## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

September 10, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on September 10, 2020 via a video conference call.

1. Roll call

The following people were present:

Committee Members: Doug Hyde, Megan Birch-McMichael, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha,, and Atli Thorarensen

Others Attending: Morgan Devlin, LLB: joined 7:10 pm;

Don Mills and Greg Whitaker, Mills Whitaker (MW): joined 7:14 pm

1. Purpose of meeting with Mills Whitaker
   1. The Committee discussed the goals of the meeting. The Members agreed to inform MW that the Committee wishes to work with them and move forward with them in negotiating a contract for the work to be done.
2. Approval of Minutes
   1. Atli Thorarensen made, and Ed Deluca seconded, a motion to approve the 8/19/2020 minutes with changes. The motion passed. Megan Birch-McMichael, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, and Atli Thorarensen voted affirmative; Doug Hyde abstained.
3. Meeting with Mills Whitaker
   1. The Committee informed MW that they had been selected for the project and would like to move forward to contract negotiations. Cortni explained the current situation where the town was transitioning to a new Town Administrator but that the Committee will work with MW and the Town Administrator to move negotiations along as quickly as possible.
   2. MW and the Committee discussed how to determine scope of project and the divisions within the Committee as to what should be done in the restoration of the building. The Committee and MW discussed the various options and the need to define use as well as create a vision for the Town Hall that will build community support for the project.
   3. The Members and MW also discussed what the project focus should be – the minimum necessary to repair the building or the full project. The consensus was to focus the design project on the full project to fully understand the cost and benefits and then decide on what to exclude in the final project scope. The Committee also agreed that an energy analysis early in the project would be useful to guide the design process.
   4. Morgan Devlin, LLB left at 7:55 pm
   5. MW and the Committee also discussed how to find outside funding for the project. MW suggested some funding sources and the typical amounts that can be expected from these organizations. The Committee also discussed the creation of a Friends of the Town Hall to help efforts to increase support of the project and to solicit donations.
   6. Don Mills and Greg Whitaker, Mills Whitaker left the meeting at 8;52 pm
   7. Megan Birch-McMichael and Ed Deluca left the meeting at 8;52 pm
4. Next Meeting
   1. Atli Thorarensen requested that a meeting be scheduled to discuss how to fundraise for the Town Hall project with a goal of creating a subcommittee to focus on this. The other Members agreed this was an important discussion.
   2. The next meeting will be September 17, 2020 at 7:00pm via Zoom. Arnie will send out a Zoom Invitation for the meeting.
5. Adjournment

Cortni Frecha made, and Arnie Epstein 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

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