

Old Library Accessibility Committee  
Meeting Minutes  
January 19, 2017

Members Present: Wendy Cote-Magan, Ken Swanton, Lucy Wallace  
Guest Present: Joan Eliyesil, *The Harvard Press*

The meeting was called to order at 7:05 PM.

Administrative: Minutes of December 21, 2016 were approved as amended.

Request for Qualifications: The schedule for posting and selection process for the Request for Qualifications (RFQ) was finalized. Ken will let Marie Sobalvarro know so that she can proceed with posting the RFQ in the Central Register. The schedule is as follows:

February 1, 2017	Deadline to submit to Central Register
February 8, 2017	Advertise RFQ in Central Register
February 22, 2017	Informational meeting/walk through at 11 AM
March 6, 2017	Responses due at 2 PM
March 9, 2017	Respondents short-listed and notified
March 15, 2017	Designer interviews at 7 PM
March 20, 2017	Designer selected
March 21, 2017	Meet with selected designer and negotiate fee at 10 AM
April 5, 2017	Award contract and schedule kick-off meeting

The OLAC will meet on March 20 to select a designer and meet with the selected designer on the morning of the 21<sup>st</sup> to negotiate a fee. The OLAC will then be able to make its recommendation, including the fee, to the Board of Selectmen at the Board's March 21 meeting. Formal award of the contract will be subject to approval of funds at the April 1, 2017 Annual Town Meeting.

Improving Rear Entrance Accessibility: Wendy offered to meet with Gabe Vellante regarding the extent of improvement to the rear door should the Annual Town Meeting approve the requested funds for schematic design for the front entrance and a subsequent Special Town Meeting approve funding to restore the front entrance as the sole public entrance to the building. Should Gabe so prefer, she would be willing to meet with Tom Hopkins at the MA Architectural Access Board regarding a possible waiver to upgrades to the rear door. Ken noted that CPIC had approved and given high ranking to both funding requests (\$20k for schematics and cost estimates, and \$55k for rear door improvements).

Annual Town Report: The draft submission for the Town Annual Report was reviewed and edited. Lucy will send the revised report to Committee members for final approval and submit to Julie Doucet on Monday, January 23<sup>rd</sup>.

Handout for Annual Town Meeting: It was agreed that it would be useful to have information to handout at ATM regarding the status of accessibility to the Old Library. It should be in the packets for the March 21<sup>st</sup> meeting of the Selectmen, which means it should be ready by March 17<sup>th</sup>.

The meeting was adjourned at 5:35 PM. A date for the next meeting was not set.