## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

August 14, 2019

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:00 pm on August 14, 2019 at the Stow Town Hall.

1. Roll call

The following people were present:

Committee Members: Doug Hyde, Chairman, Tom Ryan, Vice Chair, Andy Crosby, Cortni Frecha (arrived at 7:05 pm), Atli Thorarensen

Not Present: Ed Deluca, Arnold Epstein

Also Present: Marilyn Zavorski, Rosemary Bawn

1. Discussion of Final Deliverable from CBI in Phase 20
	1. Doug Hyde reminded the Committee that based on the results of this meeting, CBI would be starting the final tasks of Phase 20. At the conclusion of this Phase, CBI will be submitting budgetary numbers for the various design elements to be incorporated into the restoration project.
	2. After the completion of Phase 20, the current contract with CBI will be completed and the Committee will need to decide how to proceed with Phase 30, the final design phase which will result in the final drawings and bid documents.
2. Review of Final Design Requirements to Send to CBI
	1. The Committee reviewed the design elements discussed with Richard Donahoe during the last meeting and submitted by Doug Hyde to CBI in an e-mail. The Committee agreed that the majority of the design elements described in the e-mail were clear and needed no additional discussion. There were 4 design elements that did need additional review. These were the LULA, kitchen, stage and stairs. The Committee’s concern with these elements were primarily caused by the issue of accessibility to the stage.
	2. The stage needs to be accessible, either with a ramp or a lift. CBI created two sketches where the LULA would be used to access the stage as well as the basement and main floor. One sketch located the LULA in the main hall. The Stow Historical Society, which had been requested to comment on the plans, objected to the placement of the LULA in the Main Hall. The Society felt that the addition of the LULA shaft would ruin the historical view of the hall. Andy Crosby seconded their objection.
	3. The Committee discussed using a ramp for access but the consensus was that ramp would take too much space in the hall due to the height of the stage. Atli Thorarensen suggested eliminating the stage or building a new lower stage, which would require a shorter ramp. Andy Crosby objected, stating that the stage is a historical feature of the hall. He noted that the Stow Historical Commission is unlikely to support the removal or replacement of the stage. Doug Hyde noted that other groups and town residents would probably also object to changing the stage. The Committee recognized that there would probably be little support for removing or modifying the stage.
	4. The Committee next discussed installing a separate lift for the stage but the Committee consensus was that a lift would be expensive and that the LULA could be designed to do the same task. Then the Committee reviewed the second LULA sketch, which located the LULA in the area of the former Cemetery office against the wall shared with the main hall. The LULA would access a ramp that would go through a door in the wall to the stage. The Committee felt that this was the best solution for access to the stage but would consider a lift if that was the better option. The Committee decided to ask CBI to evaluate the options of adding a separate lift for the stage or using the LULA to access the