

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – Meeting # 23– 17 November 2011, 7:30 – 9:00AM, Old Library

### Attendees

Lou Russo, Wade Holtzman, Doug Coots, Peter Jackson, Marie Sobalvarro, Chris Cutler, John Sayre-Scibona, Ron Ricci, George McKenna, Aimee Lombardo, Drayton Fair

1. Read and approved October 20 meeting notes as amended.
2. Read and approved November 2 meeting notes as amended.
3. Introductions
  - a. LLB
  - b. DTI
  - c. MBC
4. Discussion of schedule and budget
  - a. More evening meetings – make us more accessible to public involvement. Meet every two weeks (weekly meetings if needed). Thursday evenings are best. Tentatively plan for meeting Dec 1
  - b. Liaisons:
    - i. George McKenna is here representing capital and finance,
    - ii. Doug and Chris represent Historical Commission
    - iii. Ron suggests that we consult the list of liaisons included in the charge from the Board of Selectmen.
    - iv. Liaisons will be included on the email list to be notified with meeting agendas and minutes.
  - c. Aimee suggests, keeping in mind Jan 31 deadline, we dedicate the first two meetings to the defining the program for each building (12/1 and 12/15). Adjacency diagrams next phase, then schematic design phase will lead us into Christmas. Weekly meetings following Christmas holiday; dedicating January to refining schematic design. BoS might have comments, also hope to have public forum (for input) before BoS presentation scheduled for 1/31. George noted that CPIC will also be looking for budget numbers at the 1/31 BoS meeting.
  - d. Public forum tentatively scheduled for early January. Will need: three alternatives for each building, program, budget and relative lifecycle costs for each scenario.
  - e. Drayton wanted to clarify what was expected at the BoS presentation scheduled for 1/31. Is it a straight presentation? Or input meeting? Is the function of public meetings to build consensus or to gather input? Public forum meetings to gather input in Dec and Jan, consensus building after 1/31 meeting. The December public meeting will focus on a discussion of what the project needs to be for the town (taking into account approved (prioritized) program by MBC and BoS). Ron reminded the group that the Town Hall takes priority over the Hidreth House in regards to ATM vote.
  - f. A public meeting is scheduled for Thursday, December 15.

- g. Doug met with the new COA Director and Lucy Wallace, (Doug distributed two memos: RE: Senior Center Program and RE: Town Hall Program), Town Hall programming has not been edited (personnel has not changed), senior center memo includes new input from COA Director. Pete will attend programming meetings with Town Hall and COA. Town Hall program might need refinement. Tim Bragan will establish final priorities for Town Hall. Hildreth program needs more work. Board of COA will be final authority for Hildreth.
- h. Town Hall Program Concerns: Quality of meeting space for volunteer government, access to an off hours copier, filing (paperless office?), and what documents need to be on site, in the vault or be stored electronically. Consult Appendix F from the MBC report for other meeting spaces available within the "town campus" (available on town website).
- i. Doug reminded the group that the MBC report was a clue to the town of what was expected for the project. Very preliminary modeling was used as a presentation technique. Public input will be refined. Doug will visit with LLB to deliver work already done. MBC will let LLB know if design ideas have already been rejected. MBC will share final critique of MBC report. Pete will deliver work done since last Feb (will illustrate public input).
- j. Lou shared Statement of Intent with LLB.

Pete and Doug will visit LLB and bring promised documents Monday 9/21, 9AM.

John has contract –all agree to execute contract as is. Tim Bragan will approve insurance via memo. Contract signed by Marie and Drayton.

John will update and reissue contact list to include LLB. John and LLB will create graphic and list schedules.

- 5. CPC meeting scheduled Dec 8, 8PM (MBC members attend if possible).
- 6. Finance Committee meeting scheduled Dec 7, (MBC members attend if possible).

Next meeting Thursday, 12/1 7:00PM, location TBD

Rachel Holcomb

Approved