

TOWN OF HARVARD

MUNICIPAL BUILDINGS COMMITTEE (Advisory to the BoS)



Meeting Minutes – Meeting #2 - 21 June 2011, 7:30 - 9:00 PM, Old Library

Attendees

Pete Jackson, Doug Coots, Mark Cooper, Chris Cutler, Wade Holtzman, Lou Russo, Marie Sobalvarro, Ron Ricci - Visitors- Keith Cheveralls

1. Read and approved June 14th meeting notes.
2. Wade reported that Sue Fitterman has declined taking on position of clerk. Pete will look into the availability of Linda Kaferle.
3. Visitor Keith Cheveralls was acknowledged by Pete and asked if he wanted to make any comments to the Committee - he said that he was there to listen to our discussion.
4. The two RFS's - Boxford and Lincoln - which the Committee is using for reference have been reviewed and we will continue to emulate the best features of each as we create our own.
5. Pete and Wade will be meeting with Lorraine on the 22nd to review with her regarding what she knows we will need to include in our OPM RFS and about certain deadlines to meet State requirements.
6. Mark submitted his section, **4. Minimum Requirements and Evaluation Criteria**. After some discussion, Mark agreed to make revisions after a closer review of the Lincoln "Template".

In general, each section shall be reviewed by all Committee members, comments shall be sent to the author, changes made and then sent to Pete to incorporate into an overall document.

7. Pete reminded us again how important it is to create a Work Plan for the overall project, the first part of it being the present task of creating an RFS for the OPM. Equally important will be the refinement of each building's program. For Town Hall, Tim Bragan will act as contact for Town Government program requirements. For Hildreth, until a new Director for COA is found, we may need to tap some of the folks who worked with the previous MBC whose focus was the Senior Center and then augment that refined program once a Director is on board.
8. Our next meeting will be Wed., June 22, at 7:00 pm at Hildreth House. Pete will create a consolidated draft RFS made of as many of the component parts as have been drafted.

Doug Coots