

TOWN OF HARVARD

TOWN HALL BUILDING COMMITTEE



Meeting Minutes – Meeting # 10– 23 October 2012, 7:00PM - Town Hall Meeting Room

Attendees:

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

Design team: John Sayre-Scibona

Liaisons: Tim Clark, David Kassel

1. **Public Comment:** None
2. **Minutes** - There were no minutes to approve.
3. **Approve Invoices** - DTI Invoices 21105.11 (Jul 2012) for \$487.50, and 21105.13 (Sep.2012) for \$292.50) were approved without comment.
4. **Baseline Project Schedule and Budget** - A baseline schedule was handed out by John. A minor edit will be made but the change will not effect dates. This will be the schedule used for tracking progress. We will also add key milestones including meetings with others and for permitting. The baseline budget was approved at the last meeting. The only change made was to line 608 (Surveyor). Forecast amount was modified to show \$2,860 moved to the committed column.
5. **Existing Condition Survey**- An amendment to the LLB contract has been review by Town Counsel and changes made. Pete will have Lucy sign it tomorrow.
6. **Next steps** - John report on status given to him by Drayton Fair:
 - a. Final Flow Test – by Owner (need for Fire pump – yes or no) – need as soon as possible - Tim Bragan said that there were two hydrants near Town Hall. It was decided that both hydrants should be tested. The engineers should be given the town water tank elevations for pressure head determinations.
 - b. Final Code Review – beginning now
 - c. Micro-Programming with Town Hall staff (specific workstations) – to be scheduled with Tim Bragan - Doug asked if the schematic design programming would be reevaluated before the micro-programming. John will pass the question on to Drayton.
 - d. Review final HVAC Systems design selections – BER reviewing options based on site existing conditions - Eric questioned when energy modeling would be done. HVAC system should be selected based on optimization and envelope considerations. Will BER be using the model developed during SD?
 - e. Site development options – locate final HVAC cooling tower / condenser, final electrical transformer, generator – once the size is known
 - f. Two existing chimneys will be eliminated - Historic District Commission approval required? - This may come up during our meeting with HHC on Nov. 7. This is not new. The SD drawing showed the two rear chimneys eliminated.
7. **List and Prep. Required for Meeting w/Town entities** - There will be a meeting with Harvard Historical Comm. on Nov. 7. This will be an informal meeting to discuss the current approach and to hear comments from the HHC on what there concerns might be. Doug and John Martin will be giving HHC members a presentation/seminar before Nov. 7, on the HHC's role will be to bring new members up to speed on how to review a major project. He will use the library project as an example. Drayton, Doug, Chris and Pete will attend. Others are welcome.
8. **Other Business**

a.Meeting with Jonathan Williams, Cable Committee - Pete met with Jonathan on Oct. 22 to discuss when the architect will need input on cable needs. Coverage during temporary relocation of meeting was also discussed. Drayton should set up a date when this can be done.

b.LEED charrette - Doug and Eric will facilitate a LEED charrette with the public by going through the LEED checklist. Based on the results, Drayton should incorporate as much of the ideas as practicable. While we are not going for LEED certification, we should attempt to incorporate as many of the ideas as we can. Drayton should attend this meeting. We could make the charrette as part of a regular meeting. This meeting should be scheduled after the program is revisited.

9. Next THBC Meeting - November 13

Approved,
Pete Jackson