

**Permanent Building Committee Meeting Minutes**  
**Wednesday, February 6, 2019**  
**Upstairs Meeting Room, Town Hall**  
**13 Ayer Road, Harvard, MA**  
**Approved: March 6, 2019**

*PBC Members present:* Rick Maiore, Vice Chair; Steve Moeser, Carl Sciple (non-voting member), Corey Dufresne, Pablo Carbonell.

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

*Mr. Maoire called the meeting to order at 8:04 a.m.*

**PUBLIC COMMENT**

None.

**REVIEW AND APPROVE MINUTES OF 1/16/19**

Mr. Moeser made a motion to approve the draft minutes of January 16, 2019, as presented; Mr. Dufresne seconded. Ms. Flynn’s notes of the meeting of January 30, 2019, at which a quorum was not present, were reviewed and accepted; the members agreed there was no need to post the notes.

**REVIEW DRAFT RFQ FOR THE FIRE STATION EXPANSION ASSESSMENT**

Ms. Sobalvarro advised that the draft RFQ for the Fire Station Expansion Assessment was reviewed and revised by Mr. Dufresne and Mr. Moeser at the meeting of January 30, 2019. Ms. Sobalvarro will incorporate the revisions into the draft and expects to move the calendar by two weeks.

**HILDRETH HOUSE PHASE 2- UPDATE**

Ms. Sobalvarro advised that two additional firms have expressed interest in the RFQ for Hildreth Phase 2 since the last meeting. She suggested that it would be helpful if some of the PBC members are present for the architectural firms’ site walk-through scheduled for February 12<sup>th</sup> at 2 p.m., at which Hildreth House Committee members will also be present. Ms. Sobalvarro indicated that responses are due on February 26<sup>th</sup>, and she hopes to present the applications of those who meet the minimum requirements to the PBC for review on March 6<sup>th</sup>. The PBC members agreed with her plan to then make a short list of the applicants for interviewing by the PBC in March.

**LIBRARY ROOF**

Ms. Sobalvarro stated that the Community Preservation Committee voted to approve the application for \$100,000 to offset the capital costs for the roof. Mr. Sciple advised

that the OLAC considered alternatives for repair of the flat portion of the roof which is currently leaking, and decided on a bid which includes a sealant, warrantied for 7 years, and welding of the gutters; a fix that costs \$1,200 or \$1,300. Ms. Sobalvarro indicated that she will not work on the bid documentation for the main roof until the funding has been approved at Town Meeting, and confirmed that the main roof project will be within the PBC's jurisdiction. Mr. Sciple indicated that Gale Associates, Inc., a firm with professional building enclosures experience, reviewed the photographs of the roof and would be coming to see first-hand, the Old Town Library, inside and outside, later that day the first step before providing recommendations for repair or replacement; Mr. Moeser offered to meet the firm representatives with Mr. Sciple. Mr. Moeser questioned whether it was established that the whole roof really needs replacement, as so many of the problems are around the joints. Ms. Sobalvarro stated that the impetus of the consideration of replacement was at the advice of Dutelle, who has been maintaining and patching the roof, and suggested replacement would be more cost effective.

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

Ms. Sobalvarro suggested a next meeting date of Wednesday, March 6<sup>th</sup> at 8 a.m., with the same topics on the agenda.

### **ADJOURMENT**

Mr. Carbonell made the motion to adjourn at 8:30 a.m.; Mr. Dufresne seconded. All were in favor.

***Respectfully submitted,***

***Alison Flynn, Clerk***

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

- ***Agenda***
- ***Draft Minutes of 1/16/19***
- ***Draft Notes of 1/30/19***