

Minutes from the Randall Building Committee for the Restoration of the 2nd Floor Historic Interior

Date: Monday, April 11, 2016

Location: Stow Town Building/Warren Room

Members Present: James Salvie, Tom Lam, Steve Jelinek, Kathleen O'Brien, Sharon Brownfield, Barbie Wolfenden

Members Absent: Peter McManus

Notes taken by: Melissa Fournier

The meeting was called to order at 7:30 p.m.

The first order of business was to accept the Minutes from the March 28th 2016 meeting that had been submitted by Melissa Fournier. Sharon Brownfield moved to accept the shorter version of the Minutes and it was seconded by Tom Lam. The Minutes were unanimously approved.

Sharon Brownfield reminded the Committee that this meeting was called in order to review the references that were collected on the firm McGinley Kalsow and Associates and David King Architects. Sharon Brownfield had called the references for McGinley Kalsow and Kathy O'Brien had been asked to call references on David King.

Sharon Brownfield presented her findings on McGinley Kalsow stating that all the references had "glowing" replies to her inquiries. She mentioned that the firm had come in on time and on budget with all their other clients. The firm had worked well with a variety of challenges, that they knew what they were doing and that they established good working relationships with the groups that they had been asked to work with and that they made excellent presentations. The firm was good about working with a limited budget on the Essex Town Hall and that they consistently delivered for Essex. In Sandwich, due to their excellent service they had been hired for three successive projects. From all references she had received the feedback that, "If you want something historical, these are the guys".

Kathy O'Brien's remarks on her replies from references on David King were that David King was a "very respectful listener" and that the firm worked well with all stakeholders. All the references for David King remarked that if there was a need for top notch work, the David King firm would deliver it.

The Committee assigned the presentation of their finding to move forward to have Bill Wirgley begin negotiations with McGinley Kalsow (and if unsuccessful within the budget constraints to David King) to the Randall Library Board of Trustees to Barbie Wolfenden and Kathy O'Brien. Melissa Fournier was assigned to present the Committee's recommendations to Bill Wrigley and the CPC.

Sharon Brownfield proposed that all the submitting firms would be informed of the concluded negotiations by May 2016.

The Meeting was adjourned at 7:55pm

Voted on and approved 6/6/2016