## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

July 9, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:03 pm on July 8, 2020 via a video conference call.

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,

Missing: Atli Thorarensen

1. Annual Costs for the Town Hall without Restoration
	1. Doug Hyde will pull together estimated annual operating costs and minimum repairs cost for the next 5 years in order to provide the Committee and town residents with the expected level of expenses if no restoration is done.
2. Status of Town Meeting
	1. Town Meeting is expected to be held as scheduled on Saturday July 11th. The weather is expected to be good although the start may be delayed. Tom was planning to leave the meeting early to meet with the Moderator, David Walrath
3. References
	1. Doug Hyde, Cortni Frecha, and Arnie Epstein called references during the week. Doug had spoke with two references for Bargmann Hendrie; Cortni spoke with two references for LLB Architects and one reference for Mills Whitaker, and Arnie spoke with two references for Johnson Roberts but was unable to speak with any reference for CambridgeSeven.

Tom Ryan left the meeting at 7:50 pm

* 1. All of the references ranged from positive to very positive and the Members felt that none of the candidates were eliminated as a result of information received from the references.
	2. The Committee decided to invite all five candidate firms for an interview. Doug will contact the 5 firms to start scheduling the interviews, which will be held both in person and remotely.
1. Approval of Minutes
	1. Cortni Frecha made, and Ed Deluca second, a motion to approve the 06/25/2020 minutes. The motion was unanimously approved.
2. Next Meeting
	1. The next meeting will be July 15, 2020 at 7:00pm via Zoom. Arnie will send out a Zoom Invitation for the meeting.
3. Adjournment

Doug Hyde made, and Cortni Frecha seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:06 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?