

TOWN OF HARVARD

MUNICIPAL BUILDINGS COMMITTEE



Meeting Minutes – 10 March 2011, 9:30-11:30 AM, Town Hall Meeting Room

Attendees

Pete Jackson, Willie Wickman, Lucy Wallace, Doug Coots, Ron Ostberg (chair, secretary), Marie Sobalvarro, Peter Warren (briefly); Carlene Phillips (visitor)

1. Minutes of meetings from 13 January 2011 to 25 February 2011 were approved.
2. Ron distributed 2 handouts: Marie's calculation of impact of MBC recommendations on average tax bill from FY 2012 through 2040, and his 1-page write-up, "Funding Analysis" for Capital Planning.
3. Discussed preparations/points to cover at LWV forum.
 - We want to make clear to audience that we are not asking for \$9 million at this ATM
 - Outline tasks for coming year to be funded by \$225,000:
 - Design and estimate cost of 2 Town Hall alternatives
 - Test and evaluate the viability of a non-profit managing the Old Library, with and without upper Town Hall
 - Design and estimate cost of Hildreth House improvements; test options to cover costs, including fundraising, sale of portion of lot, and zoning changes.
4. Considered asking Friends of COA to do a town-wide mailing. Lucy will take to Monday, March 14th meeting. Lucy will also ask COA to invite Bill Johnson and Ron to its March 21st meeting to explain proposals.
5. Final preparations for upcoming open houses: keys to buildings, coverage, etc.
6. Various individuals have offered to hold coffees, which Willie will coordinate:
 - Carrie Browse (for Still River) 3/19
 - Jonathan Feist (for Shaker Village) 3/27 (Doug will attend)
 - Susan Grilli – date uncertain
 - Paul Green (for Old Littleton Rd) date uncertain
 - Jan Godell (for Stow Rd) date uncertain
 - Ask Jared Wollaston to hold one for Town Center residents?
7. Next meetings:
 - Thursday, 3/17 9:30 – 11:30 AM
 - Thursday, 3/24 9:30 – 11:30 AM
 - Tuesday, 3/29 2 – 4 PM
 - Saturday, 4/2 8 AM

Attachments: Funding Analysis; Tax Analysis

Municipal Buildings Committee – Funding Analysis for ATM Warrant Article – 1 March 2011

The original request of \$185,000 covered Schematic Design and related services for Town Hall and Hildreth House. This was adjusted to \$225,000 when a Town Hall alternative was added. (Two schematic designs and estimates would be prepared for Town Hall – stand-alone; with an addition) The 2012 ATM would choose the alternative based on cost/benefit revealed by the results of the Schematic Design.

The revised request assumes a single Architect (A/E) and a single Owner’s Project Manager (OPM) for Town Hall and Hildreth. The revised request removes the responsibility for the cost estimate from the A/E scope; we anticipate either expanding the OPM scope to include cost estimating or hiring an independent estimator. An energy model(s) would be developed only if grant money became available. In recognition of the possible need for building forensic investigations, the revised request includes a contingency. The OPM fee is substantial due to duration of services (their fee is based on hours, not product). We would select the OPM based in part on their construction and estimating knowledge of renovating historic buildings.

Typically the A/E Schematic fee is calculated at 15-25% of the entire Design fee; which in turn is calculated at 6-12% of the construction cost. The OPM, surveys, legal and printing expenses are not included in this number. The Design fee for renovation of historic structures is in the upper end of the range. Designing and pricing alternatives puts the Schematic fee in the upper range. I’ve assumed \$4.92m (re: Skanska Grand Summary - Proposed Town Hall and Hildreth) in construction cost. The entire Design fee would \$500,000 at 10%; the Schematic fee would be \$100,000 at 20%. It could be argued that 25% is appropriate given the Town Hall alternative; another reason for the contingency.

