## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

February 4, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:06 pm on February 4, 2020 at the Stow Town Building.

1. Roll call

The following people were present:

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

Absent: Arnold Epstein, Atli Thorarensen

Also Present: Marilyn Zavorski, Rosemary Bawn

1. Approval of Warrant Article for Additional $200,000 Design Funds
	1. The Committee reviewed the draft warrant article and the members agreed the language was correct.
	2. Tom Ryan made, and Ed Deluca seconded, a motion to approve the Warrant article as written. The motion was unanimously approved.
2. Payment for and Remaining Documents Still Due From CBI
	1. The Committee discussed payment of the current outstanding bill from CBI. The majority of the members felt the Committee has not yet received a comprehensive final report from CBI. Certain items listed as deliverables in the agreement are still missing, particularly the complete Budget for the next phase of the project, Historical Narrative and the Acoustics and AV sections. Additionally some sections seem to repeat information from the Phase 10 report with no or little additional material resulting from work done in Phase 20.
	2. The Members also noted that the final report was received piecemeal and was never combined into one report making it difficult to get a coherent understanding of the results of work done by CBI and its subcontractors.
	3. The Committee also discussed whether such a report would add value to information already received. The members discussed whether it should negotiate with CBI to pay a portion of the amount currently billed by CBI and allow organizations to close this phase of the project. No decision was made on this idea.
	4. The members agreed that the Committee needs a comprehensive report incorporating the results of all of the work to have been completed in Phase 20 before payment could be authorized.
	5. The members requested Doug ask CBI for this comprehensive report.
3. Soliciting Stakeholder Input
	1. The Committee discussed how best to move forward in completing the Design Phase. The Committee needs to hire a design firm to complete the design phase including construction drawings. Before hiring that firm, the Committee needs to clearly define and prioritize its expectations including getting a better understanding as to what factors are driving the cost of construction to the estimated $3.5 million.
	2. The members also agreed that it needed to hold the public forum before hiring a design firm and before town meeting in order to inform the town residents as to the current status of the project and to determine the level of support for this project given the estimated cost of preserving the building.
	3. The Committee has scheduled the public forum for March 11, 2020 at the Town Hall.
	4. In preparation for the public forum, the Committee agreed to meet either on February 18th or 20th to plan the meeting as well as draft an RFP to hire the design firm for the final phase of the design project. Doug Hyde was going to communicate with all of the Members to determine the best day.
4. Advisor for the Committee
	1. Marilyn Zavorski suggested that the Committee find an architect or a design consultant to advise the Committee as it moves forward. The members agreed with this suggestion and Doug will look for a suitable candidate for this role.
5. Adjournment

Ed Deluca made, and Cortni Frecha seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:37 pm.

Minutes submitted by: Andrew B. Crosby

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