

Town Hall Construction Committee  
12/22/14 Meeting Minutes  
7:30 a.m. at Town Hall

Members present: Laura Andrews, Bill Barton, Pablo Carbonell, Al Combs, Jack Guswa, Rick Maiore. Others present: Tim Bragan (Town Admin. and Board of Selectmen liaison)

Rick called the meeting to order at 7:35 a.m. and the committee approved the minutes of the 11/24 and 12/8 meetings.

**Cost Estimate:** Tim said that Vertex received the cost estimate last week.

**Review BOS Charge:** We discussed the phrase in the Selectmen's charge, "... the THCC may make recommendations to the BOS on modifications based on problems encountered as the project moves forward." All agreed that we would do what is good for the job and be completely transparent with our decisions.

**OPM Meeting:** We will meet with Vertex Monday, December 29, to review the schedule and their initial thoughts on the costs, especially the cost of the cupola base restoration and reinforcement. Tim will notify them.

**Historical Commission:** Jack will attend the Harvard Historical Commission's meeting 1/7/15, where he and Tim will submit a revised Application for Certificate of Appropriateness. The Commission gave us a list of eight points regarding renovation and noted two areas of special concern: the building envelope insulation and the cupola. Although the cupola itself doesn't need to be part of the base bid, the HHC would like to see the base renovated to be able to hold the cupola later. We agreed, if finances allow, that we should do that.

**Calendar, Action Items, and Roles:**

12/29 – meet with OPM and review schedule and costs (all)  
1/5/15 – complete HHC Application for Certificate of Appropriateness (Jack and Tim) and review at 1/5 THCC meeting (all)  
1/7 – submit application to HHC at its regular meeting (Jack and Tim)  
2/1 – go out to bid (Tim)  
4/7 – recommend general contractor to BOS (Tim and Rick)  
4/1 to 4/15 – people move out of Town Hall (per Tim)

Jack will continue to coordinate with the Historical Commission and oversee regulations; Laura will handle finance and administration, including vetting bills to be paid; Al, Bill, and Pablo will work with the OPM's agents and be on site.

**Next meeting:** Monday, December 29, at Town Hall, 7:30 a.m.

Rick adjourned the meeting at 8:30 a.m.

Laura Andrews, recorder