# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

December 13, 2018

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:10 pm on December 13, 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, Arnold Epstein, Julianne North, Marilyn Zavorski

Not Present:

Ed Deluca

1. Update on CBI Negotiations
   1. Goal is to have a contract finalized and signed by January 3, 2019. The committee feels that this date is reasonable based on the Town Administrator’s statement that he felt he could reach an acceptable agreement with CBI based on the current proposal.
   2. The committee discussed project deliverables and the timing of monthly bills. The committee agreed that payments would be based on the completion of deliverables and would be reviewed by the committee, the Building Department and the CPC. The committee was comfortable with the level of oversight.
   3. The committee agreed to request that CBI reduce their additional meeting charges from $1200 per meeting to $600.
2. Town Survey
   1. The committee reviewed the survey questions and agreed that it needed to be reduced down to 5 questions ideally and 10 questions maximum.
   2. The committee agreed that each member should write up 5 questions and send them to Doug Hyde to review and collate and combine as appropriate for the next committee meeting.
3. Stow Historical Commission’s Proposal for the Town Hall Basement
   1. The committee discussed the status of its request to the Historical Commission to prepare a proposal for use of the basement by the Commission.
   2. Andy Crosby and Marilyn Zavorski, both members of the Historical Commission, updated the committee on the Commission’s ongoing discussions.
   3. The committee discussed whether the committee’s mandate gave it a role in determining how the building in general and the basement in specific was to be used. The committee agreed that it did not and recommended that the Commission submit its request to the town administrator and/or selectmen.
   4. The committee is very concerned that the Commission present its plan to the committee to ensure that the Commission’s requested build-out is included in the design work to be completed by CBI.
4. Adjournment

Doug Hyde made, and Julianne North seconded a motion to adjourn the Committee’s meeting. The vote was unanimous. The meeting adjourned at 8:15 pm.

Minutes submitted by: Andrew B. Crosby

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