**Town of Stow**

**Town Hall Restoration Committee**

**Meeting Minutes**

**November 15, 2018**

1. **Call to order**

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:02 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

1. **Discussion of CBI Contract Negotiations**

The committee discussed the on-going contract negotiations with CBI. There was general consensus that CBI was not being responsive to contract needs of the town and the committee. In particular, the contract has language, which is not acceptable to the town, and the committee has not been able to get a clear statement of work to be completed in each phase of the project.

The committee discussed what the next steps should be. The options include communicating one more time with CBI to get an understanding if they can address our concerns or if we should replace CBI with the next candidate, McKinnell, McKinnell & Taylor (MMT).

Ed Deluca made and Tom Ryan seconded a motion to stop negotiations with CBI and investigate with the next candidate to determine if they can work with us.

The committee discussed this motion. Arnie Epstein stated he felt we should give CBI one more opportunity to meet our requirements since we had felt they were the best candidate for the project. There was a consensus from the remainder of the committee that we have been in discussions with CBI for over a month with little progress in finalizing a contract with significant differences in the terms of the contract still remaining as well as continuing uncertainty as to the extent of the work being proposed.

The committee also discussed our legal obligations at this stage of the negotiations. Doug Hyde stated that since there is no signed contract, there is no obligation to continue to work with CBI. The committee decided that if the motion passed, Doug should review the decision with Bill Wrigley before informing CBI to ensure that there were no concerns with the decision. The motion was amended as follows

Ed Deluca made and Tom Ryan seconded an amended motion to stop negotiations with CBI and investigate with the next candidate to determine if they can work with us if approved by the town administrator.

The motion passed with a majority voting in favor

Voting to approve the motion: Doug Hyde, Tom Ryan, Andy Crosby, Ed Deluca, Julianne North, Marilyn Zavorski

Voting against the motion: Arnold Epstein.

Doug Hyde will discuss the decision with Bill Wrigley and, with Bill Wrigley’s concurrence, communicate our decision with CBI and MMT.

1. **Uses of the Building**

The committee reviewed the results of the public forum and discussed the potential uses of the building.

The discussion focused primarily on the potential uses of the basement area. Options ranged from just doing the minimum amount of construction to fix the problems associated with the basement to meeting rooms to a historical storage/display area or some combination of these options. The committee discussed that the priorities in looking at what work should be done was 1) Repairing problem areas; 2) Improving the building environment to better support current uses; and 3) Improving currently non-functional space such as the basement.

Marilyn Zavorski confirmed that the Stow Historical Commission was preparing a presentation for their request to use the basement space for a vault and work area for historical items.

The committee also discussed the need to do more work to determine the views of the town residents for potential uses of the building for the purpose of ensuring the building will meet the current and future uses as well as to ensure support of the town residents for the work to be done on the building.

1. **Preparing Background Information for MMT**

The committee requested Doug Hyde write up a synopsis of our project to help guide the process moving forward and to give to MMT for their use in preparing a contract.

1. **Adjournment**

Marilyn Zavorski made, and Tom Ryan seconded a motion to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:40 pm.

Minutes submitted by: Andrew B. Crosby

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