

Old Library Accessibility Committee  
Meeting Minutes January 8, 2019  
Upper Town Hall – Main Room  
13 Ayer Road, Harvard, MA

Members Present: Wendy Cote-Magan, Chris Cutler, Pete Jackson, Mark Mikitarian, Lucy Wallace  
Guest Present: Ken Swanton; Carl Sciple, Clerk of the Works; Marie Sobalvarro, Assistant Town Administrator; Joan Eliyesil, *Harvard Press*

The meeting was called to order at 9 AM by Chair Lucy Wallace.

Administrative

Lucy reported that Ken Swanton has agreed to be re-appointed to the Committee and is willing to handle the construction budget. He will be appointed at the Select Board's meeting this evening.

The minutes for the December 3, 2018 meeting were approved as presented.

The Projectdog, Inc. invoice in the amount of \$129.06 was approved.

Update on Construction

Pete Jackson and Carl Sciple provided an update on the project:

1. Exterior Work: Pete reported the footings have been completed, inspected and are being backfilled today. In addition, the leach tank and area between the tank and buried concrete wall were filled with "flowable fill" (a more liquid form of concrete which can better fill irregular areas). The buried drain line, which was broken during excavation for the footings, has been replaced. A new section of the drain line was threaded through the new foundation and connected to the ends of the drain line which were still in place. The gutters and drain lines still need to be cleaned out to permit water to flow freely to dry wells or appropriate drains.
2. The brick wall, which currently is an interior wall but which will become the exterior recessed wall at the entry, has been exposed (dry wall has been removed).
3. Carl reported that the exterior block for the stairs' facing has been ordered. In addition, the mason will be providing grout samples for the OLAC to review and select.
4. Carl reported that during the week of January 14<sup>th</sup> an interior baseboard heating unit will be removed as it will be exposed when the brick infill on the south-facing arched windows are restored to their original full length. The architects are looking for options on possible replacement of this unit and associated costs. This will result in a change order.
5. The contractor, Rinaldi, expects to start work on the front door the week of January 21<sup>st</sup>. This will include doing the rough framing for the doorway so that the exact size of the door can be ascertained. The door will then be ordered.
6. The exterior stairs from the path to Old Littleton Road will need a concrete base. The architects, Abacus, are getting the structural engineer to sign off on this request.
7. The Electrical Inspector, Dave Woodsum, has agreed to allow the currently unused circuits to be used in the upgrading being done on the electrical panel as part of this project.

The Committee then discussed several outstanding issues::

1. Marie Sobalvarro reported that the resolution of the winter conditions change order was to waive the penalty for failure to complete the project within 120 days, as set forth in the contract. This is due to the fact that certain aspects of the exterior work should be done in the spring with warmer weather. The contractor estimates that interior work will be completed by April 1<sup>st</sup>, with exterior work done by June 1<sup>st</sup>. This extended construction period will impact the tenant's ability to plan for reopening the building and planning for programs.
2. Pete reminded Carl that the contractor is obligated to secure the interior so that construction dust does not migrate to those areas where work is not being done.
3. Marie reported that invoices cannot be paid until the contractor provides a schedule of values. This is particularly important in ascertaining the costs of change orders, especially when a change in material may result in a lower expense and, therefore, a credit against the project. She also reiterated the process for approving change orders: that they are submitted first to the architect to sign off on and then to OLAC for approval.
4. Flat roof over southerly entry: There is on-going leakage from along the interior and exterior brick wall on the southerly entry vestibule. Water continues to both migrate into the electrical room, but also will damage the new windows to be installed in the vestibule (replacing the door and enlarging a side window). The flat roof and the gutters attached to the brick where it intersects with the roof are clearly the source of this problem. While the replacement of the entire roof will be taken to the 2019 Annual Town Meeting for funding, after a lengthy discussion it was agreed we should at least provide a temporary fix to the flat roof so as to stop the leakage. This is necessary to protect the work we will be doing this winter and spring. The following motion was made, seconded and unanimously approved:  
  
"I move that we proceed with a temporary repair of the flat roof and associated gutters with the cost not to exceed \$6,500."
5. Wendy Cote-Magan reported that she had discussed the railings with Austin Ludwig of Abacus. In order to strengthen the railing on the ramp as recommended by the Building Inspector, additional components are being added to both the posts and railings. She assured the Committee that these elements were very thin and would not visually impact the ramp. They would, however, provide improved stability and longevity to the railings.
6. Lucy reminded the Committee that we had authorized Pete and Chris Cutler to approve change orders that did not exceed \$5,000; change orders in excess of this amount would require OLAC's approval. Given the number of change orders received to date, some of which exceeded \$5,000 and the contractor's hold on work pending approval of change orders, Lucy suggested we set a weekly meeting schedule. Should change order(s) require OLAC approval, we could do it as expeditiously as possible, rather than holding it/them for our regular monthly meeting. Should there be no change order(s) to approve, the meeting would be cancelled. All agreed to setting a regular meeting for Tuesday at 9 AM for the next few months.

Meeting adjourned at 10 AM.

Next meeting: January 15, 2019 at 9 AM