

# TOWN OF HARVARD

## TOWN HALL BUILDING COMMITTEE



**Meeting Minutes** – Meeting # – 14 January, 2014 7:00 PM - Town Hall

### **Attendees:**

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

Others: John Osborn, Marie Sobalvarro

1. Minutes - Minutes for Nov. 26, 2013 were approved.
2. Approve Invoices - Approved DTI Invoice 21105.27 for \$575.83 (November). DTI Invoice 21105.28 for \$1,072.50 was not approved. There were questions about the number of hours on Dec. 5. Pete Jackson was aware of charges up to Dec 5 having asked DTI for an updated project budget needed to determine funds remaining. He had sent the latest list of paid invoices to date. We were aware that others had contacted DTI regarding a draft proposal for LLB to perform feasibility studies. Some of DTI's time was not authorized by the THBC. Pete will check with John SS regarding the time charged on Dec. 5.
3. Discussion of Public Forums and Strategy - Prior to discussion, Marie said that she and Leo Blair had met with LLB this morning to discuss a proposal for feasibility study to complete the project within the remaining funds. The THBC was not informed of this meeting was not offered the opportunity to comment on the scope of work discussed.

We noted that the public forums suggested phasing as a way to accomplish the project over time. Phasing was listed as a common theme. Phasing was not discussed with LLB. The committee had thought of several phasing concepts that should be evaluated further. However, LLB should formulate and recommend phasing options in their study.

The meeting was adjourned at 8:35 PM

Pete Jackson