

Town Hall Construction Committee  
1/20/15 Meeting Minutes  
9:50 a.m. at Town Hall

Members present: Laura Andrews, Jack Guswa, Rick Maiore. Members absent: Bill Barton, Pablo Carbonell, Al Combs. Others present: Tim Bragan (Town Admin. and Board of Selectmen liaison), Ken Swanton (unofficial representative of BOS)

Rick called the meeting to order at 9:50 a.m. and the 1/12/15 minutes were approved as amended.

**Town Administrator Report:** Drayton Fair (LLB Architects) sent his opinion on the best wall insulation to use. LLB recommends blown-in cellulose for reasons outlined in the email. Tim received an email from Vertex supporting that recommendation. He will distribute copies.

**Board of Selectmen:** We reviewed Laura's draft of the BOS report to be given at its meeting tonight. We are looking for approval of two THCC recommendations to finalize the base bid:

- Eliminate Add Alternate #6 to use spray foam rather than blown-in cellulose to save \$148.6k based on analysis to be presented at the meeting (Rick)
- Eliminate Add Alternate #9 to use acoustic spray on the second floor ceiling to save \$49.7k based on information to be presented tonight (Rick)

After discussion of Ken Swanton's question about budget status, we agreed that Jack would put together a financial analysis for the BOS meeting. The report will show the October Special Town Meeting construction budget compared with the December Fogarty construction budget, including Add Alternates.

**Historical Commission:** The Commission is holding a public hearing February 4 on the THCC certificate of appropriateness. Jack said that the Commission is taking as a recommendation the envelop assessment reports prepared by Juniper Hill Design Build (John Holland) September 15.

**Planning Board:** Jack met with Liz Allard to review requirements and provided the committee with a written summary. (Attached) Jack will check to see if a plan was filed in 2013.

**Calendar:** The updated calendar that will be presented to the BOS is:

- 1/20 – final design drawing revision to BOS for approval
- 1/26 – finalize base bid and add alternates
- 2/3 – OPM puts ad in register for publishing the next Wednesday
- 2/11 – ad for bids runs
- TBD – site walk for subcontractors with architect
- 3/4 – subcontractor bids due
- 3/13 – general contractor bids due
- 3/13 – THCC, OPM, architect review bids and do due diligence on contractors
- 3/17 – THCC recommends GC to BOS

Next meeting is scheduled for 7:30 a.m. Monday, January 26, in the Town Hall meeting room.

Rick adjourned the meeting at 11:15 a.m.

Laura Andrews, recorder

TOWN OF HARVARD  
TOWN HALL CONSTRUCTION COMMITTEE

SUMMARY OF PLANNING BOARD REQUIREMENTS FOR SITE PLAN APPROVAL

I met with Liz Allard to get information regarding the Planning Board requirement for Site Plan Approval relate to the Town Hall Renovation. She cited two specific regulations that need to be considered and complied with:

1. Chapter 125, Protective Bylaw of the Town of Harvard
2. Chapter 133 Planning Board Procedural Rules and Regulations

Article V of Chapter 133 applies specifically to Site Plan Review/Approval process

Article V specifies that an Application for Site Plan Approval must be submitted to the Planning Board for review. 17 collated and complete copies of the application must be submitted to the Town Clerk, who will distribute to the appropriate Town Boards and Committees. The Site Plan must provide sufficient information to demonstrate compliance with Chapter 125-38. A public hearing is not required for site plan review or approval, although the site plan review and/or approval must be included in the agenda of a public meeting of the Planning Board.

Components of a Site Plan include (125-38D) and describe or show:

1. Lot boundaries, building and other structures, including elevation and plan views to show conformance to the Bylaw
2. Parking areas
3. Loading areas
4. Maneuvering areas
5. Storage areas
6. Service areas
7. Walkways
8. Driveways
9. Lighting
10. Green areas
11. Visual screening areas and methods
12. Provisions for water supply and reservoirs
13. Surface water drainage
14. Treatment and disposal of sewage or other wastes
15. Levels and grades where substantial excavation or fill is involved
16. Clearing limits used to calculate the volume and rate of surface runoff
17. Landscape plan