# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

January 3, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:06 pm on January 3, 2019 at the Stow Town Building, Lower Floor.

1. Roll call

The following people were present:

Committee Members:

Doug Hyde, Chairman, Tom Ryan, Vice Chair (arrived at 7:08 pm), Andy Crosby, Ed Deluca, Marilyn Zavorski

Not Present:

Arnold Epstein, Julianne North

Other Attendees

 Steve Watchorn, CBI, Mike Teller, CBI

1. Discussion with CBI
	1. The committee, Steve Watchorn and Mike Teller (CBI) discussed the current contract received from CBI. After the review of specific terms in the contract, the committee’s consensus was that the contract was acceptable as written.
	2. The committee relayed its concern that the testing be comprehensive enough to minimize any potential for undiscovered hazardous materials in the building. CBI acknowledged the concern and stated that the tests were designed to find these problems. CBI will review the destructive testing plan with Doug and invited Doug to be present during testing. Testing is expected to begin 2 weeks after the contract is signed and was tentatively scheduled for the week of January 14th.
	3. CBI and the committee also discussed the landscaping portion of the contract to better understand the deliverables. CBI explained the landscape design would involve designing both hardscape and softscape features and improving access as well as the visual appeal of the building.
	4. Steve Watchorn and Mike Teller left the meeting at 8:06 pm.
	5. Andy Crosby made, Marilyn Zavorski seconded, and Tom Ryan amended a motion to accept CBI’s current proposal subject to the town administrator’s approval of the contract’s terms and conditions. The vote was unanimous.
2. Stow Historical Commission and Stow Historical Society Request for Space in the Town Hall
	1. The committee discussed the Historical Commission request for 250 to 300 square feet of office/workspace in the Town Hall and the Historical Society’s request for space to house its collection.
	2. The committee concluded that it did not have the authority to assign space in the building and recommended that the Commission and the Society meet with the selectman to discuss their request. Marilyn noted that the Historical Society was already scheduled to meet with the selectman on January 22, 2019.
3. Next Meeting:
	1. The next meeting is scheduled for Wednesday, January 9, 2019 at 7 pm.
4. Adjournment

Marilyn Zavorski made, and Doug Hyde seconded a motion to adjourn the Committee’s meeting. The vote was unanimous. The meeting adjourned at 8:45 pm.

Minutes submitted by: Andrew B. Crosby

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