

Old Library Accessibility Committee
Meeting Minutes – July 24, 2018
Upper Town Hall Volunteers Meeting Room - 13 Ayer Road, Harvard, MA

Members Present: Wendy Cote-Magan, Pete Jackson, Mark Mikitarian, Lucy Wallace

The meeting was called to order at 4:10 PM by Chair Lucy Wallace.

Administrative

The minutes of the July 10, 2018 meeting were approved as presented.

The July 20, 2018 invoice from Abacus Architects + Planners in the amount of \$29,760 was approved for payment.

Review of Construction Documents

The Committee spent the rest of the meeting reviewing the Construction Documents (CD's). Wendy Cote-Magan offered to contact Austin Ludwig to share our comments and questions from today's meeting. She had prepared a memo of questions and comments based on her review which was used as a basis for our collective review. Pete Jackson had previously noted his comments on the electronic version of the CD's which he offered to send to Wendy prior to her call to Austin. Chris Cutler captured our comments and decisions as we went through the documents which he also offered to send to Wendy.

The upshot of our review was that the CD's are very nearly complete and that the corrections to be made are generally to provide greater clarity and specificity to the General Contractor and sub-contractors on certain aspects of the project, such as the pathway, and to make sure there is internal consistency on elements shown in different sections of the CD's, such as the base of the light pole along the path.

Pete offered to join in on Wendy's telephone call to Austin on Wednesday morning, if she would like.

Meeting adjourned at 6 PM.

No future meeting date was set.