

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

Date: Monday, March 28, 2016

Location: Stow Town Building/Warren Room

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

Members Absent: Barbie Wolfenden

Notes taken by: Melissa Fournier

The meeting was called to order at 6:30 p.m.

The first order of business was to accept the Minutes from the March 14th 2016 meeting that had been submitted by Melissa Fournier. Steve Jelinik moved to accept the Minutes and it was seconded by James Salvie. The Minutes were unanimously approved.

Sharon Brownfield reminded the Committee that this meeting was called in order to interview representatives from the top three firms selected as candidates for the design of the Randall Library restoration project. The schedule of the interviews was:

- 6:30-7:15- David King Architects
- 7:30-8:15-Lerner Ladds Bartels
- 8:30-9:15 McGinley Kalsow and Associates, Inc.
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Standard Questions asked of each candidate:

- How does your firm plan on balancing the historic restoration elements with the structural challenges of improvements to the HVAC and increases to the energy efficiency issues involved in the project?
- We have at least 5 special stakeholders involved in this project (CPC, Randall Library Board of Trustees, Stow Historical Commission, Stow Board of Selectmen and this Committee). What strategies do you have for continued communications with each group?
- There is a relatively small budget on this project, yet there is a great deal of town interest in the results of the restoration and improvements to the library. How do you plan on mitigating hidden and unexpected problems that might potentially result in cost overruns?
- Can you give us examples of when you had a budget over run on previous projects that you were involved in and how you balanced them to keep within your allocated budget?

David King Architects had present for their presentation- David King, AIA, NCARB, LEED-AP-Project Manager, Mike Lindstrom, AIA, NCARB, LEED-AP- Principal and Sara Chase-Preservation Consultant.

Lerner Ladds Bartels had present for their presentation-: R. Drayton Fair, AIA, ALA, MCPPO, NCARB, LEED, AP BD+C- Principal in Charge and Meaghan Kennedy, IIDA Associate-Interior Designer.

McGinley Kalsow and Associates, Inc. had present for their presentation- Wendall Kalsow, AIA, LEED-President and Douglas Manley, AIA, LEED AP-Senior Project Manager.

Each firm had 45 minutes to present their qualifications to the Committee which included a question and answer period. After the series of presentations were concluded and the candidates had left the building the Committee members discussed the pros and cons of each firm as potential designers for the restoration. After the discussions were concluded the individual Committee members ranked their choices as to which firm they would like to recommend to move forward for consideration.

Committee member's recommendations of candidates ranked first to third

Sharon Brownfield

- 1) McGinley Kalsow
- 2) David King
- 3) LLB

Tom Lam

- 1) McGinley Kalsow
- 2) David King
- 3) LLB

Peter McManus

- 1) McGinley Kalsow
- 2) David King
- 3) LLB

James Salvie

- 1) McGinley Kalsow
- 2) David King
- 3) LLB

Kathy O'Brien

- 1) McGinley Kalsow
- 2) David King
- 3) LLB

Steve Jelinik

- 1) McGinley Kalsow
- 2) David King
- 3) LLB

James Salvie moved to present the recommendations to the Randall Board of Trustees. Seconded by Steve Jelinik

At Sharon Brownfield's suggestion a discussion followed as to how reference checks would take place. The decision was made that Sharon Brownfield would call the references for McGinley Kalsow and Kathy O'Brien would call the references for David King. They would come to the next scheduled meeting and present the results.

Questions to be asked when checking references will be:

- 1) What the firm did for the client- particularly related to historic renovation and energy efficiency?
- 2) What was their working relationship like?
- 3) Did the project come in on budget and on the timeline as predicted and if there were challenges how was that handled?

Melissa Fournier was asked to contact Bill Wrigley about what would be needed from the Restoration Committee in order to present the outcome at the next Board of Selectmen's meeting and also to let the CPC and the Randall Board of Trustees know what the Restoration Committee's choices were.

The next scheduled meeting will be April 4th at 7:30pm

Steve Jelinik moved to adjourn the meeting, it was seconded by Tom Lam.

Voted on and approved 4/11/2016