## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

June 17, 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, Tom Ryan, Vice Chair, Andy Crosby (joined at 7:30pm), Ed Deluca (joined at 7:20pm), Arnold Epstein, Cortni Frecha, Atli Thorarensen (joined at 7:40pm)

1. Noted Discrepancy between Posted Agenda and Zoom Meeting Invitation
   1. The four members joining at 7:00pm noted a discrepancy for the meeting start time between the posted Agenda and the Zoom invitation. The Agenda listed the start time at 7:00pm and the Zoom invitation had the start time at 7:30 pm. Ed Deluca, Andy Crosby and Atli Thorarensen joined the meeting around the 7:30 Zoom time.
2. Submission Review Process.
   1. The Committee discussed the process to be used to review the proposals from the design firms. The Committee decided each member should review all 8 proposals and rank them from 1 being the preferred proposal (in each member’s individual opinion) to 8, the least preferred proposal. Each member will submit their ranking list to Tom Ryan no later than Tuesday June 23rd. Tom will collate the results for the next meeting on June 25th at 7:00pm.
   2. At the next meeting, the Members will review the results to determine which design firms to invite to present to the Committee.
3. 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.
4. Town Meeting Presentation
   1. Doug mentioned that the Council of Aging and Laura Greenough were compiling use data for the Community Center over the last year.
   2. Due to the detail required, the Committee recognized that it will take a long time to compile this information. The Committee determined that it could work with data from only 2 months from 2017, 2018 and 2019. The Committee agreed that February and October data would be representative.
5. Next Meeting
   1. The next meeting will be June 25, 2020 at 7:00 pm via a video conference call.
6. Adjournment

Cortni Frescha made, and Arni Epstein seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:30 pm

Minutes submitted by: Andrew B. Crosby

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