

# TOWN OF HARVARD

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## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – 5 August, 2010, 8:15-9:15, Town Hall Meeting Room

### Attendees

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

1. The minutes of the August 5<sup>th</sup> meeting were read and approved with following modification to paragraph 5.b. add "linking cost to alternatives".
2. Schedule - Because the Capital Committee is meeting on August 26<sup>th</sup>, and our next scheduled meeting occurs that day, we will start at 9:30am. Peter asked that we consider meeting on the 2<sup>nd</sup> and 4<sup>th</sup>, rather than 1<sup>st</sup> and 3<sup>rd</sup> Thursdays to avoid conflict with Capital Planning. This will be discussed at the next meeting.
3. Doug C. reported that the Design Team discussed the projects and process with Energy Advisory Committee member, Forest Hodgkins. Doug also visited a building in Acton with characteristics similar to Town Hall, Acton Exchange Building; the owner is willing to give us his 'lessons learned'.
4. Pete J. reported that he continues to develop the program for Town Government.
5. Carlene P. reported that Maggie Green helped COA understand the scope and technique of programming. They handed out a report (attached)
6. Willie W. and Pat J. reported on the progress of the Community Center group. Peter W. asked that they make a presentation to the BOS on August 17<sup>th</sup>. Pete J. suggested that they consider the impact of competition from the two churches on the Common. The committee as a whole endorsed their report (attached) and offered the following considerations:
  - a. Public involvement in the process, both at the outset and regularly throughout, is critical;
  - b. Tracking of various statistics (characterization of the types of activities, attendance, utilization of the various rooms, revenue, expenses, etc) is essential;
  - c. Exploration of organizational models and use of other Town spaces should continue;
  - d. There should be a report to the Committee as a whole at least once per month;