

Old Library Accessibility Committee  
Meeting Minutes  
June 13, 2017

Members Present: Wendy Cote-Magan, Mark Mikitarian, Ken Swanton, Lucy Wallace

The meeting was called to order at 3:05 PM by Mark Mikitarian.

Administrative: The minutes of the May 24, 2017 meeting were approved as presented.

Survey

The cost of additional survey work requested by Abacus is \$2,000. Ken had spoken to Tim Bragan prior to last week's BOS meeting and learned the funds would not be available until July 1, so the request was postponed. Lucy will ask Marie Sobalvarro to contact the engineers ASAP to put the survey on their calendar, pending a signed contract by July 1. She will also speak to Tim about getting BOS approval to sign the contract at the BOS June 20<sup>th</sup> meeting.

Abacus Architects Update

Mark reported he had met with Austin Ludwig on Monday, June 12<sup>th</sup>, to do a walk through of the interior in order to identify possible code issues. He will note which ones will be appropriate to seek waivers for and which will need to be addressed.

The Abacus schedule was discussed. All agreed we need to keep on track to have the work completed by the end of the summer so we can prepare an application (due 9/25/17) to CPIC for funds. Wendy Magan wanted to make sure the cost estimator addresses the work on the south side of the building as shown on the drawings given to Abacus. She also noted that once the survey is completed and trees located, the design for the front entry ramp may require modification. Since the Abacus proposal provided for only one review of the project by the cost estimator, Wendy urged that we see the plans and make sure they are final before being sent to the estimator. Mark will relay Wendy's points to Abacus.

While the survey may not be completed by July 11<sup>th</sup>, our next scheduled meeting with the architects, we agreed we should keep it as an opportunity to review and comment on their work to date, understanding there may be changes to the final plans once the survey is completed. Mark will ask that they send us electronic copies of their plans prior to the meeting. We will hold off scheduling an August meeting with the architects until we know the date of completion of the survey and finalization of the plans.

Local Approvals

Ken Swanton noted that he and Lucy Wallace were to meet with Gabe Vellante, the Building Inspector, and Rick Sicard, the Fire Chief, regarding accessibility issues and the need for a sprinkler system. It was agreed that it would be useful to keep them in the loop as plans evolve and best to meet with them after our July 11<sup>th</sup> meeting with the architects when we have a draft plan. Ken will try to set a meeting for July 12<sup>th</sup>.

Ken asked about meeting with the Historical Commission, either at their July or August meeting. He felt it would be good to give them an update before we need to go to them for a Certificate of

Appropriateness. As we will not have draft plans much before July 11<sup>th</sup>, he will ask to meet with the Commission in August.

### Rear Entrance

Wendy reported on her meeting with Tom Hopkins, MAAB. The application for a variance in the accessibility requirements for the rear entrance has been submitted; Mark sent the check covering the filing fee by Fed Ex on Monday. The application is scheduled to be heard at the June 19<sup>th</sup> meeting. A decision should be forthcoming within a few weeks.

Mark met with Marie regarding the protocol for contracting for the work to the rear entrance. Marie believed that because the Town Meeting authorized \$55,000 for the work, it would need to go out to bid. Lucy pointed out the Town Meeting authorized up to that amount and, as Wendy has noted, the work we are seeking to have done will cost significantly less than that. Lucy and Mark will try to meet with Marie to see if we can proceed without going out to bid. Wendy wondered if the DPW could replace the grate, so the only work to be done by a contractor would be the electrical work to install a push pad and replace the exterior light. Wendy will ask Tim Bragan for permission to speak to Tim Kilhart, DPW Director, re DPW doing the work and to get the names of electricians and painters to contact. Hopefully we can proceed without a formal RFP, but rather the simpler allowed method of contacting at least 3 potential contractors which is allowed for less expensive projects.

### Additional Funding

Ken encouraged us to look for other sources of funding to lessen the amount the town would be asked to raise. He had looked into grants from Mass Historical Commission and learned we would be required to put a permanent historical restriction on the property, a lengthy and expensive process, in order to qualify for funding. So this would not be a possible source of outside funds. Lucy suggested contacting the Community Foundation of North Central MA, as they may have grants for such work. There is also the possibility of a grant for improved accessibility under the Community Compact program, which the town has just enrolled in.

The meeting was adjourned at 4:10 PM.