

# TOWN OF HARVARD

## TOWN HALL BUILDING COMMITTEE

Meeting Minutes – Meeting # 9 – 9 October 2012, 7:00PM- 8:40PM, Town Hall Meeting Room

### Attendees:

Members: Peter Jackson, Doug Coots, Eric Broadbent, Tim Bragan, Chris Cutler (left meeting at 7:30)

Others Present: John Sayre-Scibona

1. Approve Invoices

DTI Invoice – A Coots/Cutler motion to approve payment of Invoice #20115.12 in the amount of \$487.50 was unanimously approved

2. Status of Design Development

LLB has submitted a proposal on behalf of GPR. All present are comfortable approving task 5 tonight (pertains to existing conditions survey); the cost is reasonable and this is a task that the town is responsible for. Survey information should include: CAD drawings and a line delineating 75ft setback. The survey needs to happen before the variance application can be completed.

There are still some questions concerning tasks 6, 7, 8 and 9. Doug is concerned with exclusions (would like to see a statement that the boundary survey by ROSS will be utilized). A certified plot plan might not be needed for zoning, but we might need it for the project. Tim B. will investigate which permissions we need to provide for GPR so they can access the ROSS survey work.

A Jackson/Cutler motion to approve Task 5 with an amendment to the contract that limits the proposal to task 5 was unanimously approved.

3. Discussion of Draft project Schedule

John provided some updates to the schedule that had been distributed via email earlier in the day. There are two parallel schedules to consider (“short” and “long”). Pete sees the optimized schedule as realistic; we should try to “beat this schedule” where we can. Look to tasks that can be accomplished in tandem.

Tim B. mentioned that a move back into Town Hall in February would be inconvenient (if not impossible due to year end and prep for ATM). John can adjust the schedule to account for more or less convenient pockets of time.

Committee members will review both proposed schedules and direct any comments to John. Plan to review the schedule at every meeting.

John will send out an updated schedule in advance of the next scheduled meeting. Plan to have a baseline schedule for approval at next meeting.

4. Approve Minutes

The September 20 meeting minutes were unanimously approved as amended on a Coots/Broadbent motion.

There was some discussion regarding the time table implied in the BoS motion compelling the THBC to pursue a variance application. The understanding is that the next step is to proceed with Design Development and proceed with the variance application.

5. Discussion of Draft Budget

John used the budget used for ATM 2012.

The committee will review the budget monthly, John will review any proposed changes with Pete before presenting to the group.

A Coots/Broadbent motion to approve the forecast column of the baseline budget presented at tonight's meeting was unanimously approved.

All invoices (including LLB invoices) will be submitted through John.

John will draft meeting agendas and set up a DropBox to share current documents.

6. New Business

Next meeting scheduled for October 23, location TBD.

A Coots/Broadbent motion to adjourn was unanimously approved.

Rachel Holcomb

Approved