

Old Library Accessibility Committee  
Meeting Minutes  
December 19, 2017 – Upper Town Hall

Members Present: 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 12/12/17 meeting were approved as amended.

Status of Back Door

Mark gave an update on the on-site meeting held on December 18<sup>th</sup> regarding the exterior “pad” at the back door. Those present were: Mark, Wendy and Chris, OLAC members; Gabe Vellante, Building Inspector; and Brian Gannon from Classic Construction & Development Corporation, the contractor. The issue to be resolved was the contractor’s proposed change order (with an increased cost to the project) to substitute installation of a new grate and raising the rear “pad” to the level of the door’s threshold, as specified in the scope of work, to simply raising and repaving (with asphalt) the rear door area. After some discussion, the group had agreed to omitting the grate and repaving the entire area, with care taken to keep drainage from the sloped path leading down to the pad from running onto the abutter’s driveway. The Committee debated this option at length, focusing in particular on drainage and making sure it ran *across* the asphalt and along the rear of the building. There also was considerable concern with the change in project cost as indicated in the change order. Wendy, in particular, felt this change in work could and should be accomplished within the approved project cost. The Committee finally concurred with moving forward without the grate and, in our communication with the contractor, indicating that we did not expect this change to increase the project’s cost. Wendy will write up a description of the work to be done under this change order which Mark will give to Marie Sobalvarro who will deal with the contractor on the change order.

While this negotiation and change in work was frustrating, Ken noted the good working relationship the town had with the contractor on the Hildreth House project and other small projects, and that it would be important to maintain it. He added that it is often difficult to find contractors willing to do small public projects because of the required paperwork and regulations.

Proposals for Front Entry

The town received proposals in response to the RFP for the restoration of the historic front entrance from Abacus Architects + Planners and Beacon Architectural Associates. The Committee agreed to interview both on January 3<sup>rd</sup>: Beacon at 2 PM and Abacus at 3:30 PM. Mark will let Marie know so she can contact the firms.

We discussed possible topics/questions for the applicants to include in their presentations to us, such as:

- How would they propose enhancing or improving the schematic plans?
- Given the maximum amount approved for this project is \$471,668, how would they structure the project to stay within budget? Would they suggest ad alternates?

- Address the four topic areas covered in the Abacus response (the “look” of the ramped bridge, landscape design, lighting, and the restored, recessed entry)
- What is the firm’s experience in dealing with Historical Commissions?
- Provide a schedule of meetings with the OLAC, Historical Commission and other town boards or agents as may be necessary.

Mark will draft some additional questions and circulate them to the Committee before they are sent to the applicants. Marie will create a matrix based on the criteria set forth in the RFP for Committee members to use in evaluating the applicants.

Next meeting: Wednesday, January 3<sup>rd</sup> 2 – 4:30 PM

The meeting adjourned at 2:05 PM.