

TOWN OF HARVARD

MUNICIPAL BUILDINGS COMMITTEE



Meeting Minutes – 4 November 2010, 9:30-10:30, Town Hall Meeting Room

Attendees

Present - Peter Warren, Marie Sobalvarro, Pete Jackson, Doug Coots, Lucy Wallace, Willie Wickman, Ron Ostberg (chair, secretary); David Kassel, Tim Bragan, Tim Clark, Eric Broadbent (visitors)

1. The minutes of the October 21st meeting were read and approved, noting correction in spelling of Scott Hayward's last name.
2. Tim Clark and Eric Broadbent presented two provisions for the Green Communities program – the Stretch Code and the Renewable Energy zoning provision. They asked the committee for their endorsement which was given unanimously, making note of the following:
 - a. Adoption of the Green Communities does not mean the three buildings under consideration are required to meet the Stretch Code. As historic structures they are exempt.
 - b. Additions to these buildings are required to meet the Stretch Code.
 - c. In any and all cases, the three buildings under consideration are eligible for Green Communities grant funds.
 - d. Clarification is required on the following point: Do currently non-air conditioned buildings need to meet the Stretch code when they are up-graded with air-conditioned? If so, is this requirement a function of area i.e. when they exceed 5000sf?
3. Maggie presented material on the project budget: A resolution was approved contingent on positive vote by STM establishing a mechanism for using rental income from the Pilot Project to fund Pilot Project expenses.
 - a. The resolution: I move that the Municipal Building Committee grant Ron Ostberg the power to approve invoices for payment as long as the invoices are for expenses included in the budget dated November 1, 2010. Any invoices submitted for expenses that are beyond the budget may be brought to the committee for approval (by majority vote) and paid for by the contingency pool included in the budget. Ron will submit budget reports to the committee at all of the regularly scheduled Municipal Building Committee meetings.
 - b. Budget on following page.
 - c. Consistent with our last review with the Selectmen, we will prepare a cost-sharing proposal for the operation of the building and the Pilot Project expenses. (In earlier conversations with the Selectmen we suggested that the Pilot Project cover building operations cost up to 50% of the yearly cost, subject to Pilot Project revenue).
4. The logistics (procedure, advertising and setup) of Workshop were discussed at length.

Municipal Buildings Committee
2010-2011 Budget Tracking
4-Nov-10

Budget		Actual		Approval Date	Budget Remainder
Consultants					
Civil Engineering	\$6,000.00				\$6,000.00
SMEP	\$27,000.00				\$27,000.00
Cost Estimating	\$17,000.00				\$17,000.00
Drafter/Modeler	\$5,000.00	Invoice 2010-1	\$465.00		\$4,535.00
Code	\$2,000.00				\$2,000.00
Production					
Printing/Copying	\$700.00	MG expense report	\$100.71		\$599.29
Outreach / Communications					
Signs/Advertising	\$500.00				\$500.00
Grant Writing	\$500.00				\$500.00
Pilot Project					
expenses are offset by revenues					\$0.00
no allocations in this budget					\$0.00
Other					
Contingency	\$11,300.00				\$11,300.00
Total Budget	\$70,000.00	Total Expenditures	\$565.71	Budget Remaining	\$69,434.29