

TOWN OF HARVARD

MUNICIPAL BUILDINGS COMMITTEE



Meeting Minutes – 23 September, 2010, 9:30-11:00, Town Hall Meeting Room

Attendees

Present - Peter Warren, Marie Sobalvarro, Pete Jackson, Doug Coots, Carlene Phillips, Lucy Wallace, Maggie Green, Willie Wickman, Ron Ostberg (chair and recording secretary)

1. The minutes of the September 9th meeting were read and approved as noted:
 - a. Marie requested that the CPC reserve at least 20/30% for historic preservation;
 - b. Title of Committee should be Municipal Buildings Committee
 - c. There in 's' in Fairbank.
2. Schedule items:
 - a. Peter said it was not necessary to respond with more than a 'range' of possible expenditures to the Capital Planning Committee's request for information at this time.
 - b. Ron and Marie will be meeting with the Capital Planning Committee on October 14th.
 - c. Tim Bragan is in the process of setting up a meeting with Virtual Town Hall to discussion scheduling and tracking of space utilization.
 - d. The Gala Opening for the Pilot Project is currently scheduled for October 29th.
3. Peter will meet with Ann Pierce and someone from the Tsongas offices to put together a list of possible grants. He will also discuss the real estate issues with Eric O'Brien.
4. Willie reported on the status of the Pilot Project with compliments to DPW, Tim Clark, Pat White and the many others who helped prepare the building. 50 people attended the walk through and several opportunities for providers and volunteers were identified.
5. A outline of the Workshop was established:
 - a. Opening with a review of actions leading up to this point
 - b. Next, three program groups will present their findings
 - c. Breakout will follow
 - d. Report from breakout groups and summarization
 - e. Description of next steps
6. Agreed to meet at October 1st Design Session to finalize Workshop materials