

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

Date: Thursday, January 11, 2018

Location: Town Building

Members Present: Kathleen O'Brien, Sharon Brownfield, Steve Jelinek, Peter McManus, Tom Lam, Barbara Wolfenden

Members Absent: James Salvie

Visitors Present: Craig Martin, Doug Hyde, Wendall Kalsow (McGinley Kalsow and Associates (MKA)), Kathleen Pavelchek, Timothy Reed, Ferzin Engineer(McGinley Kalsow and Associates (MKA))

Notes taken by: Melissa Fournier

The meeting was called to order at 7:30pm.

Meeting Minutes from December 13th meeting were voted on and approved

Craig Martin stated that would work with Wendall Kalsow in order to complete submissions of any building permit information needed in order to begin construction.

Mr. Martin informed the committee that a Building Department representative would be meeting at the library (with the Library Director) on 1/12/2018 with a representative of a moving company in order to get a quote on the removal of any furniture needing to be put into storage during the restoration. He also stated that he had received an e-mail from the Randall Library Board of Trustee, Chairman, Timothy Reed, concerning the large glass cases currently in the Whitney Room and Mr. Martin reiterated the Building Department's plans to move those cases off-site during the restoration, stating, "It will be difficult but it can be done". Ms. Brownfield asked Mr. Martin to inform her of the date that the moving company would be dealing with those cases as she and Marilyn Zavorski (of the Stow Historical Society) wished to be on-site when the cases were moved. Sharon Brownfield asked if adding mylar protection to the glass cases had been included as part of the contract and the bid numbers from Campbell Construction. Mr. Kalsow stated that it was. Discussion followed as to the possible date of construction of the glass cases in the Whitney room. Mr. Kalsow stated that it was "highly unlikely" that they were of 1920's construction and were part of the Whitney Room when it was first added to the library. Indicators such as the wood finish/grain, hardware on the cabinets and the fact that the glass is not of the same antique construction as the windows of the Whitney Room and the rest of the library, made Mr. Kalsow fairly confident of the fact that they were added to the library some years after the Whitney Room was constructed.

Wendall Kalsow then moved on to informing the Committee that the additional asbestos testing had been completed and that 3 of the 5 attic windows and 2 of the lower windows would require asbestos abatement procedures during construction (roughly 14 sashes would need to be abated). Campbell Construction would be doing all the containment work required on-site and that additional asbestos abatement work would run roughly \$2,800. With the current estimate of additional abatement procedures, and the lowest bid and Alternates #1 and #2 the current balance contingency would be roughly \$17,069. He stated that in most cases with restoration projects such as this one a 10% contingency is recommended. He suggested to the Committee that they consider finding some additional source for funding to raise the current contingency closer to \$20,000.00 which would allow more flexibility for change orders and possible additional expenses during the project.

Sharon Brownfield then informed the committee of her findings on the current cost of storage for the Historical Society's objects and she estimated the total cost at roughly \$9,000.00. She reminded the Committee that due to the issues involved with the unanticipated cost of asbestos abatement, having the storm windows replaced with UV protection glass had not been voted on during the last meeting (Alternative #3). Since that vote she had contacted the CPC to create a supplemental request for funding on the project for \$50,000.00 in order to include alternative #3 in the final restoration project and that the CPC had given its preliminary approval of that request. Discussion followed as to the procedure for bringing that request to the next Town Meeting and how that would affect the payment schedule for the contractor. Ms. Brownfield requested a motion from the Committee to allow her to continue moving forward in her request to the CPC for additional funding in order to raise the existing contingency and add alternative #3 (storm window UV) as a change order to the existing Campbell contract. The motion was put forward by Barbie Wolfenden, seconded by Steve Jelinek and voted for approval by the Committee.

Sharon Brownfield asked for a motion on having Tom Lam continue to be in charge of overseeing the financial elements of the project in conjunction with the Stow Building Department and MKA. A motion was put forward by Steve Jelinek, seconded by Peter McManus and voted on and approved of by the Committee.

Discussion followed as to the best date for the next meeting. Mr. Kalsow stated his recommendations that it take place in roughly 6 weeks as by that time construction would have begun. Sharon Brownfield asked that the next meeting take place on Monday, March 8th at 7:30 at the library. The Committee agreed.

Sharon Brownfield made a motion to adjourn the meeting. The motion was seconded by Kathleen O'Brien.

Meeting adjourned at 9:00pm

Voted on and approved 3/22/2018