## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

December 18, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:05 pm on December 18, 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, Ed Deluca, Arnold Epstein, Cortni Frecha

Absent: Atli Thorarensen

Also Present: Marilyn Zavorski, Rosemary Bawn

1. Planning for Next Meeting with CPC
	1. The Committee discussed the status of the request for the additional CPA funds for the design phase. CPC has requested the Committee present its request at CPC meeting scheduled for January 6, 2020.
	2. The members discussed the level of funding to request. The initial request was for $150,000. The Committee has approximately $90,000 remaining in funds from the initial grant but the cost to complete the design phase with construction documents is significantly more than the remaining funds. The Committee discussed whether to ask for enough funding to ensure it can complete the design phase and present a construction-ready project to town meeting. The consensus was a total request of $200,000 is more realistic.
	3. The members reviewed the CPC questions and the answers created by Ed Deluca. Andy Crosby volunteered to update the Committee’s application, review and append the Question and Answer section. He will share the documents with Cortni and Doug for review before submitting to CPC.
2. Motion to Apply for $200,000 of CPA Funds
	1. Andy Crosby made, and Ed Deluca seconded, a motion to request a total of $200,000 of additional CPA funding to finalize the Design Phase with construction documents.
	2. The motion was unanimously approved.
3. Payment for and Remaining Documents Still Due From CBI

The Committee discussed the status of Phase 20 and what the Committee needed to receive from CBI before authorizing a final payment. The committee reviewed CBI’s consulting services agreement. In that agreement, CBI listed and assigned prices to work to be completed during Phase 20 which include Historic, Civil Engineering, Landscape Design, MEP and Fire Protection, Code Consulting, and Acoustics and A/V. In reviewing the reports received to date, the Committee noted that it has seen no reports or other work for many of these items. The members agreed that they could not authorize payment until they receive copies of all of the work completed for the billable deliverables listed for Phase 20 in CBI’s Agreement for Consulting Services.

1. Soliciting Stakeholder Input
	1. The Committee discussed how best to move forward in determining the level of support for the Town Hall restoration with the current cost estimate of $3.5 million. The Committee recognized that there are key stakeholders, whose input is important to help determine the next steps. These key stakeholders include the committees represented by the members of the Committee and the public.
	2. The members agreed that each Committee member should discuss the results of the Phase 10 and 20 projects with their individual town committees. Each member will report back to the Committee at the next scheduled meeting with regards to comments and concerns of these committees as well as the level of support for the restoration given the expected cost of the project.
	3. At the next meeting, the Committee will also schedule and plan for a public hearing to inform town residents of the results of the design phase thus far and to determine the level of town support for the project.
	4. The Committee agreed to create a survey on SurveyMonkey in order to ensure that all town residents have an opportunity to be heard. The Committee briefly discussed how to create an effective survey and agreed that the survey must be written carefully to ensure that the survey helps the Committee to correctly ascertain the public’s level of support for the Town Hall restoration given the current cost estimate. The Committee will start working on the survey at the next meeting.
2. Adjournment

Ed Deluca made, and Cortni Frecha seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:30 pm.

Minutes submitted by: Andrew B. Crosby

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