## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

July 30, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 6:35 pm on July 30, 2020 via a video conference call and in person at the Town Building.

1. Roll call

The following people were present:

Committee Members: Doug Hyde and Cortni Frecha attended the meeting in person at the Town Building; Andy Crosby, Ed Deluca (joined at 6:50pm) Arnold Epstein, and Atli Thorarensen attended the meeting via Zoom.

Missing: Megan Birch-McMichael, Tom Ryan

Note: Tom Ryan has resigned as the Board of Selectmen representative and Megan Birch-McMichael has been appointed to represent the Selectman

Others Attending:

From Bargmann Hendrie + Archetype (BH+A): Joel Bargmann, Deborah Robinson joined the meeting at 6:41 pm in person at the Town Building

From CambridgeSeven: Amy Hastings, Adam Mitchell, Marc Rogers joined the meeting at 7:55pm in person at the Town Hall

From Tighe Bond, a CambridgeSeven subcontractor: Jason Curtis joined the meeting at 8:00 pm via Zoom.

1. Bargmann Hendrie + Archetype, Inc. Interview
	1. Joel Bargmann and Deborah Robinson spent 15 minutes preliminary thoughts on the Town Hall and the process they use during their design projects. They spoke about how they work with their clients to define the baseline project and then the options to help define the scope and cost of the project and the pros and cons of the options. They also spoke about how they work with two cost estimators to ensure the final cost estimate is as accurate and complete as possible.
	2. After the presentation, each Committee member took turns asking questions. Most of the questions revolved around the cost of the project and how best to reduce the cost while preserving the building. Committee members also focused on the need to build town support for and get town input on the project.
	3. In the Q&A portion, the Committee and BH+A discussed how the design process would work to create the baseline, define options, and get public input throughout the process to develop a final design to bring to town meeting. BH+A shared their proposed project schedule and highlighted the number of meetings with the Committee, other key organizations, and the public to help ensure a successful town meeting. They discussed with the Committee on creating a reduced scope project as well as a more fully featured option so the town can better understand the cost/benefit tradeoffs.
	4. Joel Bargmann and Deborah Robinson left the meeting at 7:43 pm
2. Post Interview Discussion
	1. The Committee members discussed their impression of the interview. The Members liked the process outlined by BH+A as well as their commitment to meet with the Committee throughout the process.
3. CambridgeSeven Interview
	1. Amy Hastings, Adam Mitchell, Marc Rogers spent 15 minutes preliminary thoughts on their experience, the Town Hall and the process they use during their design projects. They spoke about how they plan to hold four workshops.
	2. After the presentation, each Committee member took turns asking questions. The Committee asked questions about costs and bringing HVAC into the building. Committee members also asked about getting waivers for accessibility and for more details on the Workshops
	3. During the discussion on the HVAC, Jason Curtis noted his concern that AC could potentially damage the building due to moisture buildup in the walls. They would need to evaluate whether they could recommend adding air conditioning in the building. They did state that dehumidification may be a solution to the dampness in the basement. With regards to variances, they mentioned that they would defer to their coding contractor, Code Red, on variances. In response to a question on how often they would meet with the Committee, they stated they would meet as often as needed up to every Committee meeting.
	4. CambridgeSeven also explained that they will work with the Committee to define the purpose of each workshop. One or more would be with the public to get input and to build support and the other workshops would be with more focused groups on specific aspects of the project.
	5. Amy Hastings, Adam Mitchell, Marc Rogers, and Jason Curtis left the meeting at 9:00 pm
4. Post Interview Discussion
	1. The Committee members were concerned about the interview. Our project seemed small compared to their standard project and the Members did not hear a compelling vision from CambridgeSeven for the project. The Members also note that Jason Curtis’ comments on air conditioning were very surprising. The Committee had not heard this issue mentioned before. The Members agreed the Committee needed to investigate this further.
5. Next Meeting
	1. The next meeting will be August 13, 2020 at 6300pm via in person at the Town Building and Zoom. Arnie sent out a Zoom Invitation for the meeting.
6. Adjournment

Cortni Frecha made, and Ed Deluca seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 9:08 pm

Minutes submitted by: Andrew B. Crosby

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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?