

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE
PROJECT SUBMISSION FORM COVER SHEET

Submitter: Randall Library

Submission Date: December 7, 2021

Group or Committee Affiliation: Randall Library Building Committee

Submitter's address and phone number:

Tina McAndrew, Director
Randall Library
19 Crescent Street
Stow, MA 01775
978-897-8572

Purpose: Historic and Open Space

Submitter's email address: tmcandrew@minlib.net

Project name: Randall Library Renovation

Project Description: To restore the original entrance to the 1893 Randall Library on Library Hill Road and to create a fully accessible approach to the entrance while preserving the hilltop site. The project is proposed as part of a comprehensive renovation of Randall Library. In partnership with architectural firm designLAB, the Randall Library Building Committee is working to redesign underused sections of the library as well as to reintroduce and restore aesthetic elements of the original 1893 construction. The completed project will improve and update the building, create more usable areas of the Library for all patrons and reanimate community pride in this historic landmark. Enhancements to the exterior and surrounding landscape will create a visually appealing location that will be fully accessible to all Stow residents and will encourage visitors to linger and enjoy the outdoor areas. The park-like setting created by the redesigned exterior will link the Library to the war memorial on the opposite side of Common Road, and may become a destination of its own.

This project will protect, preserve, enhance and rehabilitate the historical function of a property for the Town of Stow and promote the use of the existing building on a Town-owned site.

Costs:

Fiscal year: 2023 Total Project Costs: \$8,500,000.00

CPC Funds Requested:

Fiscal Year 2023: \$300,000

Fiscal Year 2024: \$300,000

Fiscal Year 2025: \$400,000

Total: \$1,000,000.00

Does this project fall within the jurisdiction or interest of other Town Boards, Committees or Departments? If so, please list the boards, committees or departments, whether application and/or presentations have been made, and what input or recommendations have been given:

Randall Library Building Committee (RLBC) and the Randall Library Board of Trustees (BOT).

The concept design options have been presented in multiple stages to the RLBC with the Town Administrator in attendance; all meetings have been open to the public via Zoom and attended by varying members of the BOT, and the design options were introduced to Stow Residents at a Town forum in mid-November. Support has been expressed for the re-opening of the original entrance and accompanying walkway, for the improved accessibility of entrance on Common Road, and for the link (via walkway) to the war memorial on the Town Green.

Additional Support Information

APPLICANT INFORMATION

A-1-Organizational Goals and Objectives:

The Randall Library's mission is to use its resources to contribute to individual and community informational, educational, cultural, recreational and social enjoyment and enrichment by:

- Providing patrons with free and equal access to high quality, continually updated, multi-format resources whether accessed in-house, inter-library or the internet.
- Retaining and cultivating an excellent, efficient and energetic library staff capable of providing general information, reference assistance, facilities management and special programming to encourage continued educational growth through library use, instilling the value of reading and learning.
- Maintaining and further cultivating a safe, pleasant library building which serves the diverse needs of the community and providing a place for residents to come together to share interests, ideas and experiences.
- Serving as a repository for Stow-related information.
- Providing materials relevant to contemporary as well as historical issues and interests that inform, enlighten, educate and entertain.

The Randall Library strives to achieve the goals of its mission effectively and economically with a focus on future community growth and needs.

A-2 History of the Applicant with the organization:

Brief History of the Randall Library in the Town of Stow:

John Witt Randall bequeathed \$25,000 for a library building to be built on a lot that cost \$800.00. George G. Adams of Lawrence was the architect and A. P. Powers was the contractor. The building cost \$8,866.65 and was dedicated on February 22, 1894. By 1895 the population

of Stow was 920.

An addition was constructed in 1975-1976 and dedicated as part of Stow's celebration of the Bicentennial Year on May 25, 1975. The addition expanded the basement of the original building while preserving the upper levels in their original condition. This subterranean facility is the center of the library daily activities at the present time and is constantly beset with problems (leaky roof and windows, mold problems, inadequate lighting, etc.....) The second floor is used for library functions, a community meeting room, and part of the Children's Room.

Tina McAndrew, has been the Randall Library Director since December 9, 2020.

