

Meeting Minutes
Randall Library Building Committee
November 4, 2020 7:00p.m.

Via Zoom

Committee members attending: T. McAndrew, K. Copeland, L. Lavina, P. McManus, J. Salvie, C. Stoltz

Committee members not attending: C. Buck

Additional attendees: T. Reed, L. Reiner, C. Martin

Meeting called to order at 7:02pm

1. Approval of October 6th meeting minutes
Jim moved, Kat second to approve the minutes from the October 6th meeting as drafted.
Approved with Peter abstaining.

2. Discussion of RFP and timeline
Timeline reviewed, agreed that our target is to be prepared for Town Meeting in spring 2022. A needs assessment will also be attached to the RFP materials, pending discussion by the Trustees at their meeting of what will be included in that document.
Square footage in the document needs to be confirmed.

The RFP will be promoted in a statewide resource where all municipal RFPs get posted. Additionally, we will need to post in newspapers that serve Stow. The Town Administrator will manage.

3. Next Steps
Tina to review the overall document and discuss dates with Denise (Town Administrator).
Craig will supply Tina with any structural/external needs (about building structure) for the needs assessment document, not already mentioned in existing documents.

Tina will have needs assessment document ready for next meeting.

4. New Business
Craig Martin joined the group to discuss the current state of the building:
 - Design of the new flat roof is underway (including the HVAC system) and work will begin soon.
 - Overall condition is fine shape structurally. One of the recent major issues was the patio deck (the ceiling of the lower level) was leaking and was repaired 6-7 years ago. No problems since.
 - HVAC improvements the overall heating and cooling.
 - Large windows on the east side were replaced due to leaking.
 - Slate roof is intact and fine, will last a long time.

- The rubber roof on the flat section is being replaced as part of above-mentioned project.
- Windows over the children's section need attention.
- Building maintenance is appropriate for a building that age.
- The underground portion of the building will always present problems with moisture but can be mitigated with air handlers and filters.
- Grading on the east side of the building should be attended to for better drainage. The property line is a challenge on that side.

5. Public Comment

None

6. Adjournment

Jim moved, Kat second, to adjourn the meeting at 7:50pm

Next meeting: Set for December 2, 2020