

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 43 – 26 April 2012, 7:10PM – 8:20PM, Hildreth House

Attendees

Peter Jackson, Lou Russo, Doug Coots, Chris Cutler

Eric Broadbent

John Sayre-Scibona, Drayton Fair

John Osborn

1. Approve minutes

A Russo/Cutler motion to approve the April 12 meeting minutes was unanimously approved.

A Russo/Cutler motion to approve the April 19 meeting minutes as amended were unanimously approved.

2. Energy Modeling

Eric Broadbent: Energy committee is still digesting proposal; supportive of process and willing to work with LLB and GGD engineers. More work will be done during the detailed design phase.

Lou is concerned that in order to meet stretch code, for both Hildreth House and Town Hall, we need to add more insulation. Intention is to meet stretch code throughout both buildings. This is the only time we have to do this in a cost effective manner. Engineering will continue in DD.

A Coots/Cutler motion authorizing a 90% payment for both the Town Hall and Hildreth House with the remaining 10% to be issued after the questions and concerns of the Energy Committee are addressed was unanimously approved.

Eric will ask Energy Committee to have comments ready for next week.

3. Discussion: Impact of bylaw: building set back rules

Lou is concerned that the project will run into zoning issues due to the town's bylaws concerning building set back rules.

Drayton didn't include site plan for Town Hall as it wasn't part of the charge issued to LLB.

Lou has reviewed the zoning bylaws but strongly suggests that we consult a zoning expert. Town Hall is on a lot but the building isn't much smaller than the footprint of the lot and the proposed addition might cross over onto Elm Street.

Hildreth House will be designated as "institutional use", and need a 60ft side lot. Pete spoke with John Lee, GPR drew up a potential land swap and John and Pete walked the proposed lot line. John is willing to talk about a land swap, the details yet to be decided.

What if Elm Street is abandoned? Zoning change and abandonment of the road is an ATM vote. The worst case is that we are dealing with a zoning change that will take time.

We need to consult town counsel. Revisit timeline after ATM, with anticipated road blocks.

LLB will provide basic site and traffic analysis and overlay architectural work

4. Results of meeting with Sewer Commission

Drayton met with Sewer Commission: While it is difficult to anticipate the performance of a system that has yet to be built, the assumption is that Town Hall would meet the intent of the system (Town Hall

peak loads would happen during “off” hours). There was some concern on “peak loading,” but the response was generally positive.

Hildreth House has a potential for greater load, we will need to consider other options (like a septic system).

5. Remaining work to be done for schematic design – Comments on draft Schematic Design Report
All reviewed, but agree that more time for review would be beneficial.
Drayton provided a few revisions; he will incorporate pieces discussed tonight and Pete’s markups.
Doug sees the report as not only useful tool, but also a document of record. There is time to refine the report.

6. Approve Invoices
John provided a draft of the LLB invoice (discussed at the previous meeting) that includes a 10% reduction, \$13k remains on contract.
All are in agreement that 83% is complete; will create a to do list of what remains.

A Coots/Russo motion to accept the LLB invoice at 83% (minus the 10% of the modeling portion); for a total of \$2,739.35 was unanimously approved.

7. Preparation for Annual Town Meeting
Doug shared a mock-up of the display boards for ATM; three pictures of each proposed build, with existing conditions in the middle. Doug and Pete will arrive early to set up.

Pete will present an overview of the Hildreth plan so far and anticipates a 15 minute presentation for Town Hall. Pete will present an overview, Drayton will present Town Hall schematic design and Eric will present on energy modeling.

8. Agenda for next meeting

Next meeting: Thursday April 28 at 8:30AM.

Meeting adjourned on a Coots/Russo motion; unanimously approved.

Rachel Holcomb