



Town of Stow  
Library Building Committee 2.0  
March 08, 2023 7pm at Town Building and via Zoom

**Attending:**

Building: Tina McAndrew, Chair. Aisha Anderson, Kat Copeland, Denise Dembkoski, Marcy Eckel, Morgan Hillman, Lisa Lavina, Frank Ramsbottom, Sunny Richardson (remote).

Also attending: Colliers: John Bates; designLab: Andrew Brookes, Ben Youtz; G2: Alison Goyer, Gigi Saltonstall

**Meeting called to order at 7:10pm**

**Approve Meeting Minutes**

Denise moved, Aisha second, to approve the February 15, 2023, joint committee meeting minutes. Unanimously approved by roll call.

**Colliers OMP Update**

- Financials
  - o Billing for services at a flat monthly rate through the project
- HazMat Consultant
  - o Bids have been returned for managing the HazMat process of testing and abatement. EFI Global is recommended given the scope of services defined in the RFP.
  - o Questions: Is there documentation of any HazMat testing that might have happened at the time of the renovation of the historic building? A: Unclear. Q: Will soil analysis be included? A: Yes, this will be part of the scope
  - o Discussion of the siting of the cisterns for fire suppression
  - o Denise moved, Morgan second, to approve EFI Global as the HazMat consultant. Unanimously approved by roll call.

**designLab**

- Landscape Consultants, (G2 Collaborative) Gigi Saltonstall and Alison Goyer are introduced.
  - o Presented Scheme C from the Concept Design phase.
  - o Showed how library common can visually be part of the design, though not included in this project.
  - o Presented graphic illustration of the grade changes (from original entrance to Common Road) to be managed in this process. Discussed arborist check of the redbud tree.
  - o Presented a series of illustrated options for managing accessibility on the hill leading to the original entry.
  - o Common Road still under discussion by separate committee. Regardless of outcome, a sidewalk will be installed for safer access.
  - o Discussion of 'naming bricks' options.
- **designLab**
  - o Update of the location options for the fire suppression
  - o Review updates to the building program, after meetings with librarians. Rather than meaningful changes, adjustments based on better understanding of space use were made.
  - o Revisit the discussion of ramp/elevator

- Review of three proposed programs. Lengthy discussion of the layouts with many questions (see recording at 1 hour 30 minutes)
- Discussion of courtyard space
- Discussion separately accessible Community Room
- Next Steps:
  - Workshop 3 coming up – discussion of times for both committees.
  - Schedule field trips
  - Next round of schematic designs
  - Estimate with next drawing
  - Begin Design Development phase
- Question of when to start involving other interested town committees A: Near the beginning of the Design Development phase.
- Mention of potential grants related to the construction (green building, etc)
- Discussion of the timeline for the Exterior Design committee to present their recommendations to the Building Committee.
- Need longer meetings for Exterior Design Committee to meet and plan for gathering resident feedback.
- **Other Items**
  - Denise moved, Kat second, to approve the Colliers invoice due for payment.
- **Adjournment**
  - Denise moved, Morgan second, to adjourn at 9:33pm.

#### **designLab Presentation:**

Workplan reviewed

- More detail on timing of Schematic Design and Design Development phases.
- Outlines next series of meetings to workshop the design decisions.

Update of actions since last meeting

- Full 3D scan of building – shows size and mass, not a peek inside the walls
- Library staff interviews – first since feasibility study. Expanded on ideas initially discussed.

- Beginning to tour building and site with other project experts on the dL team.

Coming next:

- Geotech boring samples of the site
- Meet with Fire Dep't.
- One more meeting with library staff.
- Next Building Committee Meeting March 8<sup>th</sup>
- Potential tour of other library sites week of March 20.

Exterior Design Committee discussion

Introductions of those on the exterior design committee and each shared goals for being on the committee

- Exterior look echoes and complements the historic building
- A 'gem of a glass box' attached to, but separated from, the historic building, not in competition or contrast, but complementary.
- An addition as strong as the historic building
- Continue to hear what the community views as important and provide opportunities for gathering input.
- Based on learnings in first committee, to bring observations (since then) about building
- Long term management of the building facility.
- Additions that are complementary.
- Modern, looking forward while looking back.
- Historic building was of its time when build in late 1800s, create an addition of this time that complements but doesn't match the historic building.
- An exterior design that reflects the functionality of the space inside.
- Reflect the identity of the town. An opportunity to restore the original design of the historic building and add a complementary addition that fits the setting and purpose.

Reviewed the look of the original building, the current building and changes that will reduce the height of the Common Road entrance to be universally accessible. Discussed re-opening the original entrance. Described the Secretary of the Interior's guidelines for historic properties, specifically for rehabilitation, which calls for *maintaining the historic character of the original building with a design that is compatible in massing and scale*.

In a series of representative slides, illustrated things to keep in mind when considering exterior design: materials, landscape, area context of the site, interior programming, massing.

Slides presented showing other designLab treatments when adding new addition to historic building.

Discussion of current thinking on large scale windows relative to energy use, nighttime light pollution.

All offered observations on the images presented.

Discussed need for separate meeting planning solicitation of more resident input.

**Meeting minutes** - Kat moved to approve the Exterior Design Committee meeting minutes of January 12, 2023, Denise second. Unanimously approved by roll call vote.

Kat moved to approve the Building Committee meeting minutes of January 12, 2023, Marcy second. Unanimously approved by roll call vote.

Kat moved to approve the Building Committee meeting minutes of January 4, 2023, Denise second. Unanimously approved.

**Exterior Design Committee portion of the meeting concluded.**

Building Committee continues

Quick recap of program design from concept design stage.

Presented two versions of the next iteration of the schematic design, discussion focused on ramps, stairs, elevator.

**Meeting Schedule:** Next committee meetings scheduled for Exterior Design at 6:30, Building at 7pm March 8<sup>th</sup>.

**OPM Report**

Charged with tracking budget and expenditures - Invoicing will pick up as project gets underway – again \$8.8M budget.

Next steps include soliciting proposals for Hazardous Materials consultant to review site for lead paint, asbestos and PCBs. This will determine the level of abatement needed and cost.

Discussion of connecting with Hudson Light and Power for project planning

Denise moved to approve the Colliers invoice for \$8,364.38, Marcy second. Unanimously approved by roll call vote.

Kat moved to adjourn, Denise second.

**Meeting Adjourned at 9:16 pm**

Minutes submitted by Lisa Lavina, Committee Clerk

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

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