**Town of Stow**

**Town Hall Restoration Committee**

**Meeting Minutes**

**October 22, 2018**

1. **Call to order**

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 6:00 pm on October 22, 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 (joined the meeting at 7pm)

1. **Review of Contract from CBI**

Discussed the contract received from CBI. The members agreed that CBI needed to use the standard AIA B102 form as the basis for their contract to the town. The committee also reviewed the To Do list created by Doug Hyde to identify specific items which we will require are reviewed as part of the building assessment phase.

Other items to be included in the contract are the Rate Schedules and a breakout of work done in each phase. The committee agreed that the term historical preservation was more appropriate that the term historical rehabilitation used by CBI in the contract and asked Doug Hyde to have CBI change the terminology.

1. **Arnold Epstein Schedule**

Arnie informed the committee that he will be traveling for 2 weeks after Thanksgiving and for much of January and February. The committee discussed setting up a conference call so Arnie can **participate** during these period if possible.

1. **Adjournment**

Tom Ryan made, and Doug Hyde seconded a motion to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:00 pm.

Minutes submitted by: Andrew B. Crosby

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