# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

November 5, 2018

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 6:30 pm on November 5, 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

Other Attendees:

Tom Zavorski

1. Discussion of CBI Contract

Doug Hyde reported he had not yet seen the expected reply from CBI regarding the suggestion by Bill Wrigley to use Stow’s standard contract language. Doug reiterated that the versions of the contract received thus far are unacceptable to the town due to the vagueness of the deliverables and language that was not balanced for both parties. He then opened the conversation up to the committee to discuss our concerns with the contract.

The general consensus of the committee was that beyond the unequal language of the contract, there was not enough detail on deliverables to allow the committee to understand what it was going to receive as the final product of Section 10.

The committee members agreed that the basic deliverables (in paper and electronic form) were

1. A Plan of the Building (must be delivered in multiple formats including in a standard design software format that does not require license to operate, along with stated amount of paper copies.)
2. A Report on the Existing Conditions
3. Details of the Site Survey

The contract should include

1. Detailed breakout on what the survey will cover and what it will not cover.
2. Detailed breakout of the work to be done by CBI and each contractor under Section 10 and 20. In particular, the committee needs more details on the work to be done the CBI and Civil Engineering Sections of the Fee section as well an explanation of what work is to be done under Landscape Design in 10. Also, the committee wants a breakout between CBI’s Architectural, Historical, Structural and Project Management work.
3. The expected table of contents for the end report with descriptions of the information to be covered in each section
4. Provide data in its original format – excel worksheets, plan drawing, etc.
5. The contract should clearly state that survey and report, as a minimum, will address and answer the committee’s list of concerns sent to CBI and incorporated in Exhibit B. Answers to these concerns must be indexed or otherwise made easy to locate for review within the report at the end of phase 10.
6. The members agreed that while the concerns in Exhibit B must be answered, the surveys and report must go beyond these items of concern to evaluate for other potential areas of concerns.
7. The floor plan to be completed in phase 20 is to list existing conditions in such a way that it is clear where these conditions are located within the building.
8. Adjournment

Ed Deluca made, and Tom Ryan seconded a motion to adjourn the meeting. The vote was unanimous. The meeting adjourned at 7:35 pm.

Minutes submitted by: Andrew B. Crosby

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