## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

July 29, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on July 29, 2019 at the Stow Town Hall.

1. Roll call

The following people were present:

Committee Members: Doug Hyde, Chairman, Andy Crosby, Ed Deluca, Arnold Epstein, Cortni Frecha, Atli Thorarensen

Not Present: Tom Ryan, Vice Chair,

Also Present: Richard Donahoe CBI, Lew Halprin, Rosemary Bawn

1. Review of Design Requirements with CBI
   1. Richard Donahoe, CBI, presented his programming notes, which incorporated all of the discussions to date as well as the Design Requirements defined by the Committee at the July 8th meeting. The members and Richard Donahoe discussed each item in the programming notes with regards to specific design elements and various code affecting the different areas.
   2. During the discussion, Richard Donahoe noted that a ramp or a lift needed to be added to the stage with a 5x5 landing on top for accessibility. The Committee expressed concern about the lost floor space due to the required size of the ramp (1’ length for every 1” height or approximately 18 feet for the current stage height.) as well as the visual impact of a ramp. The Committee discussed a variety of alternatives including, a folding ramp, redirecting the ramp through the current Cemetery Office and installing a lift instead of a ramp. Based on this conversation, CBI will work on some potential designs for creating an accessible stage.
2. Review of Conceptual Plans

Richard Donahoe presented a conceptual plan to the Committee based on the Design Requirements. The Committee and Richard Donahoe discussed changes to the plan based on the earlier design requirements discussion.

Arnold Epstein left the meeting at 9:15 pm

1. Next Steps

Doug Hyde asked Richard Donahoe to discuss the next steps of the project. Richard stated that CBI would rewrite the narrative and update the plan based on the discussion at this meeting and would send that to the committee. He also agreed to send to the Committee a list of the final deliverables to be delivered by CBI at the end of this portion of the project.

1. Adjournment

Doug Hyde made, and Andy Crosby seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 9:45 pm.

Minutes submitted by: Andrew B. Crosby

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