



Town of Stow
Library Building Committee 2.0
January 4, 2023 7pm
at Town Building and via Zoom

Attending: Aisha Anderson, Kat Copeland, Denise Demboski, Marcy Eckel, Morgan Hillman, Lisa Lavina, Tina McAndrew, Frank Ramsbottom, Sunny Richardson

Meeting called to order at 7pm

Committee Introductions

All members introduced themselves.

Organizing the Committee

Denise described the role of the Committee Chair, then called for anyone interested or any nominations. Hearing no one express interest, Lisa nominated Tina for Chair. Denise made a motion to elect Tina as Chair, Morgan second. Approved unanimously.

Tina took over as Chair of the meeting and called for interest or nominations for Vice Chair. Morgan expressed interest in the role. Denise made a motion to elect Morgan as Vice Chair, Marcy second. Approved unanimously.

Tina called for interest or nominations for Clerk. Lisa expressed interest. Denise made a motion to elect Lisa as Clerk, Marcy second. Approved unanimously.

Update from Town Administrator on Owner's Project Manager (OPM) and Architect Contracts

Denise: An RFP was created for the OPM contract. The review committee evaluated the proposals, interviewed three organizations, and selected the firm Colliers for the job. A fee of \$385,000 was agreed upon and a contract has been completed.

The OPM worked with the Town to create an RFP for the Architect. There were many strong applicants. The review committee chose to select designLab based on their familiarity with the project, the town and their ability to meet the timeline expressed in the RFP. A fee of \$968,000 was agreed upon and an initial draft of the contract has been completed, pending presentation of final draft of the full project budget. The budget is due to be delivered within the week and the contract finalized.

A kickoff meeting with both firms and the Building Committee is anticipated for later in January.

Denise expressed concern that the budget allocated and approved by Stow voters at Town Election may fall short of the projected costs. Though the costs of many materials have come down from their highs during the pandemic, many supply chain issues may exceed the contingencies planned in the original cost estimate. There was a brief discussion of options for identifying additional funds.

After Denise concluded, there were questions and brief discussion on:

- Relocating the library – staff will be relocated to the basement level of the Town Building, the former location of the COA. Defining the location for storing the collection is a work in progress. The move is intended to coincide with the timing of putting the construction project out to bid.
- Schedule for meetings with the OPM – intention is to meet every 3-4 weeks but remains to be determined.
- Overall role of the Committee – Oversight of all aspects of the project and all final approvals.
- Exterior Design Committee responsibilities – organize and hold more information gathering sessions with interested residents. Based on feedback gathered and working with the designers, make a recommendation to the Building Committee on the final design of the exterior.
- Redesign of the intersections around the library (Great Road, Library Hill Road and Crescent Street and Common Road) – Still a work in progress with the Planning Board. Common Road will be closed during construction to allow for materials storage.
- Ongoing communication with residents and abutters - all meetings are public meetings and agendas, minutes and recorded meetings will be available to residents on the Town website. The OPM will be in regular contact with all abutters to keep them updated on all aspects of the project.

Select a BC rep (from the residents at large members) to the Exterior Design Committee

Expectations for the committee were discussed. Kat expressed an interest in representing the Building Committee. Denise made a motion to appoint Kat as the Building Committee rep, Morgan second. Approved unanimously.

Discuss Meeting Schedule

Committee agreed on Wednesday evenings for regular meetings. Denise will update the committee as soon as a date is defined for the kickoff meeting.

Meeting Adjourned at 8:05pm

Denise moved and Kat second to adjourn. Approved unanimously.

Minutes submitted by Lisa Lavina, Committee Clerk/Approved Feb 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>