

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 43 – 17 May 2012, 7:00PM – 9:00PM, Old Library

Attendees

Peter Jackson, Doug Coots, Chris Cutler

Marie Sobalvarro, John Sayre-Scibona, Drayton Fair

1. Approve minutes
The meeting minutes from April 26 were unanimously approved as amended on a Coots/Cutler motion.
2. Approve Invoices
A Coots/Cutler motion to approve and issue payment for the DTI and Covino invoices was unanimously approved.
3. Contracts with LLB and DTI
Draft a new page one that states fee and subsequent scope of work, given new knowledge. There are still site concerns (beyond the scope originally stated); immediate surrounding area will be addressed, any expanded site work will need to be specifically addressed in the new contract.
4. Review of Hildreth House Schematic Design Report
Drayton brought an updated Town Hall report. Any needed edits to the Hildreth House report will be discussed next meeting. Both reports are available for review at the reference desk at the library.
5. Draft charge for Town Hall Building Committee
Pete shared a draft charge for the Town Hall Building Committee; modeled after the charge issued to the MBC by the BoS last year.
John suggested removing specific dates and language from the charge.
Marie had some suggestions as to which committees/ town employees to include as liaisons.
Pete will re-draft based on tonight's feedback and distribute via email for notes.
6. Paint analysis via former CPC funding
Funds sunset at the end of June, Doug will revisit contract (and original historical commission application) and report back. Make use of the funds for exterior paint analysis and design of the cupola; let the balance of the funds sunset.
7. Strategy with DTI and LLB for next phase
MBC will need to agree on scope of work and fee with DTI and LLB. John will send electronic versions of the existing contracts for review by MBC members.
Look at key milestones, specific tasks and timing of cost estimates (100% DD, 75%CD).
The contract cannot be signed until the beginning of the new fiscal year, July 1. Invite Lorraine to attend a meeting to discuss scenarios in which we can begin the detailed design process before July 1.
(Would a letter of intent bridge the gap?)
The contracts will be ready for signatures July 1.
8. Other Business:
 - a. Zoning Issue – will continue to be investigated
 - b. Existing Survey – Drayton is still looking for an existing survey, if it doesn't exist, we should use remaining schematic design funds to commission a survey.

9. Agenda for next meeting
Thursday May 24 at 7pm, place TBD.

Rachel Holcomb