# Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

May 22, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on May 22, 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, Atli Thorarensen

Not Present:

Arnold Epstein

Also Present: Cortni Frecha,

Note: Cortni is no longer a member of the committee due to her resignation from CPC.

1. Review Documents Provided by CBI
   1. The Committee reviewed CBIs Meeting Notes #01, Programming Narrative dated March 21, 2019 and a cover e-mail form Elizabeth Cagle from CBI. The Committee noted that these summarized the last meeting and did not discuss work done since the last meeting. The Committee also noted that key questions from the last meeting were not answered in the reports. These questions were:
      1. Estimated Cost of an Elevator,
      2. Estimated Cost of a Sprinkler System
      3. The Likelihood of an Accessibility Variance from MAAB.
   2. The Committee is concerned and disappointed that these questions, which CBI acknowledged as open questions in their reports, were not answered by CBI. The Committee feels that these answers directly impact the direction of the design work and future use of the building. The Committee needs these answers in order to make decisions required by CBI for the design work.
2. CBI Invoice
   1. CBI has submitted an invoice for $10,000 for the last two months.
   2. The Committee noted that in the two month period between last meeting of March 27th, where the last bill was authorized to be paid, and this meeting, CBI has not submitted any deliverables to the Committee and that payment is contingent on receipt of work accomplished by CBI. Based on the reports submitted, the Members do not know what, if any, work was completed during the two months.
   3. The Committee acknowledged that the lack of progress may be partially caused to the fact the Committee has not met in two months due to preparations for Town Meeting and ongoing discussions between the Stow Historical Commission and Stow Historical Society, the results of which will directly impact use decisions and the design work. The Committee, however, felt that CBI has enough information to provide answers to the Committee’s questions and begin preliminary work on the Town Hall and should have made some progress during this period.
3. Vote on Payment of CBI Invoice

Andy Crosby made, and Tom Ryan seconded, a motion to authorize Doug Hype to pay the CBI invoice subject to receiving answers regarding the cost of installing an elevator, the cost of installing a sprinkler system, the likelihood of receiving a variance for the balcony, and an outline of the work done to date in Phase 20. The motion was unanimously approved.

1. Adding Members to the Committee
   1. Cortni informed the Committee that she was interested in remaining on the Committee, either as the CPC representative or in another role.
   2. Doug Hyde mentioned that Marilyn Zavorski, President of the Stow Historical Society, has requested that the Committee add a representative of the Society as a member.
   3. In response, Tom Ryan informed the Committee that since the Committee was established and its membership was determined by the Board of Selectman, the Committee does not have the discretion to make changes to the Committee’s membership.
2. Stow Historical Commission and Stow Historical Society Update
   1. Andy Crosby informed the Committee that discussions between the Commission and the Society are ongoing on a Memorandum of Understanding (MOU) between the two organizations to share any space in the Town Hall assigned to the Commission.
   2. Andy Crosby stated that the Commission and the Society are working together to understand how to create a Friends or Subcommittee structure and to draft a MOU, which will result in a successful long term partnership between the Commission and Society. Since no one in either group has experience creating a Friends structure, the process is moving forward slowly as the two groups try to determine how best to move forward.
   3. The Committee expressed concern that the lack of a MOU is delaying the design effort since the final basement design depends on the results of any agreement. The Members agreed that since the majority of the work to be done in the Town Hall is not affected by the final use of the basement, CBI can focus their design work on those areas and begin working on a basement design when a MOU has been finalized.
   4. The Committee also noted that the Commission and Society have already submitted their proposal for the basement so Committee and CBI can use that proposal in creating a design for an historical use for the basement.

Ed Deluca left the meeting at 8:25 pm.

1. Next Meeting

The next meeting is Wednesday May 29th at 7 pm in the Town Hall.

1. Adjournment
   1. Doug Hyde made, and Tom Ryan seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:45 pm.

Minutes submitted by: Andrew B. Crosby

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