

TOWN OF HARVARD

TOWN HALL BUILDING COMMITTEE

Meeting Minutes – Meeting # 16 – 29 January 2013, 7:00PM – 10:45PM Town Hall Meeting Room

Attendees:

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

Others Present: Tim Clark, John Sayre-Scibona, Drayton Fair, Jason Maurer

1. Minutes

Meeting #14 meeting minutes were approved on a Cutler/Broadbent motion.

Meeting #15 meeting minutes were approved on a Cutler/Broadbent motion.

2. Approve Invoices

LLB – An LLB invoice dated 12/31/12, Invoice # 02-1217 in the amount of \$59,608.90 was approved for payment on a Broadbent/Cutler motion.

3. Approve Design Development Plans – LLB

Prior to the meeting LLB had posted the Design Development plans to the dropbox.

All committee members had reviewed the plans prior to the meeting.

Conceptually – the envelope and site plan have been set – interior may get edits.

LLB Presentation: reviewed changes to floor plan layout; moved town admin office to addition, orientation of desks has changed, security gate has moved into the existing building; giving up the historical “throughway” in favor of a horseshoe shaped reception area.

LLB presented an alternative first floor layout that leaves the throughway to the historic entrance open.

Tim B. prefers the horseshoe layout as it favors the function of the Town Hall as a working office space; it creates homogenous work space for town employees. There is a general consensus that the receptionist should be placed closer to the Town Clerk.

There was a discussion regarding pocket vs. swinging doors. The double doors offer the option of separating the work space from the corridor.

LLB will add a door at the entrance to the auditorium in order to aid the efficiency of the HVAC system.

All committee members also agree that the counter space should be mill work, while most of the remaining floor space will be left open and flexible (no floor to ceiling walls).

A Cutler/ Broadbent motion to approve the following was unanimously approved: All agree to move the Town Administrator and assistant’s offices to the new addition, as well as the layout changes to the break room, building inspector’s office and meeting room (the northern half of the lower floor).

A Jackson/Cutler motion to approve the following was unanimously approved: All agree to house the copier and additional storage inside the volunteer government room, with a solid wall between the volunteer government room and the second floor meeting space; the elevator machine room will be moved to the second floor; (the northern half of the 2nd floor).

Tim C suggested “squaring off” the stage (makes for easier storage beneath the stage as well as making it easier to use risers to expand the stage area).

A Jackson/Cutler motion to square off the stage while still giving sufficient room in front of the doors for a lectern and comfortable movement was unanimously approved.

South side of the 1st floor:

Tim B. and Eric were both in favor of the horseshoe layout. Tim B. believes it to be the best for a public service area, better flow for employees and public. Tim B also mentioned that the Town Hall employees have voiced a preference for the horseshoe layout. Eric appreciates the flow a throughway layout offers but defers to function over form and gives weight to the needs of an everyday work environment.

Chris thinks that most of Tim B.’s concerns can be addressed even with the historical throughway layout.

Pete favors the throughway layout – people in town have voiced the desire to have access to the historic front lobby, especially during public meetings.

The horseshoe vs. throughway layout decision is tabled for the time being. There might be a need for a swinging door in horseshoe counter layout in case of an emergency egress; LLB will investigate further.

A Jackson/Cutler motion to approve the following was unanimously approved: All agree to swinging doors, floor to ceiling walls are gone, except for the walls around the finance area and the copier room. Tax Assessors public use computer, receptionist, and low counter access will all be located near the Town Clerk and the counter area should be millwork (permanent).

Tim B. will discuss with the Town Hall staff which of the proposed workstations will work best.

Drayton – the changes are significant; this would be additional services. Micro-programming has birthed extra work. LLB will need to re-draw and consult with their sub-contractors based on the information discussed at tonight's meeting.

LLB will provide a proposal by the end of the week.

4. Review Commissioning Agent Proposals and Select Firm

There were four responses to the four requests sent out. The proposals received ranged in price from \$13,500 – \$25,900. All four proposals were considered.

John has previously worked with WSP and C3 – has favorable reviews of both.

Eric liked the proposal from WSP, found it to be professional and thinks they offer a good value.

A Broadbent/Jackson motion to accept the commissioning services proposal from WSP was unanimously approved.

Pete will contact WSP with the good news!

The committee thanked Eric for his extra work regarding this task.

5. Status of Variance/Special Permit Process

The ZBA hearing has been scheduled: Volunteers Hall, 8pm, Wednesday, 2/13.

6. Schedule and Budget Review – DTI

No change to budget

Schedule will be adjusted as needed pending ZBA ruling/feedback.

Next THBC meeting dates:

Next week – Time and date TBD.

Meeting adjourned on a Jackson/Cutler motion.

Rachel Holcomb

Approved