## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

March 26, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:05 pm on March 26, 2020 via a video conference call.

1. Roll call

The following people were present:

Committee Members: Doug Hyde, Chairman, Tom Ryan, Vice Chair, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, Atli Thorarensen

1. Approval of Minutes
	1. Cortni Frecha, and Ed Deluca seconded, a motion to approve the 03/05/2020 meeting minutes. The motion was unanimously approved.
	2. The minutes for the 2/18/2020 meeting were not voted on by the Committee and are still outstanding.
2. Response to CBI Letter
	1. The Committee reviewed the letter received from CBI responding to the Committee’s offer to pay a portion of the remaining billed amount representing that work actually performed in return for a credit of $4,000 for that portion not delivered to the Committee. CBI refused the offer but did agree to repackage the various reports into one report.
	2. The Committee discussed the situation and the benefits of paying only a portion of the remaining bill versus those of paying the bill in full. Although the members agree that the Committee did not receive all of the items listed as deliverables in the agreement and did not get the quality of work that was expected, the majority felt that paying the remaining amount in full would allow the Committee to end any potential issues with CBI, which could potentially cost the town more than the $4000 and allow the Committee to move forward in hiring a new design firm and finishing the Design Phase.
3. Motion to Pay CBI Bill
	1. Cortni Frecha made, and Atli Thorarensen seconded, a motion to approve payment in full of the remaining unpaid amount billed by CBI without requesting a compilation of the final report.
	2. The motion was approved by a majority of the Members. Doug Hyde, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, Atli Thorarensen voted to approve the motion; Tom Ryan voted against the motion.
4. Status on RFP
	1. Doug Hyde updated the Committee on the status of the RFQ/RFP.
	2. He informed the Committee that he had been contacted by the Attorney General’s office regarding wording requiring a breakdown of costs per subcontractor in the RFQ that was illegal. Doug has reissued an updated RFQ removing that line.
	3. Doug also informed the Committee that 35 firms have responded to the RFQ and have received the CBI reports for review. He also noted that the scheduled 4/2/2020 walkthrough and the 4/20/2020 submission date has been cancelled and will be rescheduled at a later date.
5. Public Meeting Review
	1. The Committee discussed the findings from the public forum. The Members agree that, while there is support for preserving the building, the people attending the meeting did not support the estimated $3.5 million cost.
	2. Based on the comments heard at the forum, the Members understand that the Committee must evaluate how trade-offs in the project scope and state and town requirements will affect the final cost of the project as well as the usability of the building. The Committee understands that it must be able to show that cost of the final proposal is justified by the benefit to the town.
	3. The Members requested that the Building Department estimate a 5 year cost of maintaining and repairing the Town Hall if no renovations are done so the information can be used as a baseline for evaluating options.
	4. The Committee also recognized that it must look for funding sources in addition to CPA and Town funds to help pay for the project.
6. Adjournment

Atli Thorarensen made, and Cortni Frescha seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:00 pm.

Minutes submitted by: Andrew B. Crosby

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