



Town of Stow  
Library Building Committee 2.0 and Exterior Design Committee  
September 13, 2023 6:30pm Town Building and Zoom

**Attending:**

Building: Tina McAndrew, Chair. Aisha Anderson, Denise Dembkoski, Morgan Hillman, Lisa Lavina, Frank Ramsbottom, Kat Copeland, On Zoom: Marcy Eckel; Absent: Sunny Richardson  
Exterior: Tina McAndrew, Chair. Denise Dembkoski, Richard Fishman, Andrew Grote, Melissa Rollins.  
Also attending: Colliers: Matt Sturz; designLab: Andrew Brookes, Audrey Scanlon, Ben Youtz.

**Meeting called to order at 6:33pm**  
**designLab**

**Process Updates**

- This is the last workshop session
- Construction drawings are underway
- All Zoning approvals have been received
- Currently prequalifying general contractors
- Visits to the library to explore behind walls, measuring specific areas, etc.
- Previewing masonry samples and meeting with vendors.

**Updated Cost Estimates**

- At the 65% estimate stage
- Estimate is just over the cost created estimate after value engineer(VE) process (at 8.4 was 8.2)
- Final list of VE strategies presented
- Discussion of Pre-qual process

**Interior Character**

- Adjustments to Children's area to allow more shelving, reduced seating to 18-20 chairs
- Adjustments to finishes on the floors putting more durable surfaces from the door to elevator
- Wood floors remain in historic section
- Resilient flooring in Children's
- Vinyl graphics that wrap elevator wall are still tbd
- 3D views of many areas presented
- Discussion of donor wall

**Exterior Character**

- Recap of what's been shown in prior meetings
- Photo display of plants being chosen
- 3D view from the memorial across Common Road
- Mention of upcoming (10/3) Traffic Safety meeting to present Common Road suggestions and (10/10) decision at Select Board
- Masonry panel samples displayed

**Bidding Process**

- Bid will go out to all prequalifies general contractors and subcontractors
- Town hires the subcontractors and the general contractor.
- All bids out/questions answered/final bids submitted – due by end of October

**Colliers Update**

- Milestone report for August and September given.
- Construction documents due Sept 27<sup>th</sup>.
- Meeting with the Trustees for final approval to be scheduled.
- Special Town Meeting will include vote discussed
- Morgan moved, Frank second to approve \$11.3m, inclusive of 10% contingency, as the final project budget. Unanimously approved by roll call.
- Brief discussion of Special Town Meeting process.

**Approve Colliers Invoice**

- Denise moved, Morgan second to approve the Colliers July 2023 invoice. Approved unanimously via roll call by Bldg. Cttee.
- Denise moved, Aisha second to approve the Colliers August 2023 invoice. Approved unanimously via roll call by Bldg. Cttee.
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**Approve designLab Invoices**

- Denise moved, Kat second to approve three designLab invoices, two for July and one for August. All approved unanimously via roll call by Bldg. Cttee.

**Approve Minutes**

- Denise moved, Morgan second, to approve the minutes from the July 26, 2023 meeting as amended. Approved unanimously by roll call.

**Adjournment**

- Denise moved to adjourn, Kat second, at 8:19pm.

Minutes submitted by Lisa Lavina

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

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