

Old Library Accessibility Committee
Meeting Minutes – August 8, 2018
Upper Town Hall Volunteers Meeting Room - 13 Ayer Road, Harvard, MA

Members Present: Wendy Cote-Magan (by phone), Chris Cutler, Pete Jackson, Mark Mikitarian, Lucy Wallace

Guests Present: Tim Bragan, Town Administrator; Marie Sobalvarro, Assistant Town Administrator

The meeting was called to order at 4 PM by Chair Lucy Wallace.

Administrative

The minutes of the July 24, 2018 meeting were approved as presented.

Discuss Construction Schedule

Lucy asked for an update on the use of the Old Library in the movie being shot this fall in the center of Town. Tim Bragan reported that he had met with representatives of the film company the day before and that they are now only interested in using the south side of the building for exterior shots. Both Tim and Marie Sobalvarro felt this would not delay start of construction this fall.

The Committee raised the following concerns with starting construction this fall, both due to the film and the proposed replacement of the slate roof in 2019 spring/summer:

- During construction the site will need to be secured with fencing, which will have to be removed for filming. In addition, the present exterior façade and landscaping cannot be disturbed before filming is completed. Marie stated that she would add an addendum to the construction documents noting the potential interruption to construction due to the filming. Tim added that the film company would be responsible for covering additional costs to the project due to this interruption.
- Lucy reported that Austin had recommended the roof be replaced before the ramp and front entry work is begun to avoid damage to the structural integrity of the ramp and general damage to the pathway or new stairs. Pete Jackson and Chris Cutler agreed with Tim that the ramp and other work could be safeguarded against damage from the scaffolding and falling debris by temporary overhead protection/roofing.
- Mark Mikitarian asked about the sensibility of doing construction in the winter, given the concrete and masonry work could be subject to very cold temperatures and, therefore, compromised. Both Chris and Peter felt this work could, and often does, happen during the winter; snow removal might slow it down, but would not stop it. Mark asked if this would add to the cost of the project. Pete felt it might, adding that contractors might offer a more competitive bid now, as summer work is slowing, than we might get in the spring when more work is available. We also do not know how the trade issues around current and proposed tariffs will impact materials' costs.
- Lucy asked about the number of times the tenant would have to vacate the building, as the front entry project could be completed before the roof project begins. Tim suggested the building could be open while the roof is being replaced, so that the tenant only needs to vacate during the 4 months of the front entry project.

Marie explained the proposed revised schedule, should we proceed with the project as originally planned:

August 9	Notice to Central Register
August 15	Bid documents available
August 27	General contractor and sub-contractor walk thru
September 5	Sub-bids due
September 12	General contractor bids due

Marie and Tim agreed it would take 2-4 weeks to negotiate and sign a contract. Once the Town gives the general contractor Notice to Proceed, work will need to be completed in 4 months. Pete noted that, in fact, that the filming could be done after the contract has been signed but before the contractor is on site, as metal work will need to be done off-site and could be done before actual construction begins.

Lucy then asked about the timing on the roof project. Tim reported he will recommend to the Select Board that the fall Special Town Meeting be held on October 22nd, at which time there will be a request for funds for the roof. Marie is in the process of getting quotes for the work and will include the need to protect the new accessible entry and keep the building open during the re-roofing. Tim reported that there is over \$2.5 million in the capital fund; the first quote for doing the roof was roughly \$340,000.

Wendy got off the phone at this time.

Lucy asked about funding if the bids for the front entry come in higher than the current estimate. Tim said the since funding for the full amount of the project (~\$400,00) had been approved by Town Meeting and we had received a grant for nearly half that amount, it would not take another Town Meeting vote to approved additional funds. Rather the Select Board would ask CPIC for additional funds from those already approved.

Mark asked when the tenant would be notified it will need to vacate the building. Marie suggested that once the contract has been awarded the tenant could be notified and would have at least 2, and possibly 4, weeks to vacate. Mark acknowledged problems in securing program providers due to the fluid construction period.

Tim raised and Lucy explained the creation of the Building Committee by the Select Board. Tim suggested the Building Committee could take over this project. Both Pete and Chris strongly advised against it, given we are within 6 months of being done. It would be appropriate for the Building Committee to oversee the roofing project.

Lucy asked for a vote on proceeding. Pete moved and Chris seconded the motion "To proceed with sending notice on August 9th and making the bid package available on August 15th ." Motion passed unanimously.

Meeting adjourned at 5 PM.

No future meeting date was set.