

Old Library Accessibility Committee
Meeting Minutes
February 6, 2018 – Upper Town Hall

Members Present: Chris Cutler, Mark Mikitarian, Ken Swanton, Lucy Wallace
Guest: Pete Jackson; Marie Sobalvarro, Assistant Town Administrator/Procurement Officer

The meeting was called to order at 4 PM by Mark Mikitarian.

Update on Abacus Contract

Mark reported that Abacus had sent a proposed scope of services and fee on February 5th. The fixed fee proposed was \$78,550. As we had budgeted \$47,489 it was apparent savings needed to be identified and negotiated with Abacus. Marie Sobalvarro suggested several areas where such savings might be found, such as omitting the landscape architect services; omitting the air curtain; omitting the structural engineering services and eliminating the cost estimate at 90% completion of Construction Drawings (only having an estimate done at completion of Detail Design Drawings). After considerable discussion the Committee charged Marie with recommending the following changes to the proposed scope of services in order to bring the fee closer to a \$50,000 range:

- Decrease Pre-design hours from 20 to 10 hours
- Limit bi-weekly meetings during construction to an “as-needed” on site; otherwise be available by phone
- Limit services of landscape architect to grading and drainage
- Have a single cost estimate at completion of Detail Design Drawings
- Ask Abacus if consultants could “sharpen their pencils” to find savings in their fees

The Committee would like to have the contract finalized ASAP in order to minimize delays in the schedule. Ken Swanton noted we have already lost a week or so, with construction completion now estimated for late September. Any additional delays could have a serious impact on the tenant’s use of the building.

[Marie left the meeting as this time.]

Committee Structure

As mentioned at our last meeting, Mark does not have the time to continue as chair. Chris Cutler and Wendy Magan indicated at that time they did not have time to chair either. That leaves the chairmanship to either Ken Swanton or Lucy Wallace, which should be resolved at our next meeting and would require an exemption from the Selectmen’s Policies and Procedures. Given our recommendation to Marie to decrease the architects’ on-site meetings during the construction phase, Chris Cutler believes it will be important to have another Committee member available during the day to deal with the contractor’s questions that do not need an answer from the architects. Pete Jackson expressed an interest and willingness to work with Chris on this, noting that he performed a similar role during the construction of the new library at Old Bromfield.

Administrative

The minutes of the January 26, 2108 meeting were approved as presented

Next meeting: Tuesday, February 14th 4 – 5 PM

The meeting adjourned at 5:20 PM.