

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

**Date: Wednesday, December 13, 2017**

**Location: Town Building-Warren Room**

Members Present: Kathleen O'Brien, Sharon Brownfield, Steve Jelinek, Peter McManus, James Salvie

Members Absent: Tom Lam, Barbara Wolfenden

Visitors Present: Craig Martin, Wendall Kalsow, Kathleen Pavelchek

Notes taken by: Melissa Fournier

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

Minutes from the August 1, 2017 meeting were moved to be voted on by Kathy O'Brien. The motion was seconded by Steve Jelinek. The August 1<sup>st</sup>, 2017 meeting minutes were voted on and approved.

Sharon Brownfield asked Craig Martin to explain the recent updates to the HVAC system that were installed in the library. Mr. Martin explained that the updates were completed and currently still under warranty. There had been an air quality report run before the work was completed and a post completion air quality report had yet to be determined. The total cost of the project had been \$88,000.00 with the \$75,000 voted on at a recent Town Meeting to complete the project and additional funding coming from insurance money had been used. The total project had stayed under its proposed budget.

Sharon Brownfield then requested that the committee hear from Wendall Kalsow on the chimney project.

Wendall Kalsow explained that the chimney work had been completed on Monday, December 11<sup>th</sup>, when the capstone had been installed. The only remaining part of the project was to take down the scaffolding, staging and remove the insulation blanket. The remaining part of the project is due to be completed sometime this week or the beginning of next week. The cost of the project to date being \$6,764.95 with a balance of \$2,455.10 remaining. Sharon Brownfield asked where that put the project in total payment and Wendall Kalsow explained that the 90% of the total cost had already been paid with the remaining balance to be paid at the completion of the project.

Sharon Brownfield then explained that since Tom Lam was not present at this meeting, the Committee would have to wait until his approval of the final invoice in order to have the contractor receive the final payment. Craig Martin agreed to contact Tom Lam directly in order to get his approval and then Mr. Martin stated that after he received Mr. Lam's approval he would pass the invoice on to the CPC for payment.

As directed by Sharon Brownfield the conversation then moved on to the rest of the restoration project. Mr. Kalsow explained that he had been pleased that the project had received 6 very strong bids and that considering the bids that project could proceed within the proposed budget. Mr. Kalsow stated that he was pleased that not only had the firms Campbell Construction and Kronenberger & Sons Restoration bid on the project (as he had worked with both firms before with excellent award winning results) but that they had come in as the two lowest bidders. With Campbell being the lowest bid, Mr. Kalsow stated that he would be very pleased to work with them again.

Sharon Brownfield reminded Mr. Kalsow that \$20,000.00 of the CPC funding for the project had been allocated for Historical Society use in order to store and move the objects that they had displayed in the library before the restoration.

Mr. Kalsow pointed out that that recent asbestos testing had resulted in complications that might result in more timely and costly abatement procedures on some of the windows. He stated that subtracting \$20,000 from the current remaining balance (once the chimney work had been paid for) using the lowest bid amount and the additional alternates #1 and #2 proposed, that the remaining balance of funding might not be adequate to complete all the asbestos abatement that might be required.

James Salvie then asked if asbestos abatement procedures had been part of the RFP for the original project. Mr. Kalsow said that it had not. Discussion then followed as to what had been part of the original design for the project as it related to the windows and Mr. Kalsow pointed out that the original restoration project proposal had been to remove the window sashes, repair them as needed, re-glaze the windows, re-hang the sashes and paint/refinish as needed. Mr. Jelinek then asked about what the "worst case scenario" might be with cost for asbestos abatement. Mr. Kalsow pointed out that the asbestos testing issue and abatement could affect the timing of the finished restoration and the additional testing/abatement procedures would increase the overall cost. Mr. Jelinek asked if Mr. Kalsow believed that Campbell Construction might be able to deal with the abatement issues or if the Town might have to call in a sub-contractor to complete that part of the project. Mr. Jelinek also asked if Mr. Kalsow believed that the windows needing asbestos abatement procedures could be removed and taken off-site for the work to be completed. Mr. Kalsow said that the work would require a sub-contractor that specializes in asbestos abatement work and that the windows would have to remain on-site during the abatement process. Mr. Kalsow stated that work would affect the removal of old glazing materials that had been used to repair some of the windows in the past and that some of the glazing materials might have included asbestos. Since the re-glazing of the windows had always been part of the original restoration proposal it was just the need for abatement procedures on any window glazing that tested positive for asbestos that would need specialized abatement procedures.

Craig Martin then asked if the project moved forward on alternative 3 (storm windows) without awarding alternative 2 would that help defray costs and Mr. Kalsow pointed out that it is not possible to award alternative 3 without first awarding alternatives 1 and 2. Discussion followed as to perhaps restoring as many windows as possible within budget restrictions and replace the storm windows at a later date.

James Slavie asked Mr. Kalsow what he thought the possible cost of asbestos abatement testing might be. Mr. Kalsow stated that as a "ballpark" figure the costs could be roughly about a \$10-\$15,000.00 increase in costs. Discussion then followed as to the possibility of requesting the additional funding from the CPC. General discussion resulted in the decision not to do that, as returning to the CPC for funding would require a vote at the next Town Meeting which would not take place until the spring. This would be an issue as the current low bids by 6 contractors who had bid on the project had been based on having the restoration work completed during the winter months when their work crews had more time and needed more inside work. Mr. Kalsow also state that there are legal ramifications involved in going too long between the initial posting of a project and accepting the bids that would require that the entire project go back out to bid which would delay the project further. Discussion then followed as to if the asbestos abatement issue might be considered an "emergency" and therefore qualify for a reserve fund transfer from the Finance Committee.

The Committee then moved to a discussion of awarding the contract with the base bid and alternative 1 and 2 in order to begin the process of moving the project forward and getting a contractor in place. Steve Jelinek moved to accept Campbell Construction's base bid with alternative 1 and 2 and Sharon Brownfield seconded. The vote to award the contract to Campbell Construction ( 21 Caller Street, Ste 4, Peabody, MA) was voted on unanimously.

Discussion followed as to what might be the next parts involved in the project. Melissa Fournier stated that she had been working with finding help from the Highway Department and Building Department to put items such as tables, file cabinets and chairs into storage around Town during the restoration. Craig Martin stated that these items would be put into storage at Pompo, including the Historical Society's display cases. Sharon Brownfield asked if Mylar would be added to the display cases in order to make them less susceptible to breakage and Wendall Kalsow stated that the addition of Mylar to those cases had been added as part of the restoration contract.

Kathy Pavelchek then asked the Committee when they thought the possible start date for the project would be, as the Randall Library Friends Association had objects and files on site that would need to be moved. Mr. Kalsow said that he would talk with the contractor to find out what parts of the project they proposed to begin on first but that the originally proposed initial start date of January 3<sup>rd</sup>, would most likely need to be pushed back but that the project would most likely begin in early January.

Sharon Brownfield asked for a discussion as to the date of the next Restoration Committee meeting and Monday, January 8<sup>th</sup> at 7:30PM was decided.

Sharon Brownfield made a motion to adjourn the meeting. The motion was seconded by James Salvie

Meeting adjourned at 9:00PM

**Voted on and Approved 1/11/2018**