	Previous Analysis			Revised Analysis 11 Feb11		
	Schematic Design for Town Hall	Schematic Design for Hildreth	Total		Proposal assuming a single firm & design alternatives for TH	
Consultant Fees & Expenses				A/E only		A/E only
1. A/E (std services & cost estimating, lighting, security signage, tel/data)	Main Package 42,000 Civil Package 6,000	35,000	83,000	83,000	Std services (exclude cost estimating, lighting, security, signage, tel/data; energy modeling) 100,000	100,000
2. OPM	15,000	10,000	25,000		30,000	
3. Commissioning						
4. LEED documentation						
5. Owner’s estimate	5,000	5,000	10,000		25,000	
6. Code req’d Stru’l rev.						
7. Energy modeling	20,000		20,000	20,000	If grant available	
8. Surveys & Analysis (Geotech,Topo,HazMat)	20,000	15,000	35,000		30,000	
9. Legal	3,000	1,500	4,500		5,000	
10..Print’g & Advert’g						
11. Reimbursables	2,000	1,500	3,500	4,500	5,000	5,000
Sub- total				107,500	195,000	105,000
Contingency (10-15%)					19,500-29,250	10,500-15,750
Total	113,000	68,000	181,000		214,500-224,250 \$225,000	115,500-120,750

Most Conservative case of MBC Phased Projects impact on Debt Service

DOES NOT reflecting any split b/n excluded debt and other funding sources, i.e., NO OFFSETS SHOWN

These numbers are ESTIMATES based on CONCEPTUAL designs given to SKANKSA; hard numbers (and the options and choices derived from them) will be derived from the cost-estimating of schematic design

