



MEETING MINUTES #3

TOWN CLERK
STOW, MA

Project: Randall Library- Historic 2nd Floor Restoration

Date of Meeting: October 3rd, 2016 7:30PM

Attended by: Sharon Brownfield (*) – Chair, Library Building Committee (LBC)
Peter McManus- Finance committee representative
Steve Jelinek- Planning board representative
Kathy O'Brien- Library trustee
Barbara Wolfenden- Library trustee
Kathleen Pavelchek- Friends of the Library
Tom Lam- Restoration Committee
Nancy Arsenault- Stow Independent
Melissa Fournier (*)- Librarian
Wendall Kalsow (*) – McKinley Kalsow & Associates (MKA)
Ferzin Engineer (*)- McKinley Kalsow & Associates (MKA)
Jim Cleveland (*)- McKinley Kalsow & Associates (MKA)

Distribution: Those indicated (*), Doug Manley

Meeting Summary

Item	Date	Subject	Responsibility
1.5	10/03/15	<ul style="list-style-type: none">Melissa F. said that the display cases on the 2nd floor were the property of the historical society and that she would inquire whether some/all of the artifacts could be relocated. She would suggest a rotating display if relocation was not possible. Update- Melissa F. will meet with the historical society and suggest having a rotating exhibition of the artifacts.	Melissa F.
1.6	10/03/16	CPC <ul style="list-style-type: none">Courtney F. said that the project should be presented to the CPC by November in order to have funding determination in time for the spring town meeting. She added that the CPC is "fairly amenable to projects that benefits the town". The CPC funding was toward the historic 2nd floor restoration project and not toward the HVAC work at the 1st floor. Update: Melissa F. said that she would be meeting with the CPC to present the preliminary cost estimate at the end of the month.	Melissa F.

2.1	08/02/16	11. The library building committee to explore options of additional usage of the children's area on the 2 nd floor.	LBC
New Business			
3.1	10/03/16	<p>Cost Estimate</p> <p>MKA presented a preliminary cost estimate. Wendall K. explained that the project will be bid under Chapter 149 and as such the project cost includes all costs associated with that. The cost estimate is appended to the minutes.</p> <ul style="list-style-type: none"> • Chimney- Wendall K. stressed that the repair of the chimney is high priority. Melissa F. will discuss this with the CPC. • Wood Flooring- Building Committee preferred using Option C for the Design Development estimate. It is unknown whether the wood flooring is original to the building. MKA will advise on the best method for restoring the flooring once the entire carpet has been removed. • Door Replacement- MKA explained that the condition of the doors warrants complete replacement. He added that MKA has included a traditional lever type panic bar by Von Duprin. Steve J. questioned whether the costs associated with the door replacement could be included in the energy grants. • Fire Place- The Building Committee decided not to include a fireplace in the scope of work. The existing fireplace would be cleaned, repaired and repointed. • Windows- MKA recommends replacing the exterior storms as part of the window restoration. • Attic Stair- The Building Committee decided not to increase the size of the door to the attic; only the first 3 treads of the stair would be reconfigured. The attic will remain a 'staff only' space since access to it does not meet code. 	Melissa F.
3.2		Based on the decisions made at the meeting the project budget is approximately \$300,000.	
3.3		Furnishing Costs- The Building Committee will explore options for funding the furnishings.	LBC

3.4		At the next meeting MKA will submit the final Design Development drawings and the Design Development estimate prepared by an independent estimator.	MKA
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Next Meeting: The next meeting is scheduled for November 14th at 7:30PM.

Please review minutes. These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.

voted & approved 11/14/2018
Pauline Ferraro