

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** --Informal Meeting – Meeting # 25 – 8 December 2011, 7:00 – 9:50PM,  
Old Library

### Attendees

Wade Holtzman, Doug Coots, Marie Sobalvarro, John Sayre-Scibona, Ron Ricci, Lucy Wallace

#### 1. LLB – Review Sketch Layouts

- a. Presented by Drayton Fair: Pete submitted survey results, but not in time to take input into these versions. A color coded “bubble” diagram will be used to illustrate how program elements fit into each scheme.
- b. Town Hall Scheme #1: Small addition to back of Town Hall will replace existing addition. First floor will hold town offices with new entry at back of building. Doug likes that the scheme allows for open interaction/flexibility between town employees (easier cross coverage during lunch) and that the design reflects the exterior of the building. He also likes that the scheme keeps the elevator away from the existing foundation and “fixes” the original addition (a new foundation would be money well spent – Wade agrees). Lucy Wallace appreciates the open plan but has some privacy concerns. Drayton responded that offices and small conference rooms will allow for private matters. The second floor would house a volunteer government space, large meeting space/performance space (eliminate raised stage). Drayton doesn’t recommend having a raised stage because of handicapped accessibility requirements. Town vault not included, only one small meeting space.
- c. Town Hall Scheme #2: Larger addition to the back of the building with entry off west side. Direct connection to existing vault. Features suite style offices and an available security point so the offices can be locked down after business hours and the rest of the building can remain open for volunteer government and community functions. Second floor features a raised performance space; small meeting room, volunteer government room. Doug would like to preserve the original entrance into the second floor space; it would be awkward for the public to enter through the back of the auditorium.
- d. Town Hall Scheme #3: Maintains existing footprint with small addition on the west side of the building. The vault would be moved to back of building (in the existing addition). Intent of the addition is to provide accessibility and meet code requirements. This scheme three leaves a good amount of flexibility for the future.
- e. Ron and Doug had a discussion in regards to the intention of the charge issued to the MBC. Is it necessary to build an addition on Town Hall? This conversation will be revisited when the whole MBC is assembled.
- f. Doug suggests that for the meeting next week we also present a scheme that fits the program into the existing footprint so we can illustrate how much programming needs to fit into the Town Hall. Which elements would we be willing to lose? Square footage will be noted in the public presentation. Lucy is concerned that removing the stage from the second floor would lessen the potential for fundraising since the community seems interested in preserving the stage area.

- g. Hildreth House Scheme #1: North side addition (would preserve south/east view of building) with entry and parking on the east side. (Scheme could easily be flipped to accommodate parking on west side.) Features covered entry, administrative offices on second floor.
  - h. Hildreth House Scheme #2: Entrance from east, directly into dining room and multi-room (high desirability locations). This scheme could also be flipped to accommodate parking on the west side of the building.
  - i. Hildreth House Scheme #3: A terrace next to dining room. Once again, can be east or west. Lucy would like to avoid a dining room that overlooks a parking lot. Likes scheme three because it maximizes natural light.
  - j. For the presentation schemes one and two will show entry on west, on ease for scheme three. Present site view first before zooming into bubble diagram to help illustrate to the public how parking and the building design relate. Marie suggests inserting a “street view” image to help the public picture the different views available from Hildreth.
2. DTI – Schedule and Budget Update
- a. Schedule
    - i. 12/22 meeting will provide LLB with marching orders based on feedback from 12/14 meeting; Drayton points out that it is possible that at the meeting we will gain a good idea of which scheme the public prefers.
    - ii. 1/5 meeting to include LLB
    - iii. 1/12 meeting MBC only
    - iv. 1/19 will be the next public meeting. (Present budgets and singular design.) Still gives LLB time if public is unhappy at 1/19 meeting
  - b. Budget
    - i. Based on Skanska numbers extracted from MBC report – John has not introduced any new numbers.
    - ii. Energy modeling can be removed from the Hildreth column.
3. Preparation for Public Meeting on December 14
- a. Doug suggests that the criteria for comparison should be defined for the public meeting next week. Illustrate the need for new programming.
  - b. A diagram of seating in dining room would be useful for public meeting. The “bubbles” will be furnished for the public presentation.
  - c. The draft conceptual budget shows that we have some understanding of what these projects entail and will cost. Lucy believes that people are smart enough to deduce differences in cost. A bigger addition logically means a larger price tag. This is how we figure out what people really want. If the town thinks the project is worthwhile, they will support it.
  - d. Wade suggests we include a short review of the project since the last town meeting, with an invitation to the public to help us move the project forward.
  - e. Doug will assemble an outline for the presentation

Next meeting: Wednesday 12/14, 7PM, Volunteers Hall

Rachel Holcomb

Approved