## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

December 5, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on December 5, 2019 at the Stow Town Building.

1. Roll call

The following people were present:

Committee Members: Doug Hyde, Chairman, Tom Ryan, Vice Chair, Andy Crosby (arrived at 7:07), Ed Deluca, Arnold Epstein, Cortni Frecha (arrived at 7:07), Atli Thorarensen

Also Present: Marilyn Zavorski, Rosemary Bawn

1. Discussion on Next Steps
   1. The Committee discussed the current situation and its options moving forward. The members were uncomfortable with proceeding with a $3.5 million request for construction funding. Additionally the members expressed their dissatisfaction with CBI and reservations of continuing to work with CBI. The consensus was that CBI did not provide the level of support, information and clarity the members expected and needed to make good decisions.
   2. The Committee discussed whether to restart the design phase with a new design firm with the intention of getting the support and information needed to ensure the town makes the best possible decision with regard to the Town Hall. The members generally agreed that restarting the design phase will not necessarily significantly reduce the final construction costs but would hopefully give the Committee a better understanding and appreciation as to the reasons for the high cost.
   3. Given the Committee’s uncertainty the a restart of the design would fundamentally change the final cost of the project and its desire to move the project forward as expeditiously as possible, the Members also discussed continuing to work with CBI through the final design stage.
2. Motion to Apply for CPA Funds
   1. Atli Thorarensen made, and Tom Ryan seconded, a motion to authorize Cortni Frecha and Andy Crosby to present two applications to CPC for potential funding, the first application for $100,000 for additional design funds and the second application for $3,500,000 for construction funds.
   2. The Committee discussed the merits of presenting two funding applications to CPC for the purposes of ascertaining the level of support among the CPC members for either restarting the design phase or expending a significant portion of CPA funds on construction,
   3. The motion was unanimously rejected.
3. Further Discussion on Next Steps
   1. The Committee discussed how best to move forward. The members were uncomfortable spending any additional money on the project if the town ultimately rejected the construction phase due to its cost. The Committee members were uncertain that the various stakeholders would support spending $3.5 million to restore the Town Hall.
   2. The members agreed that it needed guidance from the various stakeholders, including holding a public hearing and perhaps conducting a survey of the residents, was needed.
4. Motion to Determine Stakeholder Support
   1. Tom Ryan made, and Courtney Frecha seconded, a motion to not move forward with Phase 30 until the Committee gets input from the Board of Selectmen, CPC, Capital Planning, Historical Commission, and other stakeholders, including hold a public hearing, on the scope of the project as currently understood by the Committee.
   2. The motion was unanimously approved.
5. Discussion on Submitting an Application for CPA Funding for the Next Town Meeting

Members of the Committee expressed concern that the above process could potentially delay the project for another year if we did not submit a CPA funding request now. The Committee did not want to ask for Construction funding but noted that it would need additional funding for Phase 30 if it wanted to end the Design phase with construction drawings, regardless of what design firm was hired to do Phase 30. The Committee agreed that Doug Hyde, Cortni Frecha and Andy Crosby should present an application for additional design funds at CPC’s next meeting on December 9, 2019. Andy Crosby volunteered to submit the application for the Committee.

1. Motion to Apply for Additional CPA Funding
   1. Tom Ryan made, and Ed Deluca seconded, a motion to apply for additional CPA funding totaling $150,000 for design funding and construction drawings.
   2. The motion was unanimously approved.
2. Remaining Documents Still Due From CBI

The Committee reviewed the Phase 20 deliverables and noted that there were several reports listed in the Deliverables section in the contract with CBI that have not been received. The Committee asked Doug to request CBI forward those reports to the Committee as the final deliverable in Phase 20.

1. Adjournment

Cortni Frecha made, and Tom Ryan seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 9:15 pm.

Minutes submitted by: Andrew B. Crosby

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