

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

Date: Monday, June 12, 2017

Location: Town Building

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

Members Absent: James Salvie

Visitors Present: Wendall Kalsow, Frezin Engineer, Doug Hyde

Notes taken by: Melissa Fournier

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

Minutes from the April 14, 2017 were voted on and approved

Sharon Brownfield asked Wendall Kalsow to discuss the timeline and details for the restoration project (see attachment)

Mr. Kalsow updated the committee with details about the work posted on the timeline. He stated the State of Massachusetts has become more lenient about hiring contractors and indicated that it would be advisable to hire local contractors that the Town has had a good working relationship with in the past.

Advantages and restrictions of using local contractors would be:

- Must follow prevailing wage guidelines
- Hiring local would make it easier to get people willing to work on the project
- Big economic advantages to using local contractors

Mr. Kalsow asked the members present to put the word out to any contractors they might know and feel confident about and bring names and contact information to members of the Stow Building Department. Doug Hyde agreed to inform the rest of the Building Department about using local contractors.

Mr. Kalsow stated that the Chimney repair work due to take place during the summer of 2017 will have a modest effect on the library (mostly the noise involved with the repair work) but should not adversely impact library programs and facilities. The painting work will have to be "filled as sub bids" as 17 trades are classified by the State as "filled by sub bids" categories. In this project the only work done by those classified trades would be painting and electrical contractors.

Sharon Brownfield asked Mr. Kalsow what the job of members of the Restoration Committee might be in terms of the bidding process on this project. Mr. Kalsow stated that there was very little that the Committee would have to do as the lowest "responsible" bid could be accepted. Barbie Wolfenden asked who would be putting out the invitation to bid, and Mr. Kalsow and Doug Hyde agreed that it would be left to the Town's Building Department. McGinley Kalsow & Associates (MKA) will be providing drawings and instruction on the chimney repair (and future projects on the timeline) to the Building Department to start the project. The Building Department will then be responsible for sending out notices to local

contractors. Bill Wrigley will sign off on the final drawings and the Restoration Committee will be informed of the progress on the project.

Mr. Kalsow stated that work on the chimney will entail taking existing bricks from the side of the chimney facing to the back of the property line to replace “so-so” bricks on the front of the building and bricks needing replacement at the back of the building will be matched in color as closely as possible to the historic brick colors using modern bricks. The goal is to have as much of the replacement brick work seen from the front of the building match the original structure’s colors. Sharon Brownfield asked how much Mr. Kalsow expected that the chimney repair would cost and Mr. Kalsow replied “about \$25,000.00” as change orders are much more likely on that part of the project. Workmen will only know the true extent of the repair needs when they actually get up on the roof and inspect the actual condition of the chimney. But he pointed out that extensive change orders are not expected on any other elements of the restoration and the costs will most likely be much less dramatic.

Melissa Fournier asked how invoicing would be handled. A discussion followed in which Doug Hyde explained that invoicing usually goes to the Building Department first on projects such as this and then the Building Department gives them to the Town Accountant to give them to the CPC for payment. Sharon Brownfield requested that the Restoration Committee see all invoices and Steve Jelinik requested that the Committee not only see but approve of any invoices in advance of payment. Discussion followed and the Committee agreed to create a spreadsheet of to track current invoices against the current balances before handing them to the Building Department for payment, just to be sure that the project was staying within the budget and Mr. Kalsow agreed that invoices from and to the Building Department would be copied and sent to Sharon Brownfield, as Doug Hyde pointed out that usually contractors required a payment on a 1/3, schedule to keep their crews on the job he was concerned that waiting for approval by the Restoration Committee on each invoice might slow down the contractor’s work flow. Steve Jelinik suggested that the Committee delegate the payments schedule in conjunction with the Building Department and that was agreed upon.

Wendall Kalsow suggested that the next meeting be Monday July 31st to have the Committee look over on-going interior drawings for the project. Due to summer scheduling difficulties with various Restoration Committee members it was suggested by Sharon Brownfield that she send out a “Doodle Poll” to schedule the next most convenient date to meet.

Sharon Brownfield pointed out the need to begin any preparation of the interior restoration work be done in conjunction with the Historical Society before any July 31st meeting. Discussion followed as to the needs of the preservation and protection of the Historical Society’s objects currently on display in the library. Mr. Kalsow pointed out that there were a couple of ways to deal with adding UV protection to the window glass. His suggestion was to add UV protection to the storm windows as opposed to adding it as a 3M film to the existing window sash as that entails paying prevailing wage to workmen to apply the 3M film which is time consuming, costly and ultimately the film is less effective and eats into the contingency on the project. Mr. Kalsow suggested that both the Restoration Committee and the Historical Society be cognizant of the fact that there is a limited amount of money for the entire project. He suggested that the Historical Society pay attention and not overspend on the relocation and care of the objects only to find that there is less funding for the UV glass that they want throughout the window updates. Mr. Kalsow suggested that both the Historical Society and the Restoration Committee take the time remaining before interior works commences to evaluate how really “fragile” these historical objects ultimately are and store them accordingly.

Mr. Kalsow pointed out that bids for the interior work would be due at the end of November and suggested a December 4th meeting for that part of the project as well as a January 29th 2018 meeting for the mid-point of construction.

Both Wendall Kalsow and Doug Hyde commenced an explanation of the HVAC work due to be completed on the first floor of the library to improve air quality. The local contractor who originally planned on working on the project decided not to bid the project. The Town appropriated \$75,000.00 (Building Department budget) to oversee the project and the current base bid is \$65,000.00. Recommendations for the finished project would not cover installing new duct work in the Library Director's office, back workroom and lobby as those areas would be covered by installed heating and air conditioning wall units to keep cost down. Existing ground floor ductwork (currently effected by ground water build-up) in the children's library, YA areas and adult DVD areas would be sealed and serviced by new ductwork installed on the interior walls. Areas not currently effected by ground water build up include the floor ducts in the adult fiction and non-fiction book stack areas and they would remain functioning as they currently are. Work on all areas of this HVAC project is scheduled to begin in September.

Steve Jelinik motioned to adjourn.

Seconded by Kathy O' Brien

The meeting adjourned at 8:45pm

Voted on and approved 8/1/2017