A-3 Names of the members of the governing Board of the Organization:

Randall Library Board of Trustees

- Marcy Eckel, Chair
- Marianne Sharin, Vice Chair
- Maureen Busch, Treasurer
- Barbie Wolfenden, Secretary
- Morgan Hillman, Building Committee member representing the Trustees
- Andy Riecker
- Maura Sieller

A-4-Legal and tax status of the applicant and organization-

Public library for the Town of Stow MA tax exempt number (046-001-313)

A-5- Description of previously completed projects similar to proposed project:

The Community Preservation Committee previously supported the interior renovation of the 2nd floor of the Randall Library to its original 1890's splendor in the following areas:

- removed existing carpets and sanded and refinished existing hardwood floors
- replaced floorboards as was needed with existing materials in the attic, including the cost of supplying and installing slate flooring as needed; cost included the expense of repairs, moving furniture and disposal of all materials
- repaired, cleaned and re-installed historic area rugs currently in storage in the attic, including adding cushioning under carpets for comfort and sound proofing
- repaired cracks, sanded and painted in historic colors, all walls in the second floor historic areas of the library
- replaced existing lighting with more energy efficient lighting with guidance from historical preservation to keep the newly installed light fixtures in an esthetic more in line with the 1890 style of the existing building space
- increased lighting sources for the study/performance spaces as well as increase wall outlets for use of patrons who wish to use electronic devices while studying
- repointing and restoration of existing fireplace, including the installation of gas fireplace fixtures
- replacement of existing windows with insulated glass

- removal and replacement of existing damaged baseboards and installation of new baseboards
- cost of the demolition of existing kitchenette and freestanding closet space to use for area presentation and study spaces
- cost of restoring the staircase to the attic

A-6- Completed Tax Compliance Certification & Certification of Non-Collusion Form:

Certificate of Non-Collusion attached.

PROJECT DESCRIPTION

P-1-Summary and Goals

1) Description of property and its proposed use:

The Randall Library is one of the most used Town buildings with an average monthly attendance of over 3,000 patrons. It is the only town building open during hours when working people are able to visit - evenings and weekends. It is within safe walking distance of both the Center and Hale middle schools. It serves as the only public community center in Stow for young people during after school hours during the school year. As a community resource, the Library is used as a place to get information and materials and it is also used by many town groups as a meeting area. Patrons also use the Library as a research center for genealogical and historical research.

2) The Proposed project meets the following areas for the requirements for CPC funding:

1. "Acquisition, creation and preservation of open space/recreation"
2. "Acquisition, preservation, and rehabilitation and restoration of historic resources"

3) Description of the project and its benefits to Stow

The Randall Library is situated off the Stow Town Green and provides a visual and cultural center for the town, preserving the sense of New England architectural history for the community. The Library provides a center of activity for the citizens of all ages from Stow and surrounding towns for recreational and educational purposes. This historic structure is displayed on the Stow Town seal and provides a sense of town pride to its citizens. Preserving this significant landmark for Stow would be met in this restoration project increasing a sense of community pride and increasing the use of the library facility.

As broken down in all its parts in section P-7 this project proposes to restore the second floor historic entrance and to create flexible open space for a variety of community purposes. The following actions are planned in the historic areas of the Randall Library:

- remove the large window on the Library Hill side of the historic library and replace it with an entrance that is accessible to all. Includes the cost of supplying and installing new entry way.
- grade and landscape the existing hill to allow all patrons to enter and exit the building with ease
- repair cracks on outside of the building - flashing, roof, etc.to keep in line with the 1890 style of the existing outdoor aesthetic.
- increase outdoor electrical outlets to allow for outdoor space use, including the cost of wiring outdoors
- cost of interior doors in keeping with the historic character of the building
- cost of hiring a general contractor/Project Manager or architect to oversee the individual contractors (10% of overall construction costs)

Benefits to the Town and Library:

The Randall Library currently utilizes one circulation desk on the first floor of the 1970s addition. With the change in library services that has taken place during the past decades and will continue to take place - use of the internet and online services, increased frequency of programming, increase in number of Stow residents - the need for an additional staffed checkout area is necessary. Reopening the original entrance will allow users of the Library to enter and exit the Library on the second floor without the need to go downstairs. This addition would allow for more effective use of the existing renovated second floor space.

