

TOWN OF HARVARD

TOWN HALL BUILDING COMMITTEE



Meeting Minutes – Meeting # 13– 11 December 2012, 7:00PM - Town Hall Meeting Room

Attendees:

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

Liaisons: Tim Clark

Others: John Osborn, Harvard Press

1. **Public Comment:** None
2. **Minutes** - There were no minutes to approve.
3. **Approve Invoices** - DTI Invoice 21105.15 (Dec 2012) for \$1,397.50, and LLB invoice 01-1217 (Dec. 2012) for \$32,397.30 were approved for payment without comment.
4. **Commissioning for HVAC Systems** - The primary agenda item was to discuss what level of commissioning we want. The LEED meeting on November 26 brought up the stages of commissioning required for LEED credit. The consensus was that commissioning that is recommended for LEED certification is worth considering whether or not we decide to seek certification. This meeting confirmed that the THBC will seek commissioning (enhanced and fundamental) for the project. Prior to the meeting John Sayre-Scibona sent a model scope of work to the THBC as a guide. Overall, the scope was acceptable with some revisions required. Doug felt that we would need at least ten months of review post-construction to assure the systems were meeting project objectives for all seasons and before the warranty periods expired.

The model scope included provisions for the LEED certification application process. It was decided that this could be eliminated from the scope. Our decision to apply for LEED certification can be made later.

Procurement of a commissioning agent was discussed. Options considered were to have either DTI or LLB manage the process or the THBC proceed on its own. It was decided that, because the commissioning agent would be working directly for us, and should be independent of the architect and the HVAC consultant, that the Town should procure these services. Our current budget shows commissioning cost of \$25,000. As long as we do not exceed \$25,000 we can procure these services by obtaining at least three price quotes and selecting the least cost proposal. Doug and Eric volunteered to refine the scope of work. Pete will work with Lorraine Leonard and Tim Bragan on procedures needed to obtain the quotes and select an agent. It is important to complete this process during the design development stage because the scope includes coordination with the HVAC engineer during this stage

Tim Bragan made a motion to proceed with the scope of work and procurement process by the Town and to procure the services at a cost not to exceed \$16,500. Doug seconded the motion. The vote in favor was unanimous.

5. **Other Business** - Pete attended a meeting with LLB (Drayton, Jason Mauer, and Aimee Lombardo) and Gabe Vallente on Monday, Dec. 10. This was the first meeting with Gabe and an opportunity to introduce the design team. Most of the discussion was to brief Gabe on the current plans and to discuss code issues, primarily accessibility. A site plan was presented and discussed which showed a shift on location of handicap parking spaces and proposed location for the chiller and emergency generator (north side of Hildreth driveway in front of or behind stone wall). This location would use the trench to the septic field which would no longer be needed once the sewer connecting is made. This

could eliminate any problems with ledge.

8. Next THBC Meeting - December 18

Approved
Pete Jackson