

Old Library Accessibility Committee  
Meeting Minutes September 26, 2019  
Upper Town Hall – Main Meeting Room  
13 Ayer Road, Harvard, MA

Members Present: Wendy Cote-Magan, Chris Cutler, Pete Jackson, Lucy Wallace  
Clerk of the Works: Carl Sciple  
Guest: Marie Sobalvarro, Assistant Town Administrator; Willie Wickman, Five Sparks

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

Administrative

The minutes for the September 17, 2019 meeting were approved as presented.

Update on Budget

Lucy distributed a copy of her budget tracking which has been updated to include payments to the Clerk of the Works through July 2019. She is continuing to hold \$1,500 as potential future payments due the Clerk of the Works, as well as \$1,200 for the card swipe locking system. This brings the remaining construction contingency funds to \$2,494.

Outstanding Issues

*Card Swipe Locking System:* Lucy noted that Jasonics had submitted a proposal for the card swipe locking system in the amount of \$2,000. Carl Sciple expects to receive an estimate from Josh at Ethier soon and will forward it to Lucy. Assuming his work to also be \$2,000 (although Rinaldi had estimated \$1,000 for parts and labor), the total cost for the locking system would be \$4,000, \$2,800 above the \$1,200 currently being carried in Lucy's spreadsheet. She will update it once Josh has submitted his proposal. She noted that in addition to the remaining contingency funds, the Selectmen had authorized up to \$2,000 from the Rantoul Trust for the locking system. Marie Sobalvarro will let the Committee know when the work will be done, particularly so that Mark Mikitarian and others can be trained on the system.

*Brownstone Replacement:* The second outstanding issue is repair of the brownstone patch, estimated by Spillane to be \$6,000. Marie will include this amount as the cost of the Town contracting for this work in the liquidated damages to be sought. Lucy asked when this work would be done. Marie responded she cannot authorize it until she is sure of the amount of funding remaining in this project. Marie will notify the Committee when this project is going forward so that it can provide oversight of the work.

*Closing Out:* Marie reported that Austin Ludwig is preparing a monetized punchlist of the losses/costs to the Town based on the estimated loss in rental revenue, unpaid utility bills, Five Sparks' loss of revenue due failure to meet the project completion date (June 1), etc. She explained that there is a \$25,000 retainage held at the end of the project to be released only when both parties agree on liquidated damages. Among the items on the punchlist is the concrete entrapment issue with the landing. Wendy Cote-Magan felt Rinaldi should have replaced the entire landing with the correct concrete, but understood why we had agreed to ten years' annual maintenance of the landing. Other items to be delivered before the project can be considered complete include the systems' manuals, warranties, as-built drawings, and training on use of some of the systems, such as exterior lighting. In addition, the weather stripping needs to be installed on the front door. Pete Jackson stressed the need for the as-built drawings to include the underground drainage systems and concrete wall which were discovered during excavation for the new stairs. Carl will let Austin know that he, Pete, and Chris Cutler would like to review the as-builts before they are finalized.

Marie noted that they would be delivered electronically. Arrangements will need to be made to have at least one printed set.

*Ribbon Cutting:* Lucy reported that the ribbon cutting has been set for Monday, October 7<sup>th</sup> at 5:30 PM. Five Sparks has agreed to have the building open until 6:30 so the public can have an opportunity to see the interior improvements as well. Willie Wickman noted there will be a photography exhibit installed by then. It was agreed only to have water available; no other refreshments. Willie offered to post notice of the ribbon cutting on NextDoor Harvard, Facebook, and Five Sparks' website. Lucy will notify *The Press*. The architects and Rinaldi have been invited to attend the opening, the former have acknowledged they will attend. Carl will remind Rinaldi. Lucy asked Pete to invite Tom Aukstikalnis too, as he had done such a spectacular job on the entry.

The meeting adjourned at 10 AM.

Next meeting: Will be held as needed.