Flexibility of useable space is an on-going challenge at Randall. The library doesn't need a meaningful increase in square footage if the available square footage can accommodate most types of programming needs, including book stacks. Flexibility also means the ability to use technology seamlessly throughout the building and in adjacent outdoor spaces. By providing wi-fi accessibility outside and increasing the access to wall outlets throughout the building, as well as outside, full facility increases dramatically.

The creation of outdoor space will expand the programming capabilities of the Library and will increase usage by creating a flexible area to hold programs, encourage outdoor meetings, and provide a place for patrons to be tutored. The Randall Library serves a large population with a limited "footprint". Providing more access to outdoor space and light and quiet areas would bring far more use of the Randall Library by patrons. This project would include the purchase of new outdoor seating (provided by donations) and tables which would increase the comfort and use of the facility.

By restoring the beauty of this historic landmark in the town of Stow, this project would increase the use of the facility for all citizens.

4) Information indicating how this project can be used to achieve additional community benefits:

Randall Library provides space both inside and outside that is accessible to all people in Stow and the surrounding community. Restoration of the original entrance and enhanced accessibility of the Common Road entrance would allow patrons who may have found visiting the Library a

challenge in the past to visit with ease. Restoring historic building to more of its original design and use will increase awareness of the historical significance of the building itself.

At the current time the second floor areas are under-utilized due in part to the significant difference in the original library and the 1970s addition. With the renovation of the 1975 addition to Randall and changes to the entrances and creation of space outdoors, the appeal of the building will be restored and additional usage will significantly increase.

P-2 Community need: Why is this project needed? Does it address needs identified in existing Town Plans?

As noted in the Randall Library Long Range Plan Assessment of Needs:

“The Randall Library is a beautiful building with historical significance to the town of Stow. Today the 1970’s addition has become structurally weakened, does not meet modern standards for ADA compliance and codes and continues to require on-going yearly repairs in order to remain functional for staff and patrons. In order to continue to provide materials, programs and services requested by Randall Library patrons significant changes and improvements will have to be made to the facilities.”

P-3-Community Support: What is the nature and level of support for this project? Provide letters of support as well as information about how the project will involve public outreach and seek to disseminate information on project goals, results, project partners, and the sources of funding and other support provided, or otherwise encourage other local projects:

As of November 2021, two public forums, a survey, feedback boards, and multiple Building Committee meetings have taken place to announce and disseminate information about the restoration of Randall Library. In December of 2021, after the second public forum, the three final designs will be narrowed down to one by designLAB and presented to the Building Committee and the Town Administrator.

As with all library related functions, advertising of the restoration will be announced in local newspapers and library webpages as well as to the “sister” libraries of the Minuteman Library Network. A Fundraising Meeting Group has been established to determine the best practices in running a fundraising campaign, including marketing and advertising the restoration. A “grand opening” will take place on library grounds upon the completion of the restoration to welcome the community and encourage the use of the newly revitalized library.

P-4- Timeline: What is the schedule for the project implementation, including a timeline for all critical elements including commencement and completion dates:

The final design will be presented at the Spring 2022 ballot as well as the subsequent town meeting for approval at both. Once approved, creating the construction plans will begin and there is an estimated start for the construction of early 2023.

P-5 Credentials: How will the experience of the applicant contribute to the success of the project?

Project Manager- On site project manager is yet to be determined. The architectural firm's credentials, including renovations of public libraries, can be viewed [here](#). The project manager will have to have extensive experience in construction and architecture as well as knowledge and expertise working on historic New England spaces. As a library professional with more than fifteen years of experience, as the Director, I share my knowledge of library uses, spaces, and programs to contribute to the restoration of the Randall Library.

P-6- How will the success of this project be measured?

Daily statistics of usage have been maintained previously. After the renovation, usage will continue to be tracked. Library staff will conduct surveys with groups and patrons who will use the new entrance and outdoor space, collecting information as to their reactions to the restored facility. This information will then be disseminated to the CPC.

