

Old Library Accessibility Committee  
Meeting Minutes  
April 5, 2018 – Upper Town Hall

Members Present: Chris Cutler, Pete Jackson, Mark Mikitarian, Ken Swanton, Lucy Wallace, Wendy Cote-Magan

Guests for 4 PM Kick-off Meeting: Austin Ludwig, David Pollack

The meeting was called to order at 3 PM by Chair Lucy Wallace.

Minutes of March 5 Meeting – Approved

Preparation for Meeting with Abacus

**Schedule** – Committee discussed various aspects of the pre-construction schedule, as well as possible start and completion dates for construction. The tenant, Harvard Cultural Collaboration, will need to know well in advance when to vacate the building. Committee also reviewed budget and Abacus scope to ascertain if there were possible additional savings.

**Discussion on Add Alternates and Deducts** - We should discuss with Abacus the strategy for add alternates and deducts and the impact on architect fees. Abacus had suggested using time & material (T&M) when and if needed.

**HAZMAT survey** - Has been completed. Awaiting test results.

**Geotech Exploration and testing** - There is confusion as to who is responsible, town or architect. To be discussed in kick-off meeting.

**Abacus requests for exploratory work** - Abacus had sent plans with areas to be explored to determine hidden structural elements and materials. Chris, Mark and Pete met with Austin prior to this meeting to go over what is needed. Chris and Pete will do the work next week, on Tuesday.

**Clerk-of-the-Works** - The project budget still shows a clerk. It was decided to keep this along with construction phase oversight by Pete and Chris.

**Back Door Status** - Nothing new to report. Chris will contact Classic Construction to learn when upgrades will be completed.

**Meetings with Abacus** - How many meetings will be needed. This should be discussed with Abacus. There is potential to reduce cost.

**Roof Leak Repair** - The Town received an estimate to replace the roof from Doutelle (\$350k). We need a quote for repairs not replacement. If staging is needed for repairs then the proposed ramp may be in the way. In any case the roof repairs will have to be done before or after construction.

**Landscape Design** - There will need to be coordination. The Town may have work to do before construction.

**Historical Commission Meetings** - We need to set dates for Abacus to make sure construction is not delayed due to changes required by the Historical Commission.

**Town responsibilities** - We need, from Abacus, what is needed from the Town. We may need lead time to meet requirements.

### **Kick-off Meeting with Abacus**

Austin presented a revised schedule for design in calendar format. This schedule shows 100% CDs sent to OLAC on July 26. Intermediate milestones were discussed.

**Geotech Engineering** - Abacus indicated that Geotech engineering is an OLAC responsibility. Abacus will provide a scope to use in soliciting Geotech services so that the results will meet the requirements of the structural engineer.

**Historical Commission** - Discussion on how to reach Historical Commission approval as soon as possible. Ken proposed a few intermediate meetings to expedite the process and meet the June 7 Historical Comm. formal hearing. Because the Comm. meets on Tuesdays to hearing date should be changed to June 6. Among the suggestions was to have an informal meeting on May 9 where we can show options and take comments to better prepare for the formal review process. We would need to file the application by May 23. OLAC would prepare the abutters list. David suggested that OLAC prepare Division Zero (contract forms) of the construction Specs. Marie Sobalvarro, the Procurement Officer, or Town Counsel should prepare this. This often takes time and holds up projects. It would help if we get this started now.

At this point we do not know if file sub bids will be required. If so, the bid period would take about two weeks longer. Looking ahead, it would take about four months from Notice to Proceed (NTP) to completion which would be in the late fall/early winter.

**Interior Work** - The base project will include minimal interior work. We will decide on adds after the cost estimate.

**Construction Staging** - It is estimated adequate staging can be covered within the property boundaries. Trees will be protected. Shrubs will be removed and can be replaced after construction.

**Renderings** - Abacus handed out redesigns of optional handrail designs for the ramp (cable and vertical supports). We all agreed that the cable option had the least visual impact. Pole light options for two locations were reviewed. The historical version, similar to the library parking lot lights was preferred. Options for the front door were presented but none selected at this time. The preferred direction we gave to Abacus was for wood with different glass options as opposed to metal and more commercial type doors.

**Next meetings** - OLAC plan to meet on April 17. Meeting with Abacus on April 26. OLAC meeting on May 3. Prior to the meeting with Hist. Comm. on May 9, Abacus will send us material for review and comment.

Meeting adjourned at 6PM. Pete Jackson