

Old Library Accessibility Committee
Meeting Minutes
August 22, 2017

Members Present: Mark Mikitarian, Ken Swanton, Lucy Wallace; Wendy Cote-Magan (by phone)

The meeting was called to order at 3 PM by Mark Mikitarian.

Administrative

The August 7, 2107 minutes were approved as presented.

North Bay Estimate

The Committee reviewed the estimate dated August 14, 2017 and prepared for Abacus by North Bay Construction Consultants. Mark Mikitarian reported that Wendy Cote-Magan and he had spoken with Austin Ludwig earlier in the day regarding some items on the estimate that Austin had noted needed to be double-checked by the estimator. Austin did not believe these items would have a significant impact on the estimate as presented.

Lucy Wallace asked for clarification of work included in Alt 1 and Alt 2. Mark stated that Alt 1 included the interior code upgrades needed to meet accessibility requirements for which we intend to seek variances. Alt 2 is the removal of the existing side entry and restoration of the original windows. The base bid includes interior code upgrades we intend to make, such as lowering the height of the thermostats and fire alarms. The construction bids, including overhead and profit, were as follows:

Base Bid	\$338,565
Alt 1	\$135,600
Alt 2	\$ 42,332

As some of the items included in the Base Bid may also be in Alt 1 and Alt 2, Mark will ask Austin to call those out and deduct them from Alt 1 and 2.

Ken Swanton asked about the costs excluded from this estimate, as noted on page 1 of North Bay's estimate. The Committee agreed additional costs would be incurred for design fees, printing bid documents, and associated soft costs. Given the project cost is less than \$1 million, an OPM will not be required; rather we could perhaps utilize a building committee, as we did for the Town Hall and Hildreth House, to oversee the project.

The Committee agreed to seek funding for the Base Bid and Alt 2 and estimated total costs to be approximately:

Base Bid	\$340,000
Alt 2	\$ 40,000
Design fees, etc	\$ 50,000 (~15% of construction costs)
Contingency	<u>\$ 5,000</u>
TOTAL	\$435,000

Wendy felt the 15% estimate for design fees was quite conservative, and that they may run closer to 12-13%. And, given the duplication of costs included in the Base Bid and Alt 2, we may realize additional savings when Austin provides us with the second estimate.

In addition, it was noted that the bid for the rear door at \$14,800 would save over \$40,000 of the \$55,000 approved at last year's Annual Town Meeting for that project. This savings could be applied to the front door request for funds and, in a sense, decrease the request of capital funds to less than \$400,000.

Rear Door

The Committee considered whether or not to proceed with the renovation and minor accessibility improvements to the rear door, given its aim of beginning construction on the front door project next spring. Would it make more sense to apply the \$55,000 granted for the rear door to the cost of the front door? How would the MAAB react to our requested variances associated with the front door project should we postpone the rear door? After some discussion, it was agreed to move forward with the needed upgrades to the rear door. Ken reminded us that part of the grate at the rear of the door is on the neighbor's property.

The Committee unanimously voted to accept the bid in the amount of \$14,800 submitted by Classic Construction & Development Corporation to renovate and improve accessibility of the rear door to the building. Mark will so advise Marie Sobalvarro.

Funding – CPIC and ADA Grant

This project is slated to go to the fall Special Town Meeting and, therefore, our application to the CPIC needs to be submitted by August 31st. Ken offered to draft the application and circulate to the Committee members in the next day or so. Comments should be sent to Mark who will submit it to CPIC by the end of next week.

Mark has been looking into the ADA grant available from the state, particularly with respect to the level of funding that might be available. Given the range of funded projects, it was agreed that seeking \$100,000 would not be unreasonable. Ken will note in the CPIC application that we are seeking funding, but will not know if we have received them until after the STM. Lucy Wallace reported that she had spoken to Tim Bragan about the dollar amount to request at STM, given the uncertainty of the grant. He had told her the request would be for the full amount, noting that grant funds were being sought and if awarded would lessen the amount coming from the town.

Mark reminded us that we need to verify the town has an ADA Transition Plan for its public buildings. Lucy offered to contact Marie to see if the town had one. If we do not have such a plan, the question arose – but was not resolved – on how best to develop one.

Landscaping

Wendy advocated for adding the cost of a landscape architect to the project's cost. Given the prime location and grading of the corner that will be required to accommodate the 1:20 slope of the path, it will be very important to have a thoughtful design. As Wendy was uncertain of the amount to include, Mark will ask Austin. Lucy suggested we ask one of our local landscape architects if they would be willing to volunteer their services for this project.

The meeting was adjourned at 4:30 PM.

Next meeting: September 6th 3-5 PM