## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

November 25, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on November 25, 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 (arrived at 7:08), Atli Thorarensen

Also Present: Marilyn Zavorski, Rosemary Bawn

1. Review of CBI’s Estimate of Total Project Cost
	1. The Committee reviewed the final cost estimate for the construction phase for the Town Hall. The consensus was that the cost estimate of $3,500,000 was significantly higher than expected and that A/E costs increased the cost by $1,000,000.
	2. The Committee reviewed the budget line items to better understand the costs. In reviewing the costs, the Committee determined it needed CBI’s spreadsheet with all of the costs and asked Doug Hyde to request CBI send that to us.
	3. Based on the information received from CBI to date, the Committee felt that while the contingency estimate and other items were high, the budget prepared by CBI was a conservatively high but realistic estimate of the expected cost as the project was currently defined.
	4. The Committee was concerned that the cost were too high and may not be supported in town meeting. The Committee discussed ways of reducing the scope of the project to decrease the cost closer to $2,000,000. Doug Hyde noted that this was part of the scope for the next phase of the Design phase. The Committee agreed it needed to validate the final cost of the project in order to justify the costs at town meeting.
2. Discussion on CBI’s Contract Amendment for Additional Scope of Services – Design Development
	1. The Committee reviewed the contract for Phase 30 submitted by CBI. The Committee noted that the contract includes a value engineering phase to review the project scope and design drawings but excluded other items, which the Committee considers important to the design phase. In particular, the contract excludes construction drawings, which the Committee had originally specified in its RFP as a deliverable of the design phase.
	2. The Committee discussed whether to continue working with CBI or open up the final phase of the project to bid by other firms. A number of the members expressed dissatisfaction with CBI and felt that a new design firm would be benefit the project. However the Committee was concerned that a new design firm may not be able to use the work done by CBI and would have to recreate at least some of the work done in Phase 10 and 20. The Committee recognized that a switch to a new firm could also increase the cost of the project beyond the remaining $75,000 and delay the construction phase.
	3. The Committee also noted the contract extension was valid for only 30 days so needed to make a decision before December 22, 2019.
	4. The Committee discussed if CPC would support approving a request for additional design funds. The Committee decided that Cortni Frecha, Doug Hyde and Andy Crosby should attend the next CPC meeting on December 2nd. to determine if CPC will support a refund to restart the design phase. The Committee decided to meet on December 5th to make a final decision on the contact.
3. Motion to Meet with CPC
	1. Courtney Frecha made, and Tom Ryan seconded, a motion to meet with CPC to discuss the possibility of additional design funding to hire a new design firm and restart the design project. The motion was approved by a majority of the Members.
	2. Voted in Favor: Tom Ryan, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, Atli Thorarensen

Voted Against: Doug Hyde

1. Motion to Pay CBI Invoice
	1. Atli Thorarsensen made, and Cortni Frecha seconded, a motion to approve payment of the $7000 invoice from CBI. The motion was unanimously approved.
2. Final Documents Due From CBI
	1. The Committee reviewed the Phase 20 deliverables and noted that CBI has not submitted the final detailed Feasibility Report. The Committee asked Doug to request CBI submit that report to complete Phase 20.
3. Adjournment

Tom Ryan made, and Doug Hyde 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_