

# TOWN OF HARVARD

## TOWN HALL BUILDING COMMITTEE

Meeting Minutes – Meeting # 5 – 7 August 2012, 6:00PM- 7:15PM, Old Library

Attendees:

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

Others Present: Tim Clark

1. Approve Minutes

The meeting #5 minutes were unanimously approved on a Coots/Cutler motion.

2. Approve Invoices

The THBC will wait to approve DTI's July invoice until after the BoS approves the contract.

We are holding an LLB invoice for \$13,125.00 (work left to be paid from Schematic Design). There is general agreement that the invoice shouldn't be paid until the energy modeling is complete; Eric will provide a list of the information we are still owed.

3. DTI Contract

The one point left to be negotiated is the item 12 attachment – Weekly prevailing wage audits. DTI is asking for an additional \$10,000.00 for this task to be included in their contract. Item 12 has been included since the original scope of work and it has been well documented that this is a role we expect of them. The option of removing item 12 from the DTI contract and hiring someone outside of DTI to satisfy this component of the project was discussed. Another option is to start over with a new contract, but it is possible that DTI's rates have gone up since the initial agreement. DTI will be a part of the payment disbursement process; would it be possible for them to include this task as part of their approval process? Would it be possible to include in the agreements with the sub-contractors? There will be monthly reports from DTI that can be used as touchstones as well as a "not to exceed" clause in our contract with DTI; change orders must be approved by THBC. There might be certain points that can be removed from the contract without losing value to the town. Pete will continue contract negotiations with DTI. DTI requested a termination date for the contract of June 30, 2014.

4. LLB Contract

Pete and Doug negotiated with Drayton last Friday (8/3). Mark Lanza agreed to the insurance changes; the contract closely resembles the schematic design contract.

Some of the specifics discussed include: \$5,000.00 limit on all reimbursables (travel, per diem...), 75 visits (allows for weekly meetings), and section 11.10.3 (if the contractor makes a mistake, the architect shouldn't be penalized). Mark Lanza has a copy of the LLB contract for review.

5. Set-Back – Tim Bragan

We have a 1992 survey with the proposed addition superimposed to use a reference. (Mark Lanza also has a copy.) Elm Street is considered part of the common, which eliminates that part of the setback issue. Mark Lanza's advice is that we don't begin

Design until we've resolved the setback issue. Ayer Road setback status has yet to be determined.

6. Doug and Pete will report to the BoS at 7:30

The DTI contract is not ready to be signed at tonight's BoS meeting, but will hopefully be ready within a few days.

Meeting adjourned on a Coots/Cutler motion; unanimously approved.

7:15PM

Rachel Holcomb

Approved