

Old Library Accessibility Committee
Meeting Minutes November 20, 2018
Upper Town Hall – Volunteers Meeting Room
13 Ayer Road, Harvard, MA

Members Present: Chris Cutler, Pete Jackson, Mark Mikitarian, Lucy Wallace
Guest Present: Carl Sciple, Clerk of the Works

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

Administrative

The minutes for the October 18, 2018 meeting were approved as presented.

Commencement of Construction

The Committee discussed the following issues pertaining to the construction starting on November 26, 2018:

1. Pete Jackson reported that the two large rhododendrons were removed by the Garden Club and are being over-wintered at his house. The two smaller ones on the south side of the building underneath the arched windows were left in place; if the contractor can work around them and not damage them, they could remain there after the project is completed. If they are in the way, it would be fine for the contractor to remove them.
2. Lucy will confirm with Marie Sobalvarro that the notice to proceed has been given to the contractor, Rinaldi.
3. Mark Mikitarian reported that the furnishings in the front rooms have been moved into the Gallery, with the exception of a large table in the Fire Place Room. Carl Sciple thought the table could stay there, but should be covered to protect it. In addition, furnishings in the lower level have been moved to Sears Room. Mark wondered if the interior work area would be sealed off from the rest of the building. Carl assured him it would be. Carl will contact Rinaldi to set a meeting with Rinaldi, Pete, Chris Cutler and himself on Monday, the 26th.
4. Mark raised the issue of protecting the floor in the Movement Room, noting that when the side entry has been removed and before the front entry is open, the rear door will be the only access to the building. Therefore, the contractor should lay down a covering to protect the floor and, possibly provide barriers (tape, roping?) along the walkway to keep the contractors from walking elsewhere. This will be raised when Carl, Pete and Chris meet with Rinaldi on Monday.
5. Chris and Pete agreed to meet Wednesday, November 21st, to take photographs of the building interior as documentation of its condition. In addition, they will take photographs during construction to document its progress.
6. Carl will let Austin Ludwig know that OLAC is to be copied on emails between Abacus, Carl and Rinaldi, including shop drawings
7. The process for approving change orders was explained as follows: Abacus will receive the proposed change order from the Rinaldi, review it (and perhaps negotiate the cost), and then send it to OLAC for approval. Given the time delays in calling a meeting of OLAC the following motion was made by Pete, seconded by Mark, and unanimously approved: “Change orders up to \$5,000 may be approved by Pete and Chris; change orders over \$5,000 will require approval of OLAC.”

8. Lucy will work with Marie to set up a protocol for tracking the budget. According to the contract with Rinaldi, invoices are due by the 25th of the month. As OLAC should review and approve the invoices, it was agreed to set a regular monthly meeting of the first Tuesday of the month at 9 AM. The meeting dates will be:

January 8th
February 5th
March 5th

9. Lucy asked if location of fencing had been discussed at the pre-construction meeting on November 5th. It had been and it seems the abutters' driveways will not be blocked. It is possible, however, that while grading for the path on the south side of the library parcel, the McClellan's drive may be partially blocked. Lucy will write the abutters to advise them of the project start date and work hours.
10. Lucy will ask Marie if she has received a Schedule of Values (work time line and cash flow) from the contractor.

Meeting adjourned at 4:30 PM.