## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

December 16, 2020

1. Call to order

Cortni Frecha called to order the regular meeting of the Town Hall Restoration Committee at 7:02 pm on November 11, 2020 via a video conference call.

1. Roll call

The following people were present:

Committee Members: Doug Hyde (joined at 7:35 pm), Cortni Frecha, Megan Birch-McMichael (left at 9:25 pm), Andy Crosby, Ed Deluca (left at 9:23 pm), Arnie Epstein, and Atli Thorarensen

Others Attending: Don Mills, Mills-Whitaker (left at 9:23 pm)

1. Green Requirements and Applying for Green Grants
   1. The Committee and Don Mills discussed the necessity of including AC in the final design as a means to reduce the cost of the project and eliminate the issue of either having to take more land from the neighboring property or installing the outside equipment in a visible location on the side of the building. Another alternative solution is to the outside equipment is a Geothermal VRF system but that costs approximately $100,000 more than the Air Source VRF system.

Doug Hyde joined the Meeting at 7:35 pm.

* 1. The Committee agreed that overall cost is a small percentage of the total cost and AC should continue to be included. The committee is going to evaluate the possibility of taking more land to install the outside component of the Air Source VRF and then decide between the Air Source VRF and the Geothermal VRF system.
  2. Arnie Epstein informed the Committee that applying for a Green Grant was not possible due to the fact that the Town has not completed current projects funded by grants.

1. Public Survey
   1. The Committee discussed publishing a community survey on the Town Hall Project. The members agree that a survey is very important to better understand the town’s priorities for the Town Hall. Each member will create survey questions for discussions at the next meeting.
   2. The members also agreed to schedule a public forum after the completion of the survey to share the results and the work completed at that point.
2. Mills Whitaker Invoice
   1. Cortni Frecha made, and Ed DeLuca seconded, a motion to approve payment of Mill Whitaker invoice # :CN229-01-2020-01. The motion was unanimously approved.
3. Mass Historical Grants
   1. Atli Thorarensen noted that the Mass Historical Commission is soliciting applications for grants.
   2. Don Mills noted that he felt the project was very fundable but that the application process required a lot of work and the average grant was $50,000.
   3. The members agreed that applying for grants are important and the Committee should apply for a grant. Don Mills will review the grant application and develop an estimate of the cost to apply.
4. Design Review
   1. Don Mills shared the preliminary drawings and his current ideas on design components. The discussion ranged from whether to have 3 bathrooms to maximize building capacity, the layout of the basement, the location of the historical displays, and public use of the balcony.

Ed DeLuca left the meeting at 9:23 pm

Megan Birch-McMichael left the meeting at 9:25 pm.

1. Next Meeting
   1. The next meeting is January 6, 2021 at 7:00 pm
   2. Atli Thorarensen will take minutes for the meeting
2. Adjournment

Cortni Frecha made, and Arnie Epstein seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 9:30 pm

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Andrew B. Crosby

Minutes Approved on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_