



Town of Stow  
Library Building Committee 2.0 and Exterior Design Committee  
June 28, 2023 6:30pm Town Building and Zoom

**Attending:**

Building: Tina McAndrew, Chair. Aisha Anderson, Denise Dembkoski, Morgan Hillman, Lisa Lavina, Frank Ramsbottom, Sunny Richardson. on Zoom: Morgan Hillman

Exterior: Tina McAndrew, Chair. Aisha Anderson, Denise Dembkoski, Richard Fishman, Melissa Rollins. On Zoom: Andrew Grote.

Also attending: Colliers: John Bates; designLab: Andrew Brookes, Audrey Scanlon, Ben Youtz.

**Meeting called to order at 6:33pm**

**BUILDING COMMITTEE**

**designLab Updates**

- The designs have been analyzed by two cost estimators, designLab and Colliers each have one to cross check assumptions and provide recent experiences.
- Meeting with abutters was scheduled. Two abutters participated.
- Meeting with the Zoning Board of Appeals is scheduled for July 10<sup>th</sup>.
- As a result of the cost estimates, a workshop has been added for July 12<sup>th</sup>.
- Zoning Board meeting packet and process were described. Centers around requesting a special permit for the construction. The area is zoned residential and neither the current building nor the proposed addition meet the setback requirements.

**Exterior Design Summary**

- Discussed exterior masonry and tone of the brick.
- Considering different cladding for the community space.
- Discussion among the Exterior Design Committee members of the new ideas as presented, and briefly revisited some discussions of the last meeting.

**Interior Design Summary**

- Initial view of flooring in each area and supporting info for their selections. Also presented some palettes of walls and other finishes based on type of room
- Discussion and clarifications on some choices. Discussion about floor finishes and maintenance requirements.

**Project Estimates Summary**

- Reviewed the project aspects with higher than anticipated costs, or items added to the project to meet building codes, particularly building systems, square footage increase and utilities costs.
- This is the appropriate stage of the project to be evaluating design against budget constraints.
- Lists of potential areas for consideration presented.
- Meeting on July 12<sup>th</sup> will focus on discussion of what reductions, changes, eliminations will need to be made.
- Presented thoughts about changes in programming that might help with savings.

- Presented options on utilities decisions (electric/gas/or combo) relative to potential grant.
- Discussion of challenges with obtaining an electricity transformer for the completed building.
- Recap of the calendar

#### **OPM Update**

- Commissioning agent RFP posted and 8 proposals were received. All applicants were qualified for the job. The company BVH has been selected based on the proposed fees. Their fees were the lowest of all the applicants. Though CT based, have people in the Stow area who can be assigned to the project. This expense was planned as part of the original budget.
- Denise moved, Frank second, to contract with BVH as the commissioning agent. Unanimously approved.

#### **Invoices**

- Denise moved, Morgan second, to approve the Colliers in the amount of \$8,602.80. Approved unanimously by roll call vote.
- Denise moved, Aisha second, to approve designLab invoice \$96,835.50 for 75% design development. Approved unanimously by roll call vote.

#### **Meeting Minutes**

- Denise moved and Tina second to accept the joint committee meeting minutes of May 24, 2023. Approved Unanimously by roll call vote.

#### **Adjournment**

- Denise moved to adjourn, Frank second, at 8:53pm.

Minutes submitted by Lisa Lavina

Meeting recordings are available on the Building Committee page of the Town's website:

<https://www.stow-ma.gov/randall-library-building-committee-20>