## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

June 25, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on June 17, 2020 via a video conference call.

1. Roll call

The following people were present:

Committee Members: Doug Hyde, Chairman, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, Atli Thorarensen

Missing: Tom Ryan, Vice Chair

1. Approval of Minutes
   1. Cortni Frecha made, and Tom Ryan seconded, a motion to approve the 06/04/2020 meeting minutes. The motion was unanimously approved. Approving Minutes
2. Selecting Firms for Presentations.
   1. The Committee reviewed the spreadsheet, prepared by Tom Ryan, showing each member’s ranking for each design firm and totaling up the values assigned to each (1 assigned to the most preferred candidate and 8 to the least).
   2. The Committee agreed to ask (in order of preference ranking) Mills Whitaker Architects, LLB Architects, Johnson Roberts Associates, Bargemann, Hendre + Archetype Inc. and Cambridge Seven to present their proposal to the Committee.
3. References
   1. The Members agreed to check references for the above 5 firms before inviting the to meet with the Committee.
   2. Doug Hyde, Cortni Frecha, and Arnie Epstein agreed to call the references with Cortni and Arnie contacting their references next week.
   3. The Members developed questions to ask the references. The questions are listed in the attached page.
4. Planning for the Town Meeting
   1. The town meeting is July 11, 2020 at the Center School starting at 9am. The presentations will not include video slides. All presentations (no bigger than 6 slides) are to be forwarded to the Town Moderator no later than Monday, June 29th at 6pm in Powerpoint, Word, or Google Docs.
   2. The Committee reviewed the presentation and reduced the presentation to 6 slides with the detail Budget slide needing to be changed. Andy Crosby will update the slides and send out for final review by the Members. The Members are to send back any changes by Saturday. Andy will submit the presentations on Monday afternoon.
   3. During the review, the Committee repeated its discussion on how to determine the final scope of the project – whether the full project as envisioned in CBIs preliminary design and budget or something less than that. The Members still have questions about what percentage of the estimated costs represent unavoidable costs due to necessary repairs, minimum work needed to eliminate current problems (i.e. dampness) and code and ADA requirements versus costs that can be avoided by eliminate the work. There was no consensus on what the right project size will be. The Members hope to answer this question with the new design firm.
   4. Andy Crosby will also send out his presentation bullet points for the Committees review and suggestions.
5. Next Meeting
   1. The next meeting will be July 9, 2020 at 7:00pm via Zoom. Arnie will send out a Zoom Invitation for the meeting.
6. Adjournment

Ed DeLuca made, and Arni Epstein seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:35 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?