# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

November 7, 2018

**Public Forum on Town Hall Uses and Updates Requirements**

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on November 7, 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:

15 people attended the public forum.

1. Public Forum Discussion: Uses and Update Requirements for the Town Hall Restoration
	1. Tom Ryan began the discussion with brief history of the decision to restore the Town Hall.
	2. Doug Hyde explained the purpose of the public forum and the committee’s current focus
	3. Then Doug Hyde opened up the meeting for public comment.
		1. Dancing:
			1. The dancing groups like the town hall due to the floor. Pompositticut floors are too hard.
			2. Stage is also nice; it is used for bands; lighting is ok
			3. From Spring to Fall, the building gets very hot. The hall is too hot to use for dancing in the summer. Air conditioning would be very nice and would allow the dancers to use the hall during the summer.
			4. Committee’s responses: The committee does not currently anticipate changing the main hall of the building. The work would be updating the balcony, energy upgrades, insulation, fixing problems. No plan to change floor.
		2. Historical Commission:
			1. Historical Commission still has office at Town Hall. The commission will have to move out soon but currently has not been assigned space elsewhere. The current office is very small; not enough room to store the artifacts and the lack of climate control is a problem. Also, the Commission needs to move items stored in the town vault out at some point. The Commission needs to find a climate-controlled area to store all of its items.
			2. The Historical Society has the same concerns. It has artifacts stored in private houses around town and they are concerned that more of these items will be damaged or lost.
			3. Historical Commission and Historical Society would like to have the downstairs modified to add the climate control required to store the historical items.
			4. Committee’s Response: The committee sees the upstairs focused on active use and the downstairs, perhaps, being more passive use. Use of the downstairs to store/display historical items does fit that definition.
			5. Doug Hyde invited the Historical Commission and Historical Society to present their requirements to the Committee for consideration.
			6. Other Response: Concern was expressed in using the lower floor for storage. Modifying the lower floor will be very expensive. Pompositticut has a lot of open space for storage and it could more readily be modified to store the artifacts. Pompositticut could potentially have a museum in the Pompositticut open space. Focus on active use rather than storage.
			7. Using the space for historical display rather than just storage could be acceptable.
			The Historical Commission’s concern with this suggestion was the fact that access to the Pompo storage space is limited.
			8. Considerations with historical artifact storage: space needs to maintain a 30 to 60% humidity and a 65 to 70-degrees F temperature. Many older buildings are not conditioned properly for modern HVAC systems. Need to ensure the HVAC does not damage the building.
		3. Other Uses
			1. The Tall Hall could be designed to be used primarily as meeting spaces. The main hall could be used for larger activities while the lower floor and the 3 offices on the second floor could be transformed into smaller meeting rooms.
			2. Both the library and the community center are heavily used. The hall in the Town Hall is also heavily used by a variety of groups including dancing and children and family activities. The rest of the Town Hall is currently unused. There are medium sized groups which would find the town hall ideal for their activities.
			3. There is a need for a kitchen or food preparation area. Would the old Boy Scout or Historical Commission office fulfill that need? A window for serving food might be helpful as well.
			4. There was consensus that installing a commercial kitchen would probably not be needed. Concern on the expense and legal requirements for using it was expressed.
		4. Other Comments
			1. In response to a question, the committee verified it was working with an architect experienced with historic restoration.
			2. The town hall is a warm and social space with the high ceilings and open design. Keep the building a social building.
			3. Will the town need office space in the Town Hall? Currently, it does not.
			4. Concern was expressed by members in the audience that this was the only discussion around the uses of the Town Hall. The audience urged the committee to conduct a survey of the residents of Stow get more input on the potential uses for the Town Hall. The suggestion was also made that the Committee review the Pompositticut survey results to see if there were any insights relevant to the Town Hall.
			5. Ensure whatever is done, that the building is designed to be flexible to meet future uses of the building.
			6. Make sure something is done with the outside lighting. Too dark
	4. Doug Hyde invited the audience to tour the town hall, particularly the basement area.
	5. The public forum was closed at 8:37pm
2. CBI Contract
	1. Doug Hyde mentioned that Ed Deluca had contacted him with concerns that the letter Doug was writing was missing a key point. Ed felt that the letter should include the request that CBI clarify the various cost items in their fee section of their contract. The Committee needs to know what work was being done in each category and how much of the fee was being charged for each activity. The Committee particularly needs a break out for the work to be done by CBI and F&O work in the Civil Engineering category
	2. Tom Ryan expressed concerns that the per meeting fee was too high at $1200 per meeting. Andy Crosby noted that the per meeting charge for the Library Restoration was $600. The Committee asked Doug to discuss the meeting charge with CBI.
	3. The committee reviewed the letter and made changes to the wording to clarify the letter
	4. Doug Hyde reported he expected to receive the updated contract from CBI on the next day (Thursday November 8th). He will forward the contract to the members for review and comment.
	5. Tom Ryan made, and Julianne Northseconded a motion to accept the letter draft as changed. The vote was unanimous. Doug Hyde will finalize the letter based on the changes and send the letter to CBI.
3. Adjournment

Ed Deluca made, and Tom Ryan seconded a motion to adjourn the meeting. The vote was unanimous. The meeting adjourned at 9:05 pm.

Minutes submitted by: Andrew B. Crosby

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