

# TOWN OF HARVARD

## TOWN HALL BUILDING COMMITTEE

Meeting Minutes – Meeting # 8 – 20 September 2012, 8:00am- 9:25am, Old Library Fireplace Room

### Attendees:

Members: Peter Jackson, Doug Coots, Chris Cutler, Eric Broadbent, Tim Bragan (left meeting at 8:25)

Others Present: Tim Clark, Lucy Wallace, Drayton Fair

1. LLB Contract  
Contract extended to 23 months. Lucy and Drayton initialed the change and signed the contract.
2. Public Comment  
No Public comment
3. Approve Minutes  
The September 11 meeting minutes were unanimously approved on a Cutler/Coots motion.
4. Approve Invoices  
No invoices to approve
5. Strategy for Applying for Variance  
There is general agreement to allow GPR to prepare the needed variance application. They have the required experience and knowledge of the bylaw, and are responsible for presenting the application to the ZBA. Tim C. volunteered to assist GPR in preparation of the variance application.  
There is also general agreement that the application for the variance as soon as possible during the design development phase.  
A finished conditions survey is included within GPR's contracted scope of work; the Town needs to provide an existing conditions survey. If we are going to have a survey team come out, there is value in getting all the needed work done (topo, drainage...), and it allows us to provide a complete report to the ZBA as well as prepare a site assessment.  
A two track approach was suggested: pursue the variance; separate the building into "existing" and "new", proceed with the pieces of DD that we can. Provide a new schedule with explanation.  
GPR has an existing relationship with the town and the ZBA. Give GPR the approval to go to ROSS and get town common boundaries survey information.  
LLB will submit a proposal to THBC prior to any survey work being done. Even without the zoning issue, the project would have required an existing conditions survey.  
Chain of command will run through LLB to GPR. Any future survey work agreed to will list out as a additional expense on a future LLB invoice.  
  
A Jackson/Coots motion to direct LLB to coordinate with GPR and proceed with the variance application, work with GPR to create a proposal for needed surveys for variance and special permit, and work with DTI to prepare a new project schedule was unanimously approved. (Tim Bragan was absent from the vote; he left the meeting at 8:25.)

6. Agenda for Next Meeting(s)

Meeting will be scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. Meetings can be called as needed (with 48 hours notice).

A meeting is tentatively scheduled for next Tuesday .

7. New Business

THBC and LLB have been invited to the November 7 Historical Commission meeting. The Historical commission are primarily interested in materials used (esp. on outside of building), windows, 2<sup>nd</sup> floor emergency exit...

The Council on Aging requested an electronic version of the Hildreth House plans - Drayton will make sure a copy is available.

A Jackson/Cutler motion to adjourn was unanimously approved.

Rachel Holcomb

Approved