

## Minutes from the Randall Building Committee for the Restoration of the 2<sup>nd</sup> Floor Historic Interior

**Date:** Monday, August 1, 2017

**Location:** Town Building

**Members Present:** Kathleen O'Brien, Sharon Brownfield, Tom Lam, Peter McManus, James Salvie

**Members Absent:** Peter McManus, Steve Jelinek, Barbara Wolfenden

**Visitors Present:** Ryan Foster, Frezin Engineer, Doug Hyde

**Notes taken by:** Melissa Fournier

DEC 22 2017

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

Doug Hyde asked to open the meeting with information to inform the Committee as to the current status of the HVAC work being done on the first floor of the library. Mr. Hyde stated that the contract for the work had been awarded on July 24<sup>th</sup> he then went on to explain the alternative methods that will be used to heat and cool areas of the first floor including the workroom, lobby and Library Director's office. These alternatives are to be used in order to save money as there was not enough funding in the original request made by the Building Department to the Town to fund the completed project as needed. At the current time the Building Department is not sure that they can install the split currently planned for the Director's office, pricing will define the project and plans are for a smaller unit than originally proposed to be installed. Mr. Hyde mentioned that air quality reports will be conducted pre and post installation of the new HVAC systems. Drawings of the HVAC should be approved by the next meeting of the Restoration Committee and as of the present date the project's schedule is not defined.

Discussion followed by James Salvie, Doug Hyde and Melissa Fournier about the responsibility for building maintenance between Town of Stow departments.

15K Sharon Brownfield then moved the discussion to the storage of the Historical Society's objects in the Whitney Room. The Historical Society moved all the objects that they had on display at the library in the Whitney Room out of the building on Monday, July 31<sup>st</sup>. According to Marilyn Zavorski (chairman of the Historical Society) at the present time the total amount of money currently invoiced for the moving and storage of these objects is \$8,500.00. The total allocated by the CPC for the care and storage of the Historical Society's objects which had been on display in the library's Whitney Room had added an additional \$20,000.00 to the restoration project before it went to the May 2017 Town Meeting vote. If more money remains from the allocated CPC funds of the care and storage of the Historical Society's objects the Historical Society wishes to petition the CPC to use those funds for other projects involving the care of their objects, such as the installation of UV glass on windows and scatter-proof glass on the display cases as part of the library's finished restoration project. Sharon Brownfield informed the Committee that she will be in negotiations and discussions with the CPC on the possibility of that proposal. James Salvie expressed concern about a permanent solution to the state of the Historical Society's objects being stored/displayed in the Whitney Room after the restoration is completed. He expressed concern about the possible need to return to a Town Meeting for additional funding requests to the CPC by the Historical Society for the care and storage of their objects in the future. Ms. Brownfield, informed Mr. Salvie of the negotiations that her working group is currently having with members of the Historical Society about the display of historical objects at the library in the Whitney Room and the Society's expressed desire to have the Town (with the library as the storage area) be

responsible for the care and maintenance of their objects into the future, as the Society has stated that it has no other acceptable space in a town building for their organization's vast collection of objects.

Sharon Brownfield then asked the members of the WKA team to explain the current status of the chimney repair work. Mr. Ryan Foster stated that on Wednesday, August 16<sup>th</sup> the project would go out for bid. The work needs to be completed by roughly November 15<sup>th</sup> which according to his firm is the last day that comfortable weather would allow for outdoor work. The WKA team stated that only 3 weeks should be needed for outside work on the chimney to be completed. Mr. Foster stated that currently there is only one width of brick in the chimney which is causing water infiltration issues and bricks will be repaired and replaced to solve that issue. The chimney cap will have to be removed, repaired and then repositioned. The WKA team stated that there will be no need to repair the chimney lining. Sharon Brownfield stated that at the last meeting the Building Department and WKA team had hoped to find local contractors to do the repair work and wanted to know what the status of that was. Doug Hyde stated that the scope of work for this project is outside the skill level of any of the local contractors that Stow's Building Department currently works with. Ryan Foster stated that his firm would be contacting all the mid-level contractor's that they know of who are qualified to do this kind of work within the \$18,000.00 to \$25,000.00 price range and let them know about the project in order to possibly bid on it. Mr. Foster stated that any contractors working on this restoration work would have to be DECAM certified.

mka

A discussion followed between Committee members, MKA members and Building Department staff about payments to contractors on the project. Discussion lead to the proposal that Tom Lam could review invoices from contractors as the point person on the Restoration Committee working in conjunction with Doug Hyde as the point person for the Town's Building Department. This was agreed upon in order to process payments in a timely manner to the CPC and allow contractors to receive partial payments (in order to purchase supplies and pay staff) in order to complete all work in a timely fashion. All payments would first be approved by members of the WKA staff and then sent to Tom Lam and Doug Hyde for processing. The motion to approve of Tom Lam to work as the point person for the Committee on the payment proposal was put forward by Sharon Brownfield, moved by Kathy O'Brien and seconded by James Salvie.

Ryan Foster asked how advertising in the Central Register would be handled on this restoration project. Doug Hyde stated that he would reach out to Craig Martin to see if he wished to "weigh in" before handing the request off to Maureen Trunfio in the Town Administrator's office as she most likely would be doing the posting. Mr. Hyde would then let Mr. Foster know of Mr. Martin's answer on that before giving Ms. Trunfio information on posting the project to the Central Register.

Sharon Brownfield requested that the Committee discuss funding issues involved in the interior work at the next meeting.

Sharon Brownfield asked the MKA team members if there were any protection issues needed for the glass cases (currently being used by the Historical Society for the display of their objects ) in the Whitney room during the chimney repair work. Ryan Foster stated that they would just need to be cleaned afterward. Ryan Foster and Engineer Frezin (as members of the engineering and historic preservation team from WKA), requested access to the Randall Library after the Restoration Committee meeting was concluded in order to investigate the display cases in order to establish their historical significance to the library's original structure and to see if they could be moved during the interior restoration work. Their proposed investigation involving the display cases would be to find out if they are actually built

mka

into the room's original structure and to establish an estimated 1920's date range for their construction to provide addition information as to any need for restoration work involving them.

Sharon Brownfield stated that the next meeting of the Committee was scheduled for December 13<sup>th</sup> at which time the MKA team would update the Committee on the completed chimney work and propose a schedule for the interior restoration work.

Sharon Brownfield motioned to adjourn.

Moved by James Salvie

Seconded by Kathy O' Brien

The meeting adjourned at 9:05pm

Voted on and approved 12/13/2017

 12/22/2017