

Old Library Accessibility Committee
Meeting Minutes
January 26, 2018 – Upper Town Hall

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

The meeting was called to order at 2 PM by Mark Mikitarian.

Administrative

The minutes of the January 3, 2108 meeting were approved as presented.

Update on Abacus Contract

Mark had been in contact with Marie Sobalvarro regarding the status of the contract with Abacus. Apparently there had been some delay in Abacus' response to Marie's request for a contract proposal as David Pollak had been away. Mark had been contacted by Austin Ludwig asking for copies of the MAAB decision on the variance requests and the Ducharme survey. Mark had directed Austin to Marie for those documents.

Ken noted that the project budget had allowed approximately \$47,000 for architectural services. It is Mark's understanding that Marie Sobalvarro, the Town's Chief Procurement Officer, will receive a proposal by February 2nd. If the proposed fee comes in for \$47,000 or less and we are able to sign the contract by February 9th, the kick-off construction meeting could be held on June 11th, assuming we do not need to get bids from sub-contractor, but only general contractors. We agreed we should meet with Marie after the proposal comes in from Abacus.

Vacating the Building

Mark reported that the HCC is currently putting together its summer and early fall schedule. He is under the impression, from discussions with Marie, that the project would move more quickly and for less cost if the building is not used during construction. While there originally had been some thought that the Movement Room and upstairs gallery would be available, the Committee agreed that it made more sense to relocate summer activities to other spaces to mitigate any risk of delays that could lead to budget overruns.. HCC would like a firm date to vacate and would like abatement in rent and utility payments during construction. After some discussion it was agreed that it would be appropriate for OLAC to recommend to the Board of Selectmen that the HCC not use the building during construction and rent be adjusted accordingly.

Committee Structure

Mark announced that given his increasing responsibilities with HCC he can no longer serve as Chair of the Committee. Both Wendy and Chris felt tht the best use of their limited time would be to be the Committee's contact with the architects and contractor up to and during construction. Lucy and Ken offered to consider serving as Chair, but neither was sure they had the time. Mark indicated he would consider stepping off the Committee and becoming the HCC liaison, thereby opening a seat to another person who could serve as Chair or take on some of the tasks the current Chair has handled, thereby lessening the time commitment for Ken or Lucy. Chris had a particular person in mind to ask and will do so.

Next Steps

Ken is willing to contact the Historical Commission regarding being on its agenda in March for an update and in April for a hearing on our application for Certificate of Compliance. As the Commission only meets on the first Wednesday of the month, timing for being before it is important. Ken will ask scheduling of the required public hearing can occur outside the regular meeting cycle in order to allow us to proceed with construction in early June.

Next meeting: Tuesday, February 6th 4 – 5 PM

The meeting adjourned at 3 PM.