

**Meeting Minutes**  
**Randall Library Building Committee**  
**May 5, 2021 7:00pm**  
**Via Zoom**

Committee Members Attending: Tina McAndrew, Lisa Lavina, Kat Copeland, Peter McManus, Brian Patuto, Jim Salvie, Carol Stoltz

Additional Attendees: Kathleen Pavelchek, Tim Reed, D. Granat

Meeting called to order: 7:03pm

**Approval of March 3, 2021 meeting minutes**

Carol moved, Kat second to approve the minutes of the March 3<sup>rd</sup> meeting. Approved unanimously.

**Recap library walkthrough for interested building firms**

12 firms/18 people visited the library. Tina was on the first floor; Lisa was on the second floor to answer questions as the people circulated.

Tina is preparing a list of the questions that were asked and will send those (with a reply) to all the firms that requested the RFP, and to the committee. Tina will also include some info provided by the Mass Historical Society about the Library.

Denise gave Tina an update on Stow Historical Society's artifacts on display. The Board of Trustees is responsible for initiating the conversation with the SHS.

**Review bid evaluation rubric and evaluation timeline**

Denise says the rubric is good to use, but each person should fill out their own document and then we'll compile them for review as a group. Request to size it to print for ease of completion.

Deadline for proposals is May 28. We will meet on June 16, 2021 to allow for time to review and rank the proposals.

**Public Comment**

1. I understand that the answers may not be available today, but would like to know:
  - a. When will public forums be held? *Those will be scheduled after the firm is selected.*
  - b. When will this go to town meeting, and will there be more than one trip to Town Meeting? *Likely scenario is for first meeting (2022) to request funding for design funds, then a second meeting for construction funds.*
  - c. Have the engineering documents been shared? *They're available, but the current RFP calls for any winning bidder to perform their own engineering review to confirm that any parts of the current structure they include in their design will be able to support the uses they propose.*
2. When going to the town for construction funds, how much of that cost will be devoted to developing the construction plans? *Not sure, but it's usually an expressed percentage of the total construction cost.*

Peter moved, Jim second to adjourn at 7:33pm