# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

March 27, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on March 27, 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, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, Atli Thrarensen

Also Present: Richard Donahoe, CBI, Elizabeth Cogle, CBI

1. Updated CBI Phase 10: Site Investigation Report
	1. Richard Donahoe and Elizabeth Cogle of CBI met with the Committee to review the updated Phase 10: Site Investigation Report detailing the Town Hall’s existing conditions. CBI submitted printed copies and a thumb drive of the report. The Committee reviewed report and CBI’s answers to the questions generated at the last meeting.
	2. Tom Ryan made, and Ed Deluca seconded a motion to accept the current version of the Phase 10: Site Investigation Report. Doug Hyde, Tom Ryan, Andy Crosby, Ed Deluca, Arnold Epstein, and Cortni Frecha voted in favor of the motion; Atli Thrarensen abstained
2. Vote on Payment of CBI Invoice

Tom Ryan made, and Cortni Frecha seconded a motion to approve payment of the currently submitted CBI invoice of $37,500.00. The motion was unanimously approved

1. Phase 20: Feasibility Study of Adaptive Reuse Discussion
	1. The committee and CBI discussed the expected use of the Town Hall after restoration. The committee agreed that
		1. The main hall will continue to be used for public and private events. The committee discussed whether the cabinets and the storage closets should be removed or kept. The final decision on this will be made as the expected use of the building is finalized.
		2. The one of the front rooms on the first floor would be used for storage of chairs, tables and other items. This would, most likely, be the former Boy Scout office, located under the stairs leading up to the balcony.
		3. The committee agreed that there should be a kitchenette on the first floor with a counter, coffee pot, microwave, and a sink. The former Cemetery Committee office is tentatively designated for this use.
		4. Since the bathrooms do not meet current accessibility requirements, the committee recognized that the bathrooms must be rebuilt. This may result in the loss of the janitor closet with additional space taken from the Cemetery Committee office.
		5. The committee and CBI discussed that the attic in the original portion of the building may be used to house the mechanical systems and that the attic in the addition would most likely be storage. The committee recognized that there needs to be a fire break added between the two attics. Both attics would be insulated.
	2. The committee and CBI discussed the following items but recognized that more discussion was required before decisions could be made:
		1. Addition of an Elevator or LULA – The committee and CBI discussed whether an elevator must be installed in the Town Hall. There was concern for the potential cost as well as the lost space in the building resulting from the addition of the elevator. The committee and CBI discussed if an elevator was required for accessibility. Whether an elevator is required depends on whether or not the uses of the first floor and the basement will be connected requiring people to go from one floor to the other. Since the potential use of the basement is still uncertain, the committee recognized it could not determine if there was a requirement for an elevator. The committee also discussed whether an elevator should be installed, even if not required. The committee recognized it needed more information and requested CBI to provide some rough cost estimates for installing an elevator, wheel chair lift or LULA.
		2. Addition of a Fire Suppression System – The committee recognized that a fire suppression system was not required but that the Fire Chief strongly recommended one. Doug Hyde informed the committee that plans for adding a sprinkler system had been created several years before but never went to town meeting. The committee discussed whether a separate system would necessary or if the town hall could be tied into the town building’s water tank. Committee members are concerned about the expense of adding a separate sprinkler system to the building. The committee will work with CBI to determine if linking the Town Hall system to the Town Building’s tank is feasible and the potential costs of the options.
		3. Addition of Accessible Bathrooms in the Basement – The committee and CBI discussed converting the kitchen in the basement to an accessible bathroom, particularly if an elevator is not added. The committee also discussed whether a small kitchenette or counter space should be added as well. Since these decisions are linked to the elevator, the committee decided to delay the decision of these items until the decision on the elevator is made.
		4. The Balcony – The committee agreed that the future use of the balcony needs to be considered due to accessibility issues. The committee will work with CBI to determine if and how the balcony may be used after restoration.
		5. The Future Use of the Stow Historical Commission Office – The committee discussed how the Commission Office, located in the front of the building, across the foyer from the Boy Scout office, would be used. Doug Hyde suggested that the Commission would continue to have this room as its office. Andy Crosby noted that the Commission felt the office was too small and had requested an office with an area of approximately 300 square feet. He also noted that the Commission office does not need to be in the Town Hall but that the Commission does need an office for storage of records and as a work area. Since this discussion is tied into the use of the basement, the committee determined it could not make a decision on this room until the basement is defined.
		6. The Future Use of the Basement – The committee and CBI discussed that the town is considering a proposal to allow the Stow Historical Society the use of some portion of the basement as storage, workspace and a display area. The committee noted that there are ongoing informal discussions involving members of the Historical Commission, the Historical Society and the Library, which may impact the use of the basement. Doug Hyde and Andy Crosby are involved in these meetings and will update the committee on the discussions as they affect the committee’s work. Given the uncertainty of the use of the basement, the committee discussed the option of minimally finishing the basement with the understanding it will be fully built-out at a later date once the use is defined. The committee agreed to hold off on a decision until Doug and Andy reports back to the committee.
		7. Accessibility to the Basement – The committee discussed the issue of accessibility to the basement. The stairs leading to the basement do not meet code. CBI suggested that they need to be replaced and, if no elevator is installed, kept locked to ensure that the floors are not connected. The committee discussed whether the stairs were historical and need to be kept. The committee was also concerned that the requirement of no internal access between the floors forces people to walk outside to access the basement. The committee felt the current requirement to walk along Great Road was too dangerous given the traffic and that access into the basement from the outside had to be redesigned. CBI will consider options to improve access and safety.
		8. CBI showed the committee some conceptual sketches of floor layouts for the Town Hall. The committee and CBI discussed how the final design may change given the expected uses and requirements discussed during the meeting.
		9. In conclusion, the committee recognized that the above unresolved items are critical to the adaptive reuse study and CBI needs these resolved before it can finish this phase. Most of these items cannot be resolved until the use of the basement is determined. The committee will work with the various interested parties to get a final agreed upon use for the basement so Phase 20 can move forward.

Richard Donahoe and Elizabeth Cogle left the meeting at 9:05 pm

1. CBI Communications

Doug Hyde shared email communications with the members of the committee to update the committee on the most recent discussions related to billing and the project.

1. Minutes
	1. Tom Ryan made, and Ed Deluca seconded a motion to approve the minutes as written from 1/17/2019, 1/30/2019, and 3/6/2019. Doug Hyde, Tom Ryan, Andy Crosby, Ed Deluca, Arnold Epstein voted to approve the minutes; Cortni Frecha, Atli Thrarensen abstained.
	2. Atli Thrarensen made, and Cortni Frecha seconded a motion to approve the minutes as written from 3/18/2019. Doug Hyde, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, Atli Thrarensen voted to approve the minutes; Tom Ryan abstained.
2. Next Meeting

The next meeting is not scheduled.

1. Adjournment
	1. Tom Ryan made and Ed Deluca seconded a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 9:15pm.

Minutes submitted by: Andrew B. Crosby

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