

Old Library Accessibility Committee
Meeting Minutes January 22, 2019
Upper Town Hall – Main Room
13 Ayer Road, Harvard, MA

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

Guest Present: Carl Sciple, Clerk of the Works

The meeting was called to order at 9:05 AM by Chair Lucy Wallace.

Administrative

The minutes for the January 8, 2019 meeting were approved as presented.

Rinaldi Application and /Certificate for Payment #2, dated 1/11/2019 and in the amount of \$70,252.50 was approved, subject to approval of construction schedule. A revised schedule of values was also included with invoice.

Change Order #3 in the amount of \$4,806.74 was also approved for payment. Lucy reported that, according to Marie Sobalvarro, it would be included in Rinaldi's next invoice.

Update on Construction

Pete Jackson and Carl Sciple provided an update on the project:

1. Front Entry: Ozario Rinaldi has notified Austin Ludwig that work is being held up because he lacks drawings for the rough-in door frame for the front door which he needs in order to order the front door. Wendy Cote-Magan was particularly concerned about this delay in work as the contractor could come back seeking additional money (for general conditions, etc.) due to delays caused by the architect. Pete Jackson noted that Austin had taken measurements and photographs of the front entry area after the last construction meeting (2 weeks ago) which he would need for doing the drawings. The Committee agreed that completing these drawings is the #1 priority for Austin. Carl Sciple will contact Austin today to urge completion of drawings and their delivery to Rinaldi in the next day or so. If needed, Lucy will contact David Pollak to express our concern with this delay.
2. The Committee questioned the revised construction schedule (showing the work period extending beyond the contracted 120 days (which began on November 26, 2018) to June 1). It was not clear why approximately two more months were needed to complete exterior work, which would mostly be masonry. Wendy noted that the architect must approve the schedule and suggested this be raised with Austin and Rinaldi.
3. The brick wall between the old entry vestibule and reception area is to be removed as part of restoring the arched windows on the southerly side of the building. Austin has suggested that the mason remove this wall, as opposed to Rinaldi, as it is important that removal does not impact exterior brick walls.
4. The meeting with the electrician, originally scheduled for Wednesday, 1/23, afternoon, has been postponed. The meeting is needed to resolve electrical work to be done behind the reception desk, which has been removed.
5. Restoration of the arched windows on the south side will necessitate removal of the existing baseboard heating. Austin had sent the Committee a suggested fix for heating this area: two radiators

to be located between the two doors (from the hall and the old reception desk area) into the gallery. The Committee approved the radiators, subject to confirmation they could heat that area.

6. The downspouts and underground drains need to be flushed out (Change Order #1). Carl will let Rinaldi know they appear to drain into the storm drain on the corner of Old Littleton Rd and Fairbank St.
7. Carl will contact Austin after this meeting to:
 - 1) push for completion of rough-in drawings for the front door;
 - 2) ask about the status of the other 4 active change orders;
 - 3) express the Committee's concern with the schedule of work and questioning need to go to June
 - 4) advise him of approval of Change Order #3; and
 - 5) advise him of Committee's approval of radiators.
8. A draft description of work to be done to repair the flat roof was reviewed. As the cost is estimated to be less than \$10,000, solicitation of bids can be done by phone to at least three contractors. Carl will contact contractors and seek to get that work underway. While it is not holding up the work schedule at this point, the roof will need to be repaired before the new arched windows are installed and the electrical work in the basement utility room is completed.
9. Mark Mikitarian raised again the period for completion of work and justification for this delay. He noted that it seemed to be based on Rinaldi's claim of not being able to do exterior work in winter conditions. He recalled that the architects had assured us work could be done in the winter and Lucy confirmed that the bid documents indicated work was to be done over the winter. He noted the tenant, HCC, had expected to resume full use of the building, including the front entry, in April and had individuals and vendors interested in renting space in May. The uncertainty of date of completion will make re-opening and resuming the programs offered by the Collaborative difficult.

Meeting adjourned at 10:35 AM.

Next meeting: January 29, 2019 at 9 AM