

# TOWN OF HARVARD

## TOWN HALL BUILDING COMMITTEE

Meeting Minutes – Meeting # 3 - 24 July 2012, 7:00 PM - Town Hall Meeting Room

Attendees:

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

### 1. Approve Minutes

The minutes from meeting #2 were unanimously approved

### 2. Approve Invoices

There are no invoices to approve

### 3. LLB DSB evaluation

All agree that this document represents a snapshot of a project that is still in process. With that said, Doug, Chris and Pete agree with John's suggested rating of "4" for each item on the evaluation and approve as presented. Tim and Eric were not members of the MBC and did not vote. Pete will pass the ratings on to John (DTI).

### 4. Discussion of DTI and LLB agreements and negotiation terms

There was general agreement and approval in regard to the LLB contract.

The DTI contract was discussed the cost of the OPM and the Clerk-of-the-Works/Site Rep in more detail. The MBC had approved a percentage of construction cost in order to calculate the budget for the OPM contract. John used this number to back out his proposed hours. John's hours calculate out to an average of 3.7 hours per week. Given John's familiarity with the town and the project, this should be sufficient. There will be weeks that will require more of John's involvement and weeks when he will be needed less.

John also proposed hiring Dennis as a half time Site Rep instead of employing a full time Clerk of The Works. Dennis was, like John, involved in the library project and has a proven track record.

Doug is comfortable with John's assurances that the proposed time commitments are adequate. The contract will also include agreed upon checkpoints and a "do not exceed" clause.

There was a Coots/Cutler motion to approve the July 20th letter and attached budget with basic numbers and scope as proposed. It passed on a 4/1 vote (Coots, Cutler, Jackson, Broadbent / Bragan).

### 5. Agenda and date for next meeting(s)

It was decided that going forward, meetings will be scheduled for Tuesday evenings. Next meeting is scheduled for Tuesday, July 31, 7PM, location TBD.

### 6. New Business

No new business.

Meeting adjourned.

Rachel Holcomb

Approved