

# TOWN OF HARVARD

## TOWN HALL BUILDING COMMITTEE

Meeting Minutes – Meeting # 21 – 23 April 2013, 7:00PM Town Hall Meeting Room

Attendees:

Members: Peter Jackson, Eric Broadbent, Chris Cutler

Others Present: John Sayre-Scibona, Tim Clark, Drayton Fair, Aimee Lombardo, Jason Mauer, Mark Stafford

1. Minutes

Meeting #19 meeting minutes were unanimously approved on a Cutler/Broadbent motion.

Meeting #20 meeting minutes were unanimously approved on a Jackson/Broadbent motion.

2. Approve Invoices

No new invoices to approve at this time

3. Advance Building

Mark Stafford – National Grid

LLB has briefed Mark on the project.

Mark proposed that a custom program with prescriptive elements would make the best fit for our project. Mark will review our grant process and the modeling work we've done so far.

The next step is to transfer to Mark some information: scheduling milestones for documents (DD) plus modeling information (LLB will coordinate with Mark to get him the information he needs).

National Grid will analyze and then present about 10 measures; choose; verify; and then at the end make the \$/sqft offer.

The Town is most interested in having the most efficient building for the money that is being spent.

Generally between 2-4 weeks for turnaround on initial report. National Grid should be able to keep pace with our project.

4. Schedule – DTI

Schedule reflects updates discussed at the last meeting.

5/1 – Historic Commission review; the official application will follow – prior to June public hearing

John will add lighting and audio review to the schedule (coordinate with cable, IT and security – need to schedule a working meeting; make sure Tim B. is available to attend). Pete will ask cable to submit report before their next meeting (in 2 weeks).

Pete will meet with Tim B. on Monday to review schedule updates.

Construction is scheduled to start 9/5 (with suggestion of early move out.)

KMM Contract: Borings/GeoTech – Conditions and additionally insured language seems reasonable – move forward.

Commissioning Agent – Tim B can sign contracts on behalf of the town; he can sign the contract on Monday; need to schedule kickoff meeting.

An updated Budget was reviewed; Teledata and security might need more funds

5. CD Status - LLB

LLB will prepare planning board application for site plan approval.

Aimee: \$150k budgeted for furnishings; furniture bid is separate from construction.

Typically, for a public project this size systems furniture is not used; we will need to review layout and teledata needs – need to schedule a meeting.

Aimee will revisit the micro planning with Tim B. and town employees. It saves money to decide early – get electrical outlets count.

Elevation Drawings:

Cupola design – based off of old photos. We are using wood on the trim of the building; should the material used for the cupola match? (Wood, PVC, Fiberglass...?)

Present this drawing to Historic Commission – see if they are willing to accept alternative materials to wood.

Stair Window connection piece: four window units (not operable) with panels between; landing is still floating. Look has been “beefed” up. Good improvement for those who didn’t like the window curtain.

6. Other business

Next Meeting: In one month, meet with LLB and DTI (5/21); THBC members will meet in 2 weeks.

Meeting adjourned on a Jackson/Cutler motion; 9:17PM

Rachel Holcomb

Approved