## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

June 4, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:04 pm on June 4, 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. Process for reviewing responses to the RFP
	1. The Committee has received 8 responses to the RFP. The next step is to evaluate each proposal and determine which firms to invite to present to the Committee. The Members reviewed the RFP and discussed how best use the requirements listed in the RFP to evaluate each proposal.
	2. The Committee decided the review process will be
		1. Each member to review a proposal, with Ed Deluca review two proposals, to verify that the proposal met the minimum selection criteria and submission requirements as defined in the RFP.
		2. Next, each member will review all of the proposals passing the first review and rank the proposal from 1 to 8 (or the number of remaining reports if any proposal was eliminated in the first step) with 1 being the firm that, in their opinion, has the best experience and team to successfully conclude the remainder of the design process.
		3. The Committee will then meet, compare scores and select the four to five top scoring firms to invite to do a presentation.
		4. After the presentations, the Committee will select the top one or two firms, follow up on their references and then select one firm for the project.
	3. Each member was assigned the following proposals for the first stage of the review
		1. Doug: Johnson Roberts Associations
		2. Ed: Bargmann Hendrie & Archetype & CambridgeSeven
		3. Andy: B Goba & Associates
		4. Atli: DiGorgio Associates
		5. Cortni: Mills Whitaker Architects
		6. Tom: LLB Architects
		7. Arnie: PRA Architects
	4. Each member will e-mail the results of their review to Doug, who will collate the reviews to determine which proposals meet the basic criteria and can move to the next step.
2. Town Meeting Preparations
	1. The Committee discussed the upcoming presentation for the warrant article to fund the additional design work at the June 22, 2020 Town meeting. The members discussed how best to communicate the reasons why restoring the building is important to the town. The members expressed concern that the estimated high cost of the project might cause residents to vote against the warrant.
	2. The members agreed that they needed to show that the building was needed and would be used. Doug agreed to collect information about growth of the use of the community center since its completion to be added to the presentation.
	3. The Committee requested that Andy Crosby give the presentation. Andy stated he had concerns about attending due to Covid19 and potentially bringing the virus to his work. He said he would consider doing the presentation and would let the Committee know. Additionally, Andy stated he would send out a pdf of the public forum presentation so the Committee could use that to create the town meeting presentation
	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.
3. Approval of Minutes
	1. Tom Ryan made, and Cortni Frecha seconded, a motion to approve the 03/26/2020 meeting minutes. The motion was unanimously approved.
	2. Tom Ryan made, and Cortni Frecha seconded, a motion to approve the 2/18/2020 meeting minutes. The motion was unanimously approved.
4. Next Meeting
	1. The next meeting will be June 17, 2020 at 7:30 pm via a video conference call.
5. Adjournment
	1. Ed Deluca made, and Cortni Frescha seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:30 pm

Minutes submitted by: Andrew B. Crosby

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