

Old Library Accessibility Committee  
Meeting Minutes  
December 12, 2017 – Upper Town Hall

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

The meeting was called to order at 1 PM by Mark Mikitarian.

Administrative

The minutes of the 11/15/17 meeting were approved as amended.

Potential Bidders' Questions

Mark reported that only a few questions had been both asked at the bidders' walk through on December 6<sup>th</sup> or sent directly to Marie Sobalvarro and that Marie had been able to answer them all. Therefore, there were no questions that we needed to address.

Proposals

Proposals are due at 2 PM on Thursday, December 14<sup>th</sup>. Marie will review them first to make sure they are compliant and complete. We can pick them up on Monday, the 18<sup>th</sup>. Our next meeting, on Tuesday, the 19<sup>th</sup>, will be to review proposals and determine who to interview.

Status of Back Door

Mark reported that most of the work on the back door had been completed (overhead light, push pads, ancillary electrical work, and painting of the door). The only remaining work is the grate and providing an accessible entrance that would meet the door's threshold. Unfortunately, that has led to a protracted email process between the contractor, Mark, and Gabe Vellante, the Building Inspector, in trying to determine what the contractor must do for the work to be approved by Gabe. This included a possible change order which would add approximately \$2,200 to the cost of the project. After considerable discussion it was agreed that:

- The RFP and contract scope of work clearly indicated that raising the pad and grate to meet the door's threshold was part of the job agreed to by the contractor.
- An on-site meeting with the contractor, Building Inspector and members of the OLAC would be the most expeditious way in which to resolve this situation.

Mark had previously contacted Gabe Vellante about an on-site meeting and arranged for one on Monday, December 18<sup>th</sup>, after 2 PM. Chris and Wendy will be able to join Mark at 2:30 on the 18<sup>th</sup>. Mark will confirm this time with the contractor and Gabe.

Next meeting: Tuesday, December 19<sup>th</sup> 1-4 PM

The meeting adjourned at 1:45PM.