P-7 Budget: What is the total budget for this project, and how will the CPA funds be spent? All expenditures must be clearly identified. Provide details specifying if the funds will be used for actual project implementation or program support such as administration. Include actual project quotes if possible.

Year 1: \$300,000

This amount will be used toward the design cost of the original entrance and open space

Year 2: \$300,000

This amount will contribute toward the renovation of the historic building, separate from the previous renovation, including updating mechanical, electrical and heating systems as required to meet code.

Year 3: \$400,000

The final sum of funds will be used toward restoring the original entrance and grading and landscaping the exterior

Total: \$1,000,000.00

P-8- Other Funding-

To date, the Randall Library Board of Trustees has pledged \$500,000 to the project. The Hale High School Fund is voting on a sum to contribute (approximately \$400,000-\$500,000) on December 16th. The Second Century Fund is deliberating an amount to donate is are the Randall Library Friends Association. A fundraising group has been established to generate additional donated support. This design will be brought forth at the ballot and Town Meeting during which a sum of an as-of-yet determined amount will be requested from the town.

P-9- Multi-Year Funding: If the project is expected to continue for more than one year-

The Fundraising Working Group will be responsible for acquiring donations for the project as well as multi-year pledges

P -10-Maintenance- If on-going maintenance is required for your project, how will that be funded?-

General maintenance in order to keep the space clean for the use of the general public is provided in part by the library's municipal budget as well as the Building Department yearly budget funding.

P-11-Control of Site: Documentation that you have control of the site, such as a Purchase and Sale agreement, option or deed.

Contact Town Clerk or Town Administrator for details as to the control of the town owned library building.

P-12-Deed Restrictions: None

P-14-Feasibility: Provide a list of all further action or steps that will be required for completion of the project such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known barriers to moving forward.-None

P-16-Permitting-General contractor/and or architect used to oversee the project will work in conjunction with Building Department and Building Commissioner Frank Ramsbottom to be sure that all construction permits are acquired.

P-17-Further Attachments as applicable: Photographs will be taken of all stages of the project. If needed, find attached general photographs of the site in question in its current condition.

Note: Attached Documents include:

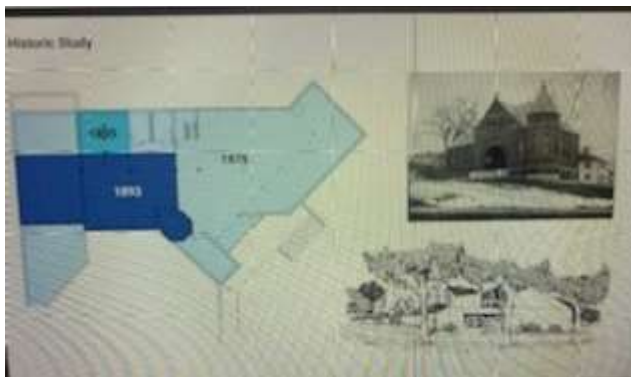
Project timeline



Possible rendition of placement of original entrance



Historic study



Rendition of inside and outside space



Estimated project cost

Option C- Re-build	
Sitework	
Low (10%)	\$1,300,000
High (30%)	\$1,450,000
Architectural Improvements	
Low (10%)	\$2,550,000
High (30%)	\$3,000,000
MISC Improvements	
Low (10%)	\$1,450,000
High (30%)	\$1,850,000
Construction Cost Total	
Low Range	\$5,400,000
High Range	\$6,100,000
Excavation (7.0% - Spring 2023)	
Low Range	\$3,800,000
High Range	\$6,550,000
Soft Costs (30%)	
Low	\$2,000,000
High	\$2,300,000
Total Estimate	
Low	\$7,800,000
High	\$8,850,000

TOWN OF STOW

Certificate of Non-Collusion

Under Massachusetts General Laws Ch. 30B, Sec. 10 the following Certification must be provided: "The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

Tina McAndrew
 Authorized Official's Signature

 Director
 Title of Person Signing

 Tina McAndrew
 Typed or Printed Name of Person Signing

 Randall Library
 Company Name

 978-897-8572
 Telephone Number

 19 Crescent Street
 Address

Date: December 7, 2021

Note: This Form must be included in the proposal submission)