

TOWN OF HARVARD

TOWN HALL BUILDING COMMITTEE

Meeting Minutes – Meeting # 7 – 11 September 2012, 7:00PM- 8:20PM, Town Hall Meeting Room

Attendees:

Members: Peter Jackson, Doug Coots (via phone), Chris Cutler, Eric Broadbent

Others Present: Tim Clark

1. Approve Minutes

The August 21 meeting minutes were unanimously approved on a Cutler/Jackson motion.

2. Approve Invoices

No invoices to approve.

3. Update on DTI and LLB agreements

DTI: A signed copy of DTI contract was received yesterday; Pete will file the contract with Lorraine tomorrow. This will allow us to approve payment of outstanding DTI invoice

LLB: Mark Lanza has been communicating directly with LLB's attorney; hopefully the contract will be ready for next Tuesday's BoS meeting.

4. Variance Discussion

The BoS unanimously passed a motion compelling the THBC to seek a variance as required to fit schematic design. A specific timetable was not stated.

Schematic design determined the right size the renovation – the most cost effective alternative is to renovate and add to the existing building. IN the variance application we have to prove hardship; the entire building is within the 75 ft set back, money has already been spent, has and will be lost due to delay (3% escalation) and the proposed addition is minimal.

The function of the ZBA is to respond to our proposal – they can't redesign the project – it's a yes or no.

(There is a precedent from the library project; variances were passed without opposition, no appeals)

You don't usually need to ask for variances until you are applying for permits – changes will be made during detailed design.

First step is to finalize LLB contract and meet with everyone together (THBC, DTI and LLB). Next, LLB will coordinate with GPR (Civil Engineer) to get the variance application in order. GPR will put together an updated survey and site plan – start with the information we have from schematic design and then move toward whatever GPR needs to move the project forward.

THBC will work with LLB to shrink schedule.

The scope of work LLB negotiated with GPR allows for survey work prior to detailed design. Pursuing a variance will not amount to an additional cost, the project is moving along according to industry standards.

There was some concern voiced over possible opposition to the variance. It is best to move the project forward as planned and seek letters of recommendation from other organizations (Planning Board, Historical Commission...)

Pete will check in with Drayton to see where the LLB contract negotiations stand and will contact Lucy in order to get the LLB contract on the BoS agenda for the next scheduled meeting.

5. Agenda for Next Meeting(s)

The Next meeting will be after LLB contract is signed; a meeting is tentatively scheduled for Thursday, September 20 at 8AM, location TBD.

A Broadbent/Cutler motion to adjourn was unanimously passed.

Rachel Holcomb

Approved