

# TOWN OF HARVARD

## TOWN HALL BUILDING COMMITTEE



**Meeting Minutes** – Meeting # 1– 13 July 2012, 9:00AM - Town Hall Meeting Room

### Attendees:

Members: Peter Jackson, Doug Coots, Tim Bragan, Eric Broadbent

Liaisons: Tim Clark

1. Committee Organization
  - a. Eric made motioned to nominate Pete Jackson as Chair of the committee. It was seconded. No others were nominated. The motion passed unanimously.
  - b. Rachel Holcomb notified Pete that she would like to continue as the committee clerk.
2. Minutes - there were no minutes to approve.
3. Approve Invoices - The only invoices available to approve were from MBC work. Because we need a quorum of former members of the MBC it was decided to wait until Chris Cutler can attend.
4. LLB DSB Evaluation - Doug had some questions for John SS before he could finalize the evaluation. Once done, Doug, Chris and Pete will combine evaluations and forward to John.
5. Discuss Draft Agreements with LLB and DTI - Everyone has a copy of the draft LLB Agreement. Pete will send out an electronic version of the DTI agreement form the SD phase. Everyone should come to the next meeting with comments.
6. Other Business -
  - a. Temporary relocation - Tim Bragan has advertised for proposals for office space within Harvard. proposals are due on July 26. Meeting space has been deleted from the office space needs. Alternative spaces for meeting in town have been discussed and the result is that leasing space for meeting will not be necessary.
  - b. Grants - Tim Clark has been looking into block grants. They will require a housing component. Tim will meet with COA
  - c. Donations - Pete will discuss fund-raising with Marie S. and Lucy.
  - d. Civil War marble tablets - Dennis Lyddy had asked the Library Trustees to relocate the two large marble tablets, currently located in the Hapgood Room of the old library, to the new library. Pete and the other Trustees responded with a suggestion that the tablets be relocated in Town Hall. We will discuss this with the architect. Two areas have potential: at the new entrance, and upstairs in the large room. Tim C. mentioned his idea that all of the town monuments need maintenance and that the BoS has some trust funds that, if approved for change in use, could be applied for this purpose.
  - e. Historical Commission review - Doug discussed his plan to begin a seminar for HHC members on the review process for Town Hall. Due to the significant size of the Town Hall project, Doug felt that some early discussion would help the process. He will need a project schedule.
  - f. ZBA and Elm Street issues - Tim Bragan applying to the ZBA for a variance to the setback requirements for Ayer Rd. and Elm Street. He is also preparing the paperwork to recommend approval to abandon a portion of Elm Street between the Town Hall and the old firehouse. Abandonment requires a Town Meeting approval. A special Town meeting will be held on August 22.
  - g. Energy modeling - Eric asked if we should approve the remaining 10% of the energy modeling bill from MBC work. This is up to the HEAC. If all questions have been answered and the HEAC considers the report complete then we should approve payment.

h. Next meeting: Wednesday morning, July18. Time and location to be determined.

Approved  
Pete Jackson