## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

October 1, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on October 1, 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

Not Present: Atli Thorarensen

Also Present: Marilyn Zavorski, Rosemary Bawn

1. Final Design Requirements Review
   1. Doug Hyde noted that CBI had received the Committee’s 8/14th requirements on the final design and has requested more detail on the requirements before finalizing the report and estimation.
   2. In response to this request, the Committee re-reviewed CBI’s Meeting Notes #2 dated July 29, 2019 and the two versions of the Draft Drawings (Drawing #1 – a marked up drawing with notes from the July 29, 2019 meeting and Drawing #2 marked “ Draft-Preliminary 9/16/19). During review of the Meeting Notes #2 and the two drawings, the Committee commented on each point in the notes and selected preferred design features shown in the drawings.
   3. Doug Hyde will write up the notes of the discussion and forward the decisions made during the review to CBI so they can complete Phase 20. The document created by Doug Hyde dated 10/2/2018 and sent to CBI is appended below and incorporated into these minutes.
2. Discussion on Phase 3.0
   1. Doug Hyde reminded the Committee that the contract with CBI ends at the end of Phase 2.0 and that the Committee needs to either negotiate a new contract with CBI for Phase 3.0 or post Phase 3.0 for open bidding. The Committee discussed the options.
   2. The Committee requested Doug Hyde to review the current contract with the Town Administrator so the Committee can make the best decision for the town.
3. Adjournment

Courtney Frecha made, and Ed Deluca seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:50 pm.

Minutes submitted by: Andrew B. Crosby

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









