

Old Library Accessibility Committee
Meeting Minutes March 26, 2019
Upper Town Hall – Large Meeting Room
13 Ayer Road, Harvard, MA

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

Clerk of the Works: Carl Sciple

Guests: Joan Eliyesil, *Harvard Press*

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

Administrative

The minutes for the March 12, 2019 meeting were approved as presented.

Update on Construction

Lucy opened the discussion on construction status using Austin Ludwig's Construction Meeting Notes for the previous day's construction meeting attended by Orazio Rinaldi, Dan Murray, Austin Ludwig, Chris Cutler, Pete Jackson, Wendy Cote-Magan, Carl Sciple, and Marie Sobalvarro.

1. Temporary Occupancy (Item 1.1 in Notes): Lucy noted that the meeting notes indicated that temporary occupancy had been moved from April 1st to April 8th. Was this the result of delays on our part? Pete explained the delay was due, in part, to work on the handicap bathroom and, in part, inspections. Mark Mikitarian offered to contact Austin for clarification.
2. Utility Costs (Item 2.1): There was some confusion over the contractor's responsibility for payment of utilities since the start of the project. According to the contract, however, utilities are to be paid by Rinaldi starting with date of Notice to Proceed. Mark offered to confirm that the contractor is responsible for all utility costs while it had control of the site.
3. Radiators on Side Porch (Item 4.5.1): The previously selected radiator manufacturer has a 4 to 6 week backlog in filling orders. Therefore, Austin is looking for another manufacturer. The estimated cost (\$7,500) should remain as currently being carried, although Wendy thinks the cost may come in lower.
4. Front Entry Door (Item 4.6.1): The custom-made door will only have a 1-year warranty, as opposed to the 10-15 years warranty that comes with manufactured doors. Pete and Chris believed a 1-year warranty was sufficient, as the issues covered by a warranty (warping, weathering) generally appear after one year. They added that Orazio spoke very highly of the contractor making the door and stood behind his work. Wendy pointed out that, according to the specs, the contractor was to supply a Jeld-Wen door or comparable. As we had elected to go with the custom-made door (over Jeld-Wen) she did not believe we could not hold Rinaldi to the longer term warranty.
5. Front Entry Security System: Carl reported he will be meeting with a representative of Jasonics and Orazio at noon on Wednesday, March 27th, at noon to discuss requirements for internal wiring in the door to accommodate the key card entry system that existed prior to construction. Mark was concerned about additional costs associated with a possible change in the key card system and that Jasonics might not be able to recover them. Mark will try to join Carl when he meets with Jasonics and Orazio on Wednesday.

6. Border for Entry Tile (Item 4.6.4): Lucy questioned the note that OLAC had approved black tile for the border of the tiled entry. No decision has been made, other than OLAC had previously approved a black border. Once the contractor is dealing with the tiled entry, we will be able to select the border material.
7. Exposed Conduit: The electrical contractor had installed the exit sign over the entry to the front room from the side hallway. Wendy noted the sign was installed too low, with the result it partially covered the molding around the arch. She had asked Orazio to have it moved above the arch at yesterday's construction meeting. Wendy also reported that the conduit serving the exit sign could not be hidden inside the wall over the arch because the walls are masonry. In general, she felt the installation of the sign and conduit was sloppy. Wendy will remind Orazio about the need to fix the sign.
8. Wiring for the Fire Box: Pete reported that the fire box, which is being moved to the front entry, will need to have wiring connecting it to the electrical room in the basement.
9. Gas Line and Side Stairs (Item 6.2): The shut off valve for a gas line may require moving the side exterior stairs (from the path to Old Littleton Rd) approximately three feet. There is some question, as well, about the status of the line: if it is still in use or an old one and no longer used, in which case the valve may not need to be moved. Dig Safe has been called to check this. It was suggested that we forego the stairs and rather regrade that area down towards the road. Mark will contact Austin to see what savings we might realize by not having these stairs installed. Chris suggested we get further information on the status of the gas line.
10. Clogged Drains and Drywell (Item 7.1.1): Lucy wondered if we should drop this item from our project and have it done at a later time. Pete felt the best time to do this work would be now while the site is disturbed. Wendy added that the path must maintain a 1:20 grade to comply with ADA requirements and that we risked compromising that if we deal with the buried drains after the path has been installed. Chris added that doing this work at a later time would easily cost twice as much as doing it now will cost. Lucy asked about restoring the existing drywell (which Carl believes is in the northeast corner of the property) or installing a new one at the southeast corner of the property (under the McClellan's driveway). After some discussion the following motion was made, seconded and unanimously approved: "The underground drainage pipes and drywell should be done while Rinaldi controls the site, but paid for with funds other than the OLAC project funds." Lucy will take this to the next Select Board meeting on April 2nd. In the meantime, Carl will ask Rinaldi for a rough estimate for his doing this work, probably coordinating an on-site meeting with Orazio and Tim Kilhart, who met previously with Carl, Pete and Chris to discuss this issue. A decision on proceeding needs to be made soon, as Carl expects the excavator operator to be on site again in the next few weeks.
11. Porch Windows (Item 7.1.4): The three porch windows are not the same size, nor are they all a standard size. Therefore, they all must be custom-made in order to appear the same. Chris and Pete reported there had been considerable discussion at the construction meetings about the cost of this change and which party is responsible for not realizing or noting the windows' size slight variation. The schedule of values lists the windows as costing \$20,000; estimated costs for custom windows \$45,000. This matter will be resolved between the architects, contractor and Town.

Budget Review

Ken Swanton has been tracking the budget with respect to payments made to date, change orders approved or pending, and other possible costs or credits. Ken met with Marie Sobalvarro on March 25th and had updated the budget based on their discussion. His March 25th update, which he distributed to the Committee, shows that as much as 88% of the \$54,755 construction contingency may have been spent. There are five change orders still to be approved by Austin which may be negotiated and the amounts due

changed. In addition, there are items which have not been captured in change orders but are being tracked as potential expenses or credits. While it is very concerning that we may have expended 88% of our contingency, it is too early to say we need to delete specific aspects of the project. Wendy suggested that should we find we actually have some surplus funds because of dropping the side exterior stairs or other savings, we reconsider the air curtain. As she recalled, electrical work had been estimated in the North Bay estimate at \$600, with the air curtain being estimated at \$3,000.

Meeting adjourned at 11 AM.

Next meeting: April 9, 2019 at 9 AM