3-bay sink, and a drainage wing to allow for the grease trap underneath. Mr. Zychowicz stated that the kitchen can be in the contract or installed after the job is complete with the exception that there will be finish

plumbing to attach. Ms. Thompson noted that they will need a 3-bay sink deeper than that which is currently at the COA. The Members confirmed for Mr. Zychowicz that the moveable wall option is no longer being considered. Mr. Zychowicz indicated that there are a few options for the wall, including all glass, glass with sheet rock above, glass with a smoke sticker or logo, or a solid wall with doors; the COA will think about the options. Mr. Zychowicz confirmed that there will be separate heating and cooling for the two separate function rooms.

The group confirmed the plan is for the exterior trim to be painted, and the asphalt walk to be repaved to ensure it is even and safe. Mr. Carbonell asked that Mr. Zychowicz consider whether the curb can be eliminated safely and within code. Mr. Moeser suggested the COA consider whether any of the existing cabinets and countertops will be salvaged; Ms. Thompson stated that some look to be in good condition.

Mr. Zychowicz stated that they typically carry the conduit and the outlet boxes for data cabling. He indicated that he believes the phone and data come out of the HVAC area and that they will need to verify if we need to expand the electrical. Mr. Carbonell suggested that the audio visual equipment be located somewhere else more convenient, such as in storage area or a separate closet. Mr. Moeser suggested that the COA think about the furniture layout to assist in determining where the outlets are installed. Ms. Russo suggested the Town's contractor be consulted regarding the options of WiFi v. hardwiring. Ms. Thompson confirmed that the COA has funds to purchase any needed furniture. Mr. Moeser offered to pick up enlarged, printed copies of the layout plans for the COA's use in determining furniture layout. Mr. Zychowicz confirmed his understanding that the PBC has received assurances that the existing water supply and sewer are sufficient for the COA's plans.

The group agreed to next meet the following Wednesday at 9 a.m. Ms. Thompson stated that she will not be available; Mr. Oliva will attend. Mr. Zychowicz stated that he will not be able to provide revisions in advance of the meeting, and agreed to talk to Chris Lucchetti before then about a work plan.

### **OLD LIBRARY ROOF PROJECT**

Ms. Russo asked for a formal vote on the slate sample. Mr. Moeser made a motion approve the slate as submitted; Mr. Carbonell seconded. All were in favor by roll call vote.

### **FIRE STATION ASSESSMENT**

Ms. Sobalvarro advised that after receiving a luke-warm response to his application to CPIC for the next phase in refinement of the Fire Station project with Kaestle Boos, the Fire Chief approached the Select Board with a request to use some of his burning proceeds to fund the next phase at a lesser cost. She indicated that the Select Board approved the use of the funds with the condition that the Fire Chief work with the PBC and receive PBC approval of the scope. The PBC members discussed their initial thoughts on the proposal. Ms. Sobalvarro advised that the first step would be to have a discussion with the Fire Chief. Ms. Russo agreed to invite the Fire Chief to the next meeting.

### **CONSIDER ITEMS FOR THE NEXT AGENDA**

*Ms. Russo made the motion to adjourn at approximately 5:35 p.m.*

***Respectfully submitted,***

***Alison Flynn***

***Referenced Documents:***

- Agenda
- Draft minutes of 1/26/22
- DAI's "HARVARD COA AND SENIOR CENTER PROPOSED FIRST FLOOR PLAN", dated 9/30/21
- Kaestel Boos, Designer Services Fee Proposal, Harvard Fire Station, dated 1/31/22