

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 35 – 9 February 2012, 7:00PM – 8:45PM, Town Hall

Attendees

Wade Holtzman, Peter Jackson, Chris Cutler, Lou Russo, Doug Coots

Marie Sobalvarro, Ron Ricci, Drayton Fair, Aimee Lombardo

1. Approve minutes
 - a. Read and unanimously approved January 26 minutes.
 - b. Read and unanimously approved February 1 minutes.
2. Invoice Approval

Pete passed around DTI and LLB invoices to general approval.
3. LLB Presentation of Hildreth House Scheme
 - a. Still in design process; there are still options to discuss and finalize for both buildings.
 - b. New scheme shows expanded parking (51 spaces instead of 26). Reduced square footage of addition by about 1000 square feet (74 seats shown in Dining Room). The need for columns has been eliminated.
 - c. MBC members suggest eliminating the retaining wall along the driveway; push driveway to the west.
4. LLB Presentation of Town Hall Scheme
 - a. New scheme features a revised site plan with more handicapped parking and potential for expanded parking. More research is required to determine if the parallel handicapped parking showed is allowed. Requirement is that there are 2 handicapped spaces for every 50 spaces. We need to determine exactly how we are counting Town Hall parking spaces; much of the parking area is shared with other buildings. 1st floor layout options include a copy and mail room accessible after hours (located off vestibule); labels can move as long as we are happy with the layout. 2nd floor shows two options for stage preservation: stage could be moved forward or creation of apron type stage. A half stop in elevator doesn't provide equal access; an elevated stage would require a lift. Design will make use of existing oak doors. Mechanical mezzanine counts toward square footage.
 - b. Elevations show an additional set of windows, small canopy to announce entrance.
 - c. LLB presented options for moveable partitions and acoustic panels for 2nd floor. Having moveable partitions stacked in between the windows when not in use might help with large room acoustic issues. Pete thinks we have enough meeting space and would pass on partitions at this point. Acoustic issues should be addressed.
5. Cost Estimate:
 - a. LLB received the cost estimate at 4pm today – will fix inconsistencies and communicate with MBC over the next week.
 - b. Town Hall: LLB asked engineers to base estimates on the most efficient HVAC system (added \$300K to estimate). Eric Broadbent suggests that putting effort into making the thermal envelope more efficient will cut down on stress to the system (and then we wouldn't need a \$300K system). The assumed plan was to add to the existing system. The MBC assumed we would be removing all the old plaster, insulating and putting up drywall and a proper finish in existing Town Hall. Energy savings would quickly make up for the initial cost. Complete window replacement is included in the cost estimate.

We need to consider how important it is to the town to preserve the historical artifacts within Town Hall (like the front stair, stage doors and wood floor) but also get us to where we can properly insulate the building, make repairs and run an efficient building. The Historical Commission has jurisdiction over the outside of building, but not the inside of the building.

Eric Broadbent mentioned that the energy commission had applied for a grant for a modeling study to determine where the town should best apply the money available for this renovation. He will work to schedule a visit with a consultant as soon as possible.

- c. Hildreth House: Toilets will be included in the core estimate. Dining Room and Multi-purpose room will be funded through private donation. The MBC and LLB will further discuss how to itemize cost estimate. For example: should the kitchen be included in town's portion? What is the cost difference between updating the existing kitchen vs. creation of a new kitchen?
 - d. MBC will be in touch with LLB as they review and refine cost estimate numbers. For now, leave stage options listed as alternatives and keep potential line items separate.
6. Review of Project Budget Format
 - a. Town Hall
 - i. Highlighted areas: HAZMAT, cable access in multiple cable rooms, furniture (re-use vs. new), interior design can be lower. Relocation costs came from Tim Bragan.
 - ii. Daedalus' pricing contingencies will be incorporated in budget. Escalation should only appear on DTI's budget; John will coordinate with Daedalus..
 - b. Hildreth: Highlighted areas needing attention: Interior Design, pull back on clerk of the works (13 month project), no relocation cost, \$8000 for kitchen appliances. Start date of Spring 2014.
 7. Preparation for Presentation for BOS – Feb. 15
 - a. Presentation to BOS has been moved to Thursday, March 1 time and place TBD.
 8. Public Comment

Lucy Wallace asked if it would be possible to install solar panels on the Hildreth addition given the building's southern exposure. LLB will explore options; right now the building is designed to capture light.

Meeting adjourned.

Rachel Holcomb

Attachments: DTI Draft Budget (Town Hall and Hildreth House)
Daedalus Cost Estimate Main Summary