

TOWN OF HARVARD

TOWN HALL BUILDING COMMITTEE



Meeting Minutes – Meeting # 25– 17 May 2013, 8:30 AM - Old Library

Attendees:

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

Others: Marie Sobalvarro, Tim Clark

1. Minutes - Minutes of the 7 May meeting were approved unanimously.
2. Approve Invoices - Approved LLB Invoice 05-1217, \$40, 887.30 subject to clarification of amounts shown in the amendments section.
3. Status:
 - a. HHC meeting - Main comments regard the window link between the existing building and the addition, and use of the front door as a secondary access. The hearing is scheduled for June 5 at the old library.
 - b. Site Plan Review - Continuation hearing is scheduled for Monday, May 20 at the old library. They have received comments from DPW, Fire Chief and Police Chief. The main issue in the comments is parking. The former MBC and the THBC was limited, in scope, to site work needed to meet code compliance safety, accessibility and drainage. Additional parking is not within our budget
 - c. Geotechnical - In the absence of acceptable terms and conditions for a boring program, DPW has agreed to dig test pits in coordination with KMM who will take samples and prepare the necessary report for foundation design. A reduced scope proposal has been prepared and will be signed by Tim Bragan.
 - d. Meetings with Town Officials
 - i. Fire Chief - April 18 - Jason, Aimee and BER met with Chief Sicard. Chief's suggestions will be incorporated. Chief Sicard expressed concern about boat access from the fire house. Jason sent a site plan with proposed parking shown to test clearances. Later, the Chief commented that there could not be enough clearance with cars parked as shown on the site plan.
 - ii. Police Chief - Tim Bragan met with Chief Denmark for advice on security system.
 - iii. Cable Committee - They have prepared a layout for their needs and met with Tim Bragan yesterday along with Jason and BER to go over wiring needs for cable and Town Hall Staff. Tim Clark will prepare wiring needs for audio for the second floor.
4. Commissioning Agent Meeting and next steps - Eric and Pete met with Derek Rousseau on Friday, May 10. We took Derek for a tour of Town Hall before discussion. It was suggested that Derek meet with BER to answer WSP questions. The OPR has been drafted and revised and will be sent to Derek. WSP is coming in late in the design process but still has questions related to design.
5. Other Business:
 - a. Appointment to fill vacancy - Only one application was received to fill the vacancy. The BoS has asked for our recommendation. A motion was made to recommend Tim Clark to fill the vacancy. The motion was seconded and passed unanimously. Pete will notify Marie that the THBC recommends Tim Clark.
 - b. National Grid - Tim Bragan and Pete met with a representative from National Grid on May 3. The only issue was the location of the transformer. It has to be located at least 10 feet from the addition and have accessibility for maintenance. The existing spruce tree may have to be removed. Pete has notified Aimee.
 - c. Teledata equipment - Derek had concern about climate control for the equipment but this was resolved in the cable committee and wiring coordination meeting. All teledata equipment will be located in the same room as the cable equipment and will have climate control

Pete Jackson