



Town of Stow
Library Building Committee 2.0
Exterior Design Committee
January 12, 2023 7pm
at Town Building and via Zoom

Attending: Bldg. Ctte: Tina McAndrew, Chair. Aisha Anderson, Kat Copeland, Denise Demboski, Marcy Eckel, Morgan Hillman, Lisa Lavina, Frank Ramsbottom, Sunny Richardson. Ext. Des. Ctte (additional): Richard Fishman, Melissa Rollins. Also attending: Colliers: John Bates designLab: Andrew Brookes, Ben Youtz

Meeting called to order at 7:03pm

Building Committee Introductions

Exterior Design Committee Introductions

Introduction of Owners Project Manager (OPM) (Colliers)

Introduction of Architect Design Team (designLab)

By group, all members named above as attendees, introduced themselves and their relationship to the committees or external companies.

What is an OPM and how is it related to the Town and the Library project?

John Shea, Colliers, briefly described the role of the OPM and outlined general responsibilities:

Design phase:

Monitor all project invoices

Review all design documents as needed

Provide guidance in seeking grants and other funding support

Attend all meetings and provide updates/reports

Bidding:

Help determine going with CM At-Risk or design, bid, build

Evaluate contractors for ability to complete the construction process.

Construction:

On-site active management through project completion, turnover to the town and project closeout.

designLab Presentation

Brief introduction of the designLab firm.

- Preliminary Plan
 - o Able to conduct the design process in person or remote as needs dictate.
 - o Anticipate an 8-9 month design period in three parts:

- Schematic Design (6 weeks) Begin by February. The initial concept design work already completed is a boost in getting underway. This looks at the project from the scale of the building
 - Design Development (3 months) This looks at the project from the scale of the rooms.
 - Construction Documents (4 months) Goal is to have project to bid by Oct 1st. This looks at the project from the scale of the objects.
- The bulk of the design decisions will be made in Schematic Design and Design Development phases
- Workshop meetings will take place approximately every three weeks with the first meeting approximately the second week of February.
- Already scheduled:
 - 3D scan of the building, inside and out and the landscape, replacing manual measuring
 - site survey.
- Team will expand from the small group in the concept phase to the complement of experts in all aspects of the project: engineers, mechanical systems, landscape, cost estimators, etc.
- Schematic design will include conversations with the committees as well as users, beginning with library staff.
- Looking forward to working with everyone involved and values the partnership with the OPM.

Review of the Concept Design Summary for those who are new to this project (short version of the presentation to Town Meeting)

Brief discussion of how the 1975 addition was attached to the historic building.

Question: Could you clarify how the amount of square footage will change?

Answer: The square footage overall will not change, but through design efficiencies, there will be more useable space for staff and patrons.

Update by the Town Administrator on the Architect Contract

Denise received the final numbers from designLab yesterday and the contract is with Town counsel for completion.

Approval has been given for the 3D scan and site survey to take place in advance of signing the contract.

An org chart of the full design team will be provided. Ben mentioned some of the key partners in the project.

Question: In broad numbers, how will the roughly \$9 million cost of the project be spent, what are we looking at spending in 2023?

Answer: (John Shea) Hard to answer right now, but we'll be creating a cash flow plan. The bulk will be spent in 2024, which is when the construction will be happening.

Discuss Meeting Schedule

In the prior meeting, it was agreed that Wednesdays work best for the BC2 group. Brief discussion about when meetings will take place at the Library and when at Town Building. The first workshop with designLab is tentatively planned for February 8, pending confirmation by dL and Colliers. Meetings will be approximately every 3 weeks. Possibly schedule Ext Des and BC2 meetings sequentially on the same day. Goal will be to confirm all meeting dates at the next meeting.

Comment: Could we define a cadence for when centrally shared updates are posted on the Town website so we can direct interested people to the source for official information?

Answer: All project information will be on a specific page on the Town website. Meeting recordings, agendas and minutes will be posted, as well as additional documents pertinent to the project. All library related organizations should source their information from this website.

Meeting Adjourned at 8:05pm

Morgan moved, Frank second to adjourn.

Minutes submitted by Lisa Lavina, Committee Clerk/ Approved February 15, 2023

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

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