

Old Library Accessibility Committee
Meeting Minutes April 9, 2019
Upper Town Hall – Volunteers Meeting Room
13 Ayer Road, Harvard, MA

Members Present: Wendy Cote-Magan, 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 26, 2019 meeting were approved as presented.

Two invoices were approved for payment: the first to Abacus for project oversight in the amount of \$2,586; the second to Abacus for Fenagh Engineering & Testing in the amount of \$663.97.

Update on Construction

Carl Sciple and Pete Jackson provided an update on construction and noted issues to be addressed by OLAC.

1. Temporary Certificate of Occupancy: It was expected that the Temporary Certificate of Occupancy (TCO) would have been issued by April 8th, but cumulative delays is resolving subcontractor questions and, most recently, installation of an ADA-compliant door for the handicap bathroom, had caused slippage in the schedule. It now looks like a TCO could be issued by April 30th. It will be up to the contractor to seek a TCO from the Building Inspector.
2. Completion Date: Under the terms of the grant from the Mass Cultural Fund (MCF), work needs to be done by June 15th, and under the terms of our contract with Rinaldi, work is to be completed by June 1st. Ken Swanton will check with Marie Sobalvarro to see what constitutes completion per the MCF grant: work completed? Invoices submitted? Invoices paid? Occupany permit issued? Once that has been clarified, Ken will notify OLAC and Lucy will notify David and Austin. It is imperative that all parties understand that receipt of grant funds is jeopardized if we fail to comply with its terms.
3. Front Stairs Facing: The contractor is just shy of having enough large blocks to complete the side-wall facing for the stairs and has suggested cutting some of the blocks in half (length-wise) to create a face that could be attached to another material behind it. Abacus is running this solution by the structural engineer to make sure it will be suitable. The sense is that this will not impact the structural integrity of the wall. It was noted that inspections are needed for the rebar and concrete base of the stairs.
4. Interior railing: The contractor expects to install the interior railings along the stairs going from the first floor to the basement this week or next week.
5. Electrical Update: A change order has been submitted for \$2,638.81 covering additional electrical work for the recessed cove lighting. As it is below the \$5,000 threshold, Pete and Chris Cutler can approve it. OLAC felt was a reasonable request.
6. Windows: A change order in the amount of \$3,500 has been submitted to cover the cost of the custom windows in the south porch area. Unfortunately, the windows are all slightly different in size, a factor

not reflected in the construction drawings. Again, while this change order can be approved by Pete and Chris, the Committee was in agreement with its being approved.

7. Fire Box: Pete reported there had been some concern that the wiring for the fire box would require a 2 ½" electrical conduit to accommodate the current alarm system. However, because the town is in the process of converting to a radio-based system, the wiring for which could be handled in a smaller, ¾" conduit, it was agreed at the construction meeting to upgrade the service for the fire box in expectation of having the radio-based system within the year. The Fire Chief concurred with this decision. There may be an additional change order to address upgrades to the fire panel in the electrical room.
8. Side Stairs: Given the tightness of our budget, Marie Sobalvarro has suggested we consider dropping this item from the project. Ken felt it was worth giving serious consideration to, as did Lucy, given how little headroom remains in our contingency (current estimate is we are close to having used 95%). Wendy Cote-Magan felt it was important to keep the stairs, perhaps substituting concrete steps for the proposed granite which would be cheaper. The stairs, she noted, gave additional "meaning" to the pathway and made that portion of the site feel more "park-like." As there was confusion over the credit we would earn by dropping this element and the cost savings if we switched to concrete stairs, Wendy agreed to ask Austin and Orazio for this information. We agreed to meet early next week to resolve this matter, as the site work will soon get underway.
9. Clogged Drains and Drywell: Carl believes that it would cost ~\$15,000 to restore the existing drywell in the northeast corner of the property and replace the clogged buried pipes. He will seek a meeting with Orazio, the excavator sub-contractor, and Tim Kilhart to see if he can get a firmer estimate. Lucy asked if an engineer would be needed; Pete noted that Tim has apparently installed drywells so should be capable of handling restoration of this one. The question of funding and timing came up, as this is outside the scope and funding capacity of our project. Wendy felt it was important to do this work now, before the path is installed. It is critical that the path meet ADA requirements and future disturbance could result in having to redo a portion of the path that might not be compliant. Others noted that it would be unfortunate – and a waste of resources – to complete the site work, stabilize it and ready it for planting only to dig it up again. Also, we have a contractor on site. Lucy offered to bring this matter to the Selectmen and seek approval to go to the Finance Committee for a reserve fund transfer. This drainage problem, along with the temporary fix of the flat roof over the porch and vestibule, are a result of poor maintenance and, therefore, a responsibility of the town to cover. Carl offered to get firmer estimates for Lucy to take to the Select Board meeting on April 23rd. Ken suggested she invite Tim Kilhart to attend.
10. Window Arches: The arches over the porch windows need to be repointed. The cost of this work will be covered by not doing all of the repointing of other surfaces currently carried in the contract.

Budget Review

Ken Swanton continues to track the budget, taking note of approved change orders, pending change orders, and possible credits. He reported that with paid and pending change orders, ~ 95% of our construction contingency has been spent and is earmarked for possible expenditure. He asked Wendy if this was normal at this stage in the project. She noted that new construction (the ramp and exterior work) is often more accurately costed as there are no unknown, existing conditions that often arise with renovation work in an older building.

Meeting adjourned at 10:40 AM.

Next meeting: April 16, 2019 at 2:30 PM