

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – Meeting # 14 – 23 August 2011, 7:30 – 9:10AM, Old Library

### Attendees

Pete Jackson, Doug Coots, Lou Russo, Wade Holtzman

1. Read and approved August 16 meeting notes.
2. Read and approved August 17 meeting notes.
3. OPM
  - a. Pete will attend BoS meeting today at 9AM
  - b. We will notify the OPM candidates of our decision via a PDF of a letter attached to an email. Wade will create draft of letter and send it via email for everyone to comment on. It was decided to inform Skanska that they are our alternate.
  - c. Pete will email Peter at DTI to initiate the negotiation process and hopefully set up a meeting in the next week or so. DTI will submit their proposed rate structure.
    - i. Architect (Give OPM draft RFS), OPM will create their own budget and timeline, Program (consult with Tim Bragan at Town Hall and COA Director for Hildreth.) We will come to OPM and architect prepared with “preliminary” programs.
    - ii. Marie asked Doug for specific selection (evaluation) criteria regarding architect selection. The program criteria dictate the evaluation criteria. Keep public fully informed, especially concerning differences between final program, and last program released to the public – and why changes were made (at ATM). Hildreth can grow according to need; Town Hall must function as a government center
4. Architect RFS
  - a. Scope of work draft from Doug.
  - b. Organization chart (draft) created by Pete and Doug.
  - c. Will revisit at next meeting.
5. Town Hall Façade
  - a. Our concern is the larger project, are we wasting funds by doing the façade work now? Doug explained that the processes were out of sync due to deadlines and suggests that we should support repairs that will prevent accelerated damage. Perhaps the best compromise would be to waterproof as best we can to get us through the next two years until construction begins. Public recognizes that Town Hall is “falling apart.” The perception of neglect turns into a character judgment on the town. Doug added that you could spend the CPC money (now) and essentially have nothing to show for it. Make it clear that we are not working to make the building just “look better” but to make a better functioning town government building. Wade suggested that the town consider the example of the town library, which included restoration/repair of Old Bromfield; eventually town

came to consensus. Pete agrees that paint is an interim solution and that 77K is expensive for a 2 year paint job. Lou feels that work done now is out of sequence construction. The outside and inside of the building effect each other (air barriers, vapor issues). Would it be possible to delay to the spring? At that point our schematic design will be done, and we will have a recommendation (w/ architect on board). Repairs to Town Hall could wait for the larger project. Look at Town Hall as more of a maintenance issue for the DPW at this point. Pete feels that for this sequence to work the public has to understand our schedule.

- b. Alternative schedules will be discussed at next meeting.
- c. Discoveries may be made during schematic design process; BoS needs to be open to alternatives as they appear. Town Hall needs to be #1 (broadcast to public, helpful to PR).

Next meeting is scheduled for Tuesday, Aug 30 7:30 AM at Old Library

Rachel Holcomb

Approved