

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 24 – 1 December 2011, 7:00 – 9:15PM, Old Library

Attendees

Lou Russo, Wade Holtzman, Doug Coots, Peter Jackson, Marie Sobalvarro, Chris Cutler, John Sayre-Scibona, Ron Ricci, George McKenna, Drayton Fair, Chris Ladds, Jason Maurer, Lucy Wallace, Eric Broadbent, Willie Wickman, John Osbourne

1. Read and approved November 4 meeting notes as amended.
2. Read and approved November 17 meeting notes as amended.
3. Introductions
4. LLB – Status of Work
 - a. Programming (presented by Drayton):

Getting started – gained familiarity with projects and existing programming work by meeting with Lucy Wallace, COA director and Doug. Amiee Lombardo met with Tim Bragan to review Town Hall programming as well as the needs of volunteer government. Next step was to develop a revised program. Basic site analysis including connection to rest of town community, historic sensitivity, parking and traffic, building entry (handicap access), and code analysis (also contained in MBC report). Pieces of the program have been diagramed, but may change once placed within the footprint of the building. Next step is to look at adjacencies. LLB will diagram current spaces using color coding so we can easily see changes in new programming diagrams as the recommended plan develops.

Chris from LLB asked the committee for the best way to filter through new feedback and ideas. Doug offered that the MBC would serve LLB to help sort through feedback. George suggested that an email survey to town committee chairs might be helpful.

Pete will assemble a survey and distribute to committee chairs.

Pete wanted to be sure that the possibility of more staff (in the next five years) had been discussed with Tim Bragan. Yes, it had. Ron sees managing programs that share space due to part time scheduling as a particular challenge. Chris (LLB) responded that anticipating future needs can be addressed by designing flexible space (like a larger work station that could be broken down).

Lucy is concerned about the current parking for seniors; right now it is very unsafe. The parking at Hildreth must change. There seems to be more support for a parking change at Hildreth, less for a change at Town Hall. Doug trusts that this process will ferret out what we can do right now (what the town can afford). Design will look to the future; leave options open.

Doug asked LLB if we are at a point where we can make a determination on whether or not we need an addition to either building. Drayton answered that for Town Hall we still need to determine where the elevator will be located (LLB will look into if it would be possible to place the elevator within the existing footprint). It is likely that Hildreth will require an addition. Lucy added that population projections were included as a part of the MBC report. It is likely that as parking and other services improve, more people will visit.

Marie asked LLB if they had handle on cost vs. program needs. Chris (LLB) responded yes, but we still need to fit the program into reality. Drayton added that the next step will be to develop three options and adjacency diagrams. Push/pull of the program will begin at this point. LLB will send MBC package of work done. Committee members can review and send feedback. Eric wanted to know when bringing both buildings up to code would be discussed. At what point do we determine what kind of facilities will be needed for each building with the improvements being made? Drayton answered that they will have numbers to look at with each potential scenario presented. Costs to meet code will be addressed within each of the three options for each building (ballpark budgeting).

5. DTI – Schedule and Budget Planning for Mid-December Public Workshop

a. Schedule: John shared schedule with the group ** Attach Schedule**

12/8 – LLB will share three alternative designs for each building

12/15 – Public presentation; Still very early in the process but we can expect diagramming at the 12/15 meeting. Drayton would like another public meeting before the BoS presentation to continue the conversation with the public. Another public meeting has been scheduled for 1/12. Everyone recognized that the outlined schedule was ambitious; George said that the Finance Committee would be agreeable to receiving the budget numbers by the end of February. Some milestone dates were changed: Marie and Ron will move the 1/31 BoS presentation to 2/15; this meeting will also include Finance and Capital.

John and Drayton will edit the schedule, taking into account new deadlines. John will distribute updated schedule.

b. Budget:

John shared budget with the group, stressed that this was a very preliminary budget, best estimate at this point.

John included energy modeling (\$20,000) even though it will be covered by grant money. Doug suggested we might want to bring construction contingency (for change orders) up to 10%, since it is technically two projects. Create separate columns for each project. Drayton was curious if we had budgeted in anything for furnishings. Pete responded that a guesstimate can be found in MBC report.

Pete suggested that we include in schedule when surveys, probing for ledge, hazmat (etc.) will happen.

Drayton will get survey info from GPR, otherwise probably all set for schematic design.

John will get HAZMAT going.

Pete will check with Gabe at Town Hall in regards to Permits and Fees.

Add column for other sources of funding (grants, private funding for Hildreth).

Pete suggests that footnoting where the numbers come from will show progress as the project continues.

Next meeting: 12/8, 7PM, location TBD

Rachel Holcomb

Approved