

Old Library Accessibility Committee  
Meeting Minutes  
February 14, 2018 – Upper Town Hall

Members Present: Chris Cutler, Wendy Magan, Mark Mikitarian, Ken Swanton, Lucy Wallace  
Guest: Pete Jackson; Marie Sobalvarro, Assistant Town Administrator/Procurement Officer

The meeting was called to order at 4 PM by Chair Mark Mikitarian.

Committee Restructuring:

It was unanimously approved to recommend to the Board of Selectmen that the Committee membership be increased to six and that Pete Jackson be appointed to fill this seat. It was also unanimously approved to recommend to the Board of Selectmen that the provision in the Board of Selectmen Policies & Procedures regarding chairing Selectmen committees be waived to allow one of the Selectmen members serve as chair.

Update on Abacus Contract

Marie Sobalvarro reported on the status of her negotiations with Abacus on their fee and scope of work, and asked for clarification on areas of possible cost reduction in the scope. She confirmed the following:

- Remove the landscape architect; grading and drainage can be done by civil engineer (eliminate \$15,000 fee)
- Limit to cost estimates to one (based on Detail Design only)
- Civil engineering fee can be decreased with confirmation from Tim Kilhart that drainage can tie into existing catch basins

Marie urged the Committee to proceed with contracting for the hazmat assessment as that work is outside the scope of what Abacus will provide. She also suggested we limit the assessment to asbestos only as the work is mostly on the exterior walls. She has a list of contractors we can contact.

In reviewing the North Bay estimate done for the schematic phase, she noted that some material removal (such as benches in front of the building) is anticipated to be done by our DPW.

Marie also raised the matter of clerk of the works and if Pete would be willing to take this on. While Pete and Chris Cutler had previously agreed to help troubleshoot smaller issues that might arise during construction, Pete does not want to be clerk of the works. That \$5,100 line item, therefore, will stay in our budget.

Wendy Magan apologized for missing the previous meeting when items to remove had been discussed and agreed upon, and advocated for re-inserting some time for the landscape architect. A lengthy discussion ensued and it was agreed that some landscape architectural services were, in fact, needed. In reviewing the landscape architect's proposal, it was agreed that there were several deliverables that could be omitted and others kept, as follows:

- Schematic phase: Prepare 1 option only; omit other project reference images
- Design development phase: Provide working drawing only; coordinate grading with civil engineers; provide samples of materials for hardscaping, lighting, etc; outline specifications for cost estimators
- Construction documents: Provide the layout and grading plan as well as paving and materials plan; planting plan and schedule will be useful for us to use when we have the funds to do the planting; omit technical specifications and further coordination with cost estimator
- Bidding assistance: omit
- Construction administration: omit

With these changes in the scope of work, the landscape architect's fee should come down, but the extent to which it is reduced is uncertain. Ken Swanton noted that there was an addition error: the total fee for services was not \$15,000 as state on the estimate, but \$12,000.

Lucy Wallace reported that she had been advised by Marie that Abacus knows their fee can be no greater than \$50,000. Wendy noted that it is up to Abacus to negotiate with its consultants to get to this amount. Ken concurred, adding that we have a fixed amount of approved funds for this project and a tight budget. We cannot afford for the architect's fee to go much beyond the \$48,000 in our budget.

#### Administrative

The minutes of the February 6, 2108 meeting were approved as presented

Next meeting: To be determined.

The meeting adjourned at 5:30 PM.