## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

July 23, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 6:30 pm on July 23, 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, Tom Ryan, 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.

Others Attending: Johnson Roberts (joined at 6:45 pm) and Philip O’Brien (joined at 6:42 pm) from Johnson Roberts Associates via Zoom

1. Preparing for the Johnson Roberts Interview
	1. The Committee reviewed the interview process to be followed in these interviews.
2. Johnson Roberts Associate Interview
	1. Johnson Roberts and Philip O’Brien spent 15 minutes introducing their firm, projects and preliminary thoughts on the Town Hall. 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,
	2. The Johnson Roberts team noted that they felt the original estimate was very conservative and they felt the actual cost would be lower. They noted that the costs were impacted on what relevant codes and regulations were required, which in turn were by triggered by what work was done and how the building was going to be used. They also spoke about their experience in working with project committees to bring in the community to discuss design and build support. They felt it was important to engage the community early in the process. Johnson Roberts also noted that fundraising could be an important part of reducing the cost to the town and in building support for the project.
	3. Johnson Roberts and Philip O’Brien left the meeting at 7:47pm
3. Post Interview Discussion
	1. The Committee members discussed their impression of the interview. The general consensus was that the Johnson Roberts team seemed collaborative. They listened well and were responsive to the Committee. The Committee liked their answers and their history of building long term relationships with their clients. Arnie noted that in his conversations with the Robert Johnson references, the firm received high marks for collaboration.
4. Next Meeting
	1. The next meeting will be July 30, 2020 at 6300pm via Zoom. Arnie sent out a Zoom Invitation for the meeting.
5. Adjournment

Cortni Frecha made, and Tom Ryan seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:04 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?