

Old Library Accessibility Committee
Meeting Minutes August 27, 2019
Upper Town Hall – Main Meeting Room
13 Ayer Road, Harvard, MA

Members Present: Chris Cutler, Pete Jackson, Mark Mikitarian, Lucy Wallace

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

Administrative

The minutes for the August 13, 2019 meeting were approved as presented. The minutes for the August 20, 2019 meeting were approved as presented.

Update Construction

Entry: Pete Jackson reported that Tom Aukstikalnis expects to complete the tiling by the end of this coming weekend, provided Rinaldi does not do any work on the door while Tom is there. Once the tiling has been completed, Rinaldi will install the threshold. He also will have to remove the doors to shave a portion off the base allow the sweep to go across the tile. Pete will remind Rinaldi that Tom needs unencumbered access to the entry area for the rest of the week in order to finish the tiling.

Budget: Lucy noted she was still carrying an earlier estimate of \$3,500 for the tile work, and felt it should be increased. Chris reported that the granite tile cost \$651.56; Pete said that Tom's contract was for \$3,956. Lucy will increase the amount being carried for this work to \$5,000. She expects there will be roughly \$4,500 of project funds remaining, plus \$2,000 from the Rantoul Trust Fund approved by the Selectmen in July. She also noted that she is carrying the full \$605 for the last Fenagh bill, even though Rinaldi will be responsible for half of it. That amount will show up as a credit to be sorted out at the end of the project.

Punch List: Chris Cutler will review Austin Ludwig's punch list (8/19/19) and report at our next meeting on the level of satisfactory completion. Pete offered to review items as well. Mark Mikitarian noted that the stain on the carpet immediately inside the front door needs to be removed. The windows are to be cleaned this week. The electrician needs to replace the platform for the sconce, which has the wrong lighting, as well as the platform for the post light. It will be up to Austin to do the final sign off of the list.

Pete reported that the light and fan are on in the handicap bathroom, but the door is locked so he could not get in to turn them off. He will let Rinaldi know.

Locking System: Mark had contacted Della Jennings of Jasonics after our last meeting to ask her to reach out to the current locksmith, Perron, regarding hardware needed to install a card swipe locking system. She had and emailed Mark to let him know that Perron reported that he could not install the electrified hardware as supplied due to physical incompatibilities with the existing hardware. Perron would have to order additional hardware to rectify this problem and had not been requested to do so. Therefore, the door is currently set to operate with a manual (key) system. Considerable discussion followed about the best way to resolve this matter, as the expectation all along had been for installation of a card swipe system. It was suggested that Della should meet with Perron the next time Perron is on site to see exactly what hardware would be needed. Rinaldi had estimated at last week's construction meeting that the hardware and installation would cost about \$1,000. There was considerable frustration expressed, as Rinaldi had been at the August 5th meeting with Della and the former locksmith when the components needed for a card swipe system had been discussed and agreed upon.

Substantial Completion: Lucy reviewed what tasks needed to be finished in order for the project to be substantially complete and a final inspection requested. There are essentially two items: the handicap bathroom door needs to be functional and the entry/locking system needs to be completed, even if with the key at this time. Assuming Rinaldi can address these matters early next week, he should be able to request the final inspection for Wednesday or Friday. Pete will let Rinaldi know that the Committee would like to see the inspection done by the end of next week.

Meeting with Select Board: The Committee had no changes to the memo drafted by Mark. Lucy added that it had been sent to the Selectmen in their packets last week. Mark will attend the meeting tonight. It was agreed we need the Selectmen to agree to proceeding with the card swipe system, particularly as there should be funding within the budget to cover this.

Landscaping: Pete reported that the Garden Club would like to start planting in early September. He asked about the status of the exterior faucet. Lucy reported she had reminded Tim Bragan several times, but did not know where it is on Tim Kilhart's list. She will pursue again.

The meeting was adjourned at 10.

Next meeting: September 3, 2019 at 9 AM in the Volunteers' Meeting Room