

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – July 1, 2010, 8:15, Town Hall Meeting Room

Agenda

1. Results of Selectmen's meeting
 - a. Appointees
 - b. Charge
 - c. Recruitment of open slots on the committee
2. Status updates:
 - a. Design Team – Doug Coots
 - b. Town Government/Town Hall – Pete Jackson
 - c. Community Center – Willie Wickman
 - d. Senior Center – Lucy Wallace
3. Date of next meeting and suggested agenda

Attendees

Present - Peter Warren, Marie Sobalvarro, Pat Jennings, Pete Jackson, Doug Coots, Maggie Green, Ron Ostberg (chair and recording secretary)

Absent – Willie Wickman, Lucy Wallace

1. There were no minutes from the last meeting; we were not then a Committee.
2. Janet Vellante, Town Clerk swore in those committee members present – Pete Jackson, Doug Coots and Ron Ostberg.
3. Peter Warren reported the Selectman appointed the MBC (Municipal Building Committee) as proposed. The 'charge' is included at the end of these minutes. Three slots remain open – Real Estate, Fundraising and Space Utilization. There was no discussion about them in the Selectmen's meeting.
4. Peter agreed to approach Eric O'Brien to ascertain his interest in serving in the Real Estate slot.
5. Status reports:
 - a. Design by Doug Coots – Progress is being made in preparing the RFP's for consultants.
 - b. Town Hall by Pete Jackson – Filing is a significant issue; while currently there are many unused files taking valuable space, the new Open Meeting Rules may require more filing space in the future. Leaders of various Town Boards and Committees will be interviewed soon to determine their needs.
 - c. Community Center by Pat Jennings – Met with Jay Paget of Mass Cultural Facilities Fund; while they are currently underfunded, they support organizations that have strong, ground-up community support. Willie and Pat will be talking with Tim Clark and Pam Cochran on the 8th to hear their ideas. Maynard Art, Hyde Park and Westford should all be investigated.
 - d. Maggie is learning to use Microsoft Project and will be able to create an overall workplan/schedule.

6. The next meeting will be July 21 at 8:15 in the Town Hall meeting room. Agenda items will include:
 - a. Presentation and discussion of the overall schedule by the Design Team.
 - b. Presentation and discussion of the first draft of the Program for Senior Center, Community Center and Town Hall by each of these three teams. Each Program will have three parts: 1. Project Objectives; 2. Precedents and Benchmarks; 3. Space Needs.
 - c. Presentation and discussion of Financial 'tools' and dates/form of coordination with Finance, Capital, CPC, Selectmen by Marie.
 - d. Review status of recruitment for open slots led by Peter Warren.
 - e. Review status of consultants.

Municipal Building Committee Charge

1. The Municipal Building Committee shall develop recommendations for the space optimization, reuse and renovations of Town owned buildings, the Town Hall with town offices, Old Fire Station, Old Library, and Hildreth House for municipal government offices, community center, senior center and/or such other uses as may be appropriate, including lease or sale.
2. The Committee shall develop a recommendation to improve parking and pedestrian access for the above mentioned town buildings.
3. The Committee shall work closely with the Capital Planning Committee to establish a budget/plan for all proposed renovations, additions, sales, lease and/or acquisitions.
4. The Committee shall report quarterly to the Board of Selectmen with a final report and recommendations to the Board, Finance Committee, and Capital Planning Committee at least 60 days prior to the Annual Town Meeting.