



**Board of Selectmen**  
**Minutes**  
**Thursday, July 24, 2014 at 9:00AM**  
**Town Hall Meeting Room**

The meeting was called to order at 9:00 AM by Vice Chair, Lucy Wallace in the Town Hall Meeting Room. Selectmen Ron Ricci and Leo Blair were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet. Chair Stu Sklar participated remotely.

**JOINT BOARDS OF SELECTMEN (JBOS)**

Leo Blair explained due to the increased cost for legal and professional services the JBOS is interested in requesting additional funds from MassDevelopment. On a Ricci/Blair motion, the board voted unanimously to authorize Harvard's JBOS representative to send a letter to MassDevelopment requesting funding (\$30,000) for administrative and professional services for JBOS for the next year.

Blair also asked the board to appoint a representative to sit on a sub-committee of the JBOS that will discuss the four zoning changes MassDevelopment is proposing. The changes will require a Super Town Meeting vote to be held this fall. He explained the committee will be tasked with understanding the proposed changes and handling public outreach. Ron Ricci suggested the towns use this as an opportunity to propose their own changes to zoning or Chapter 498.

On a Blair/Ricci motion, the board voted unanimously to authorize Harvard's JBOS Representative to vote affirmatively on creating an outreach program to inform the public about potential zoning changes in Devens, which would be the subject of a possible fall town meeting and solicit input from three towns for any desired zoning or reuse changes the towns may want. Lucy Wallace clarified the motion noting the affirmative vote did not mean the Selectmen were bound to support the proposed zoning changes.

Leo Blair made a motion to appoint Lucy Wallace as Harvard's representative but she indicated she would be unable to attend their evening meetings. She volunteered to be the alternate.

On a Blair/Wallace motion, the board voted unanimously to appoint Leo Blair as the person to participate in the outreach program on the JBOS sub-committee and Lucy Wallace to be the alternate.

**TOWN HALL UPDATE**

*Scope of project*

Lucy Wallace reported on the meeting she and Leo Blair had with Drayton Fair and Aimee Lombardo at the offices of LLB Architects. She said they explained the BOS is considering relocation of office space and using the Town Hall for public meetings, civic events and other community uses. They conveyed the board's interest in stabilizing and restoring the shell of the building as soon as possible. They instructed LLB to not include interior changes to the current meeting room (adding a wall to create two offices) and eliminate adding counters or cubicles until we have a better understanding of what direction the town will take. Wallace and Blair described Fair and Lombardo's demeanor as enthusiastic and optimistic about the project. Blair got the distinct impression they want to finish this project for Harvard.

The board members discussed and acknowledged mishaps which have occurred throughout the project thus far. They talked about zoning issues which arose and the delay in having an envelope analysis done. Ron Ricci expressed his frustration with LLB and is concerned the board may be heading down the same path. Leo Blair trusts having the envelope analysis done now is the best first step the board can take. He understands it is a little late in the game but pointed out the Selectmen only took over managing this process in November. Wallace said

LLB has asked to have recommendations from the envelope analysis communicated to them in writing. Ricci wanted to make it clear if we move forward with option 1B in its entirety we will have no money left to move town offices. Wallace reiterated the town offices will have to be moved during any renovations hence the reason why we instructed the Town Administrator to seek lease quotes for 1, 5, 10 and 20 years. Obviously, we will need to determine if moving town offices to another location is a more prudent investment of town resources. Blair understands Ricci's concerns acknowledging it will be difficult to ask for additional funds but if the town is serious about use of this building as community space and the economics make sense, then would be possible to get the additional funds. Wallace said she is amazed at how many residents she has spoken with that would support the idea of moving office space. Bragan reminded the board that leasing space will require a vote at town meeting. Wallace encouraged the board to continue in the direction of the original charge of the Municipal Building Committee which included providing better town offices, space for volunteer use along with a civic and community gathering space. Stu Sklar supports moving forward with the scope outlined in LLB's proposal. Ricci insisted the motion include the possibility of asking the town for additional funds if the needs of the town cannot be met in the current building. Sklar wanted the motion to simply state proceeding with option 1B. He was not in favor of adding the additional language.

On a Ricci/Wallace motion, the board voted to proceed in executing plan 1B except wall in meeting room and counter/cubicle space recognizing at some point in the future it may not meet the needs of the town and we may need to rent space or give up performance space.  
(Sklar – Nay)

Wallace and Blair also talked to LLB about reuse of the existing documents, the timeline, changing the OPM, and the contract/fee. They were told reuse of the existing documents could not happen as the bid documents need to be very detailed. They must include the increased deterioration of the building and allow those we cannot visit the site the ability to submit quotes. Wallace understood we may be able to change the OPM at a later date if we extend our contract with LLB. Considering procurement requirements, Blair and Wallace recognize it is perfectly reasonable to suggest a 5 month turnaround on the detail design and bid documents. The board reviewed and discussed the extension/proposal. They agreed the proposal will need to be reviewed by the Finance Director/Procurement Officer and Town Counsel. Bragan confirmed the contract extension is for 21 months with a total cost of \$222,000.

Ricci asked about the language in the previous contract not requiring further payment from the town if the scope of the project is reduced. Blair said this came up briefly in their meeting but was not addressed further. Ricci suggested directing the Town Administrator and Town Counsel to negotiate a contract with LLB as soon as possible. Blair and Stu Sklar were willing to assist with the negotiation.

On a Blair/Ricci motion, the Board voted unanimously to ask the Town Administrator and member of Board of Selectmen in consultation with Finance Director and Town Counsel to negotiate a fee agreement with LLB for redesign phase and construction documents of this project and make every effort to resolve by August 5<sup>th</sup> meeting at which time we can vote to act or not act on contract.

Ricci asked the Town Administrator to investigate what is a reasonable timeframe to rebid for a new architect if need be.

The board decided to review the Town Hall Construction Task Force charge at their next meeting.

The meeting was adjourned at 11:00am.

**Documents referenced:**

Memo from Wallace dated 7.21.2014 / Proposal from LLB dated 7.22.201 / Budget dated 12.5.2013