# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

November 26, 2018

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on November 26, 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, Marilyn Zavorski

Absent Committee Members:

Arnold Epstein, Julianne North

1. Review of Minutes
   1. The committee revieed minutes for October 18, 2018, October 22, 2018, November 5, 2018, November 7, 2018, and November 15, 2018
   2. Ed Deluca made, and Tom Ryan seconded a motion to approve all of the minutes listed above. The vote was unanimous.
2. Review of CBI Response
   1. After receiving our decision to terminate contract discussions, CBI protested the decision and submitted an updated proposal. In response to that submittal, the committee was meeting to review and discuss the contract and the earlier decision to terminate contract negotiations.
   2. Doug Hyde stated that the Town Administrator had stated he could accept the current terms in the contract.
   3. The committee discussed the contract. The consensus of the committee was that while the contract was improved in terms of describing the work to be completed, the contract still did not have the level of definition around the milestones required by the committee to be able to manage the project or address all of the committee’s concerns as previously communicated to CBI. The committee felt that based on the length of time that the negotiations had taken up to this meeting, they were not confident that contract negotiations would be concluded in a timely fashion, so the project could move forward to the next stage in the design phase.
   4. The committee members also discussed the current opinions of the committee’s ability to work with CBI. The committee discussed the fact that since the commencement of the contract discussion, which began with the October 11, 2018 meeting, the committee had not seen the level of response and commitment from CBI to the project that the committee members felt was needed for a successful conclusion of the project. The committee felt CBI had repeatedly failed to address the town administrator’s and the committee’s concerns with the details in the contract in a timely basis. Moreover, during the negotiations, CBI repeatedly set and missed deadlines for responding to the committee’s comments on the negotiations and for delivering promised documents.
   5. The consensus of the committee was that as a result of CBI’s inadequate response to the concerns and needs of the committee during the negotiations, the committee did not have confidence in CBI’s commitment to the town hall restoration project nor its ability to complete the project to the committee’s satisfaction and in a timely fashion.
   6. Tom Ryan made and Marilyn seconded a motion that, after a review of the updated proposal, to affirm the committee’s decision to terminate contract negotiations with CBI. The vote was unanimous.
3. Update on status with McKinnell, McKinnell & Taylor
   1. Doug Hyde informed the committee that he had contacted McKinnell, McKinnell & Taylor (MMT) and had sent MMT the town contract and the committee’s task list for their review. MMT expressed interest in working with the committee on this project but that had not yet scheduled a date to meet with the committee to begin negotiations. Doug will inform the committee when MMT has contacted him with meeting dates.
   2. Doug Hyde also mentioned how he had not had time to create the Town Hall narrative to help guide MMT in its proposal creation. He said he would complete it the next day. During the conversation, Ed Deluca wrote a draft section for the narrative and e-mailed it to Doug, copying the rest of the committee, for use in finalizing the narrative.
   3. The committee agreed that it would like MMT to propose a list of deliverables with payment schedule for our review and comment.
4. Project Time Line
   1. The committee discussed the need to review the time line for the project as a result of the delays to determine if presenting a proposal to CPC in time for the 2019 Spring town meeting was still possible.
   2. The committee also discussed the possibility and the potential necessity of going to CPC for a warrant to repair the back wall to present to the Spring town meeting. Due to the potential delay in the larger restoration project, the committee is concerned with the unknown extent of the damage to the wall and, based on the survey to be completed by the contractors, may decide to move the repair of the wall forward as a separate warrant from the rest of the restoration work. The committee will make this decision based on the survey report when received.
5. Meeting with Stow Historical Commission and Stow Historical Society
   1. Doug Hyde asked Marilyn Zavorski for an update on the requested meeting with the Commission and Society to get a presentation on their need for space. He asked if the committee could meet with the Commission at its next meeting on December 6, 2018.
   2. Marilyn said she would contact the chairperson, Dot Spaulding, and ask her to add the discussion to the agenda and to invite the committee to the Commission’s meeting.
6. Survey for Town Hall Use
   1. The committee discussed and agreed that there is a need for additional effort to determine potential future uses for the town hall.
   2. The committee agreed to create an online survey and solicit responses from town residents. Doug Hyde will contact the Planning Office for advice on creating and administering surveys.
   3. The committee discussed and created a preliminary list of questions. Ed Deluca wrote these up and e-mailed the questions to Doug Hyde and the rest of the committee for review.
7. Adjournment

Andy Crosby made, and Ed Deluca seconded a motion to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:50 pm.

Minutes submitted by: Andrew B. Crosby

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