## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

August 19, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 6:10 pm on August 19, 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: Tom Ryan

1. Approval of Minutes
	1. Cortni Frecha made, and Ed Deluca seconded, a motion to approve the 8/13/2020 minutes with changes. The motion passed unanimously.
	2. Cortni Frecha made, and Ed Deluca seconded, a motion to approve the 7/9/2020, 7/23/2020 and the 7/30/2020 minutes as written. The motion passed unanimously.
2. Review of Interviews and Architectural Firm Selection
	1. Each Committee members ranked their top two candidates. Based on the ranking 6 Members ranked Mills Whitaker as their top choice and the seventh Member ranked Mills Whitaker as their second choice.
	2. Based on the rankings, the Members agreed to begin negotiations with Mill Whitaker.
	3. The Members discussed whether the negotiations should be delayed until September due to the Town Administrator Bill Wrigley’s retirement and the transition over to the new Town Administrator. The Committee was concerned about the delay but recognized that this was a transition period and that realistically this may not start until after the new Town Administrator has settled into the position.
	4. The Committee also discussed whether they should break up the remaining portion of the project into sections and then only contract for the first portion of the project now. If the project goes well, the Committee can then negotiate the remainder of the project. The Committee was divided on this suggestion. Some of the Members wanted to have the option to review the status of the design project at certain points during the process so the Committee can decide whether to move forward with the project or to stop the project and consider other options. Other Members were concerned that this would negatively affect the relationship with Mills Whitaker.
	5. The Members also discussed how they should communicate the Committee’s decision with the architect firms. The Committee discussed whether they should wait to make a formal announcement until negotiations have been successfully concluded or sometime before that occurs. Doug noted he had to notify the state of the decision
	6. Doug will discuss these issues with Bill Wrigley and will communicate appropriately with Mills Whitaker and the other firms
3. Motion to Begin Contract Negotiations
	1. Cortni made, and Megan Birch-McMichael seconded, a motion to proceed to contract negotiations with Mills Whitaker for the architectural services in the next design phase for the Town Hall restoration project. The motion passed unanimously.
4. Election of Vice Chair
	1. Due to Tom Ryan’s resignation, the Vice Chair position needs to be filled. Cortni agreed to accept the position.
	2. Megan Birch-McMichael made, and Ed Deluca seconded, a motion to appoint Cortni Frecha as Vice Chair of the Town Hall Restoration Committee. The motion pass unanimously.
5. Next Meeting
	1. The next meeting will be September 10, 2020 at 7:00pm via Zoom. Arnie will send out a Zoom Invitation for the meeting.
6. Adjournment

Megan Birch-McMichael made, and Arnie Epstein seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 6:59 pm

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Andrew B. Crosby

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

**Design Project Phase 30 Reference Questions**

1. Was [Name of Firm] collaborative in their effort?
2. Did they listen to you and were they responsive to the needs of the town and committee?
3. Did the town try to get variances from the building code and ADA? If so, how helpful/successful was the architect firm in articulating the reasons for a variance and getting approval for the variances?
4. Were the construction drawings and other documents completely and correctly done? Were they useful for their intended purpose?
5. How accurate was their estimation of the project cost to the actual cost? If the actual cost was greater than the original, was it due to changes in the project or an inaccurate budget?
6. What did you like the most about working with this firm and their subcontractors?
7. What did you like the least about working with this firm and their subcontractors?
8. Would you use this firm again?
9. Is there anything I have not asked you that you think I should consider when deciding on whether to hire this firm?