# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

October 11, 2018

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 6:05 pm on October 11, 2018 at the Stow Town Building, Lower Floor.

1. Roll call

The following people were present:

Committee Members:

Doug Hyde, Chairman, Tom Ryan, Vice Chair, Andy Crosby, Ed Deluca, Arnold Epstein, Julianne North, Marilyn, Zavorski

Representing CBI

Steven A. Watchorn

Other Attendees:

Rosemary Bawn, Cortni Frecha

1. Discussion of Restoration Scope of Work & Other Contract Issues
   1. The committee and Steven Watchorn engaged in a general discussion of the scope of work related to the design phase for Stow Town Hall restoration project.
   2. Key issues around the design phase discussed are:

The committee informed Steven Watchorn that he would need to negotiate the contract for the design phase with the town administrator, Bill Wrigley.

Complete the design phase including CPC approval for funding before the annual town meeting in May 2019. The consensus is that this can be done but will result in a very tight schedule.

The committee informed Steven Watchorn that the committee needed preliminary project parameters and cost estimates on the construction phase by December 1st for CPC approval of the project for the May 2019 Town Meeting.

The importance of having a complete evaluation of the Town Hall, including destructive analysis, as the first phase completed as quickly as possible.

The importance of defining the intended use for the building in defining the scope of work. The intended uses of the main floor, the balcony, and the basement floor will dictate the need to update the building to code and other design decisions. The committee agreed a public forum on potential uses of the building was required.

Steven Watchorn recommended that CBI and the town negotiate a contract for the first phase of the design project only and then negotiate the next phase after the scope of work is better defined. The committee agreed but questioned if this would be acceptable to the town administrator.

In other discussions,

the committee agreed that the contract should include CBI attending two committee meetings during the first phase with a fixed charge per meeting for any additional meetings.

Steven Watchorn reviewed the contractors supporting CBI in the project

The committee also agreed that the final product for the first phase would include rough schematics and cost estimate for presentation to CPC.

* 1. Motion and Vote

Tom Ryan made, and Ed Deluca seconded a motion to recommend a phased approach and a scope of services for existing conditions and code narrative based on use by December 1, 2018. The motion was unanimously approved.

1. Future Meeting Schedule
   1. The committee agreed to hold its next meeting on October 18, 2018 at 7pm at the Town Building
   2. The committee agreed to hold the public forum to discuss future uses of the Town Hall on November 8, 2018 at 7pm at the Town Hall.

Note: Julianne North left the meeting at this point and all subsequent discussions and votes were made without her participation. Steven Watchorn also left the meeting.

1. Approval of Minutes from Previous Meetings
   1. Tom Ryan made, and Ed Deluca seconded a motion to approve the September 3, 2018 minutes as written. The vote was unanimous.
   2. Tom Ryan made, and Ed Deluca seconded a motion to approve the September 27, 2018 minutes as amended. The vote was unanimous.
   3. Tom Ryan made, and Ed Deluca seconded a motion to approve the October 3, 2018 minutes as amended. The vote was unanimous.
2. Adjournment

Doug Hyde made, and Ed Deluca seconded a motion to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:10 pm.

Minutes submitted by: Andrew B. Crosby

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