FY	Debt	MBC	MBC TH	MBC TH	MBC TH	MBC TH	MBC TH	MBC CoA	MBC CCC	Baseline	Baseline	Baseline	Alternative
		Schematic	Phase 1 of 3	Phase 2 of 3	Phase 1 of 2	Phase 2 of 2	Phase 1 of 1	@ Hildreth	@ OL	TH	Hildreth	OL	
		\$ 225,000	\$ 2,262,000	\$ 2,098,000	\$ 3,974,000	\$ 586,000	\$ 4,458,000	\$ 2,339,000	\$ 1,915,000	\$ 2,262,000	\$ 1,525,000	\$ 1,417,000	\$ 2,473,000
			A1	A2	B1	B2	C	D	E	(Same as A1)	F	G	H
2006	\$959,659												
2007	\$1,197,635												
2008	\$1,286,165												
2009	\$1,226,234												
2010	\$ 1,188,240												
2011	\$ 1,134,974												
2012	\$ 1,034,665	\$ 49,500											
2013	\$ 1,006,290	\$ 48,600	\$ 214,890		\$ 377,530		\$ 423,510			\$ 214,890			
2014	\$ 977,103	\$ 47,700	\$ 209,801	\$ 199,310	\$ 368,589		\$ 413,480			\$ 209,801			
2015	\$ 948,928	\$ 46,800	\$ 204,711	\$ 194,590	\$ 359,647		\$ 403,449			\$ 204,711	\$ 144,875		
2016	\$ 916,809	\$ 45,900	\$ 199,622	\$ 189,869	\$ 350,706		\$ 393,419	\$ 222,205		\$ 199,622	\$ 141,444		\$ 234,935
2017	\$ 888,848		\$ 194,532	\$ 185,149	\$ 341,764		\$ 383,388	\$ 216,942		\$ 194,532	\$ 138,013		\$ 229,371
2018	\$ 737,963		\$ 189,443	\$ 180,428	\$ 332,823		\$ 373,358	\$ 211,680		\$ 189,443	\$ 134,581		\$ 223,807
2019	\$ 714,366		\$ 184,353	\$ 175,708	\$ 323,881	\$ 55,670	\$ 363,327	\$ 206,417		\$ 184,353	\$ 131,150		\$ 218,242
2020	\$ 690,480		\$ 179,264	\$ 170,987	\$ 314,940	\$ 54,352	\$ 353,297	\$ 201,154		\$ 179,264	\$ 127,719		\$ 212,678
2021	\$ 665,936		\$ 174,174	\$ 166,267	\$ 305,998	\$ 53,033	\$ 343,266	\$ 195,891	\$ 181,925	\$ 174,174	\$ 124,288	\$ 134,615	\$ 207,114
2022	\$ 509,525		\$ 169,085	\$ 161,546	\$ 297,057	\$ 51,715	\$ 333,236	\$ 190,629	\$ 177,616	\$ 169,085	\$ 120,856	\$ 131,427	\$ 201,550
2023	\$ 491,503		\$ 163,995	\$ 156,826	\$ 288,115	\$ 50,396	\$ 323,205	\$ 185,366	\$ 173,308	\$ 163,995	\$ 117,425	\$ 128,239	\$ 195,985
2024	\$ 473,146		\$ 158,906	\$ 152,105	\$ 279,174	\$ 49,078	\$ 313,175	\$ 180,103	\$ 168,999	\$ 158,906	\$ 113,594	\$ 125,050	\$ 190,421
2025	\$ 454,456		\$ 153,816	\$ 147,385	\$ 270,232	\$ 47,759	\$ 303,144	\$ 174,840	\$ 164,690	\$ 153,816	\$ 110,563	\$ 121,862	\$ 184,857
2026	\$ -		\$ 148,727	\$ 142,664	\$ 261,291	\$ 46,441	\$ 293,114	\$ 169,578	\$ 160,381	\$ 148,727	\$ 107,131	\$ 118,674	\$ 179,293
2027	\$ -		\$ 143,637	\$ 137,944	\$ 252,349	\$ 45,122	\$ 283,083	\$ 164,315	\$ 156,073	\$ 143,637	\$ 103,700	\$ 115,486	\$ 173,728
2028	\$ -		\$ 138,548	\$ 133,223	\$ 243,408	\$ 43,804	\$ 273,053	\$ 159,052	\$ 151,764	\$ 138,548	\$ 100,269	\$ 112,297	\$ 168,164
2029	\$ -		\$ 133,458	\$ 128,503	\$ 234,466	\$ 42,485	\$ 263,022	\$ 153,789	\$ 147,455	\$ 133,458	\$ 96,838	\$ 109,109	\$ 162,600
2030	\$ -		\$ 128,369	\$ 123,782	\$ 225,525	\$ 41,167	\$ 252,992	\$ 148,527	\$ 143,146	\$ 128,369	\$ 93,406	\$ 105,921	\$ 157,036
2031	\$ -		\$ 123,279	\$ 119,062	\$ 216,583	\$ 39,848	\$ 242,961	\$ 143,264	\$ 138,838	\$ 123,279	\$ 89,375	\$ 102,733	\$ 151,471
2032	\$ -		\$ 118,190	\$ 114,341	\$ 207,642	\$ 38,530	\$ 232,931	\$ 138,001	\$ 134,529	\$ 118,190	\$ 86,544	\$ 99,544	\$ 145,907
2033	\$ -							\$ 132,738	\$ 130,220		\$ 83,113	\$ 96,356	\$ 140,343
2034	\$ -			\$ 109,621				\$ 127,476	\$ 125,911		\$ 79,581	\$ 93,168	\$ 134,779
2035	\$ -					\$ 35,893		\$ 122,213	\$ 121,603			\$ 89,980	\$ 129,214
2036	\$ -					\$ 34,574							
2037	\$ -					\$ 33,256							
2038	\$ -					\$ 31,937							
2039	\$ -					\$ 30,619							
2040	\$ -								\$ 100,059			\$ 74,038	
Per Project		\$ 238,500	\$ 3,330,795	\$ 3,089,305	\$ 5,851,715	\$ 862,885	\$ 6,564,405	\$ 3,444,178	\$ 2,819,838	\$ 3,330,795	\$ 2,245,563	\$ 2,086,533	\$ 3,641,493
Per Parcel (1826)		\$ 130.61	\$ 1,824.09	\$ 1,691.84	\$ 3,204.66	\$ 472.55	\$ 3,594.96	\$ 1,886.19	\$ 1,544.27	\$ 1,824.09	\$ 1,229.77	\$ 1,142.68	\$ 1,994.25
Per Year (22 y)		\$ 5.94	\$ 82.91	\$ 76.90	\$ 145.67	\$ 21.48	\$ 163.41	\$ 85.74	\$ 70.19	\$ 82.91	\$ 55.90	\$ 51.94	\$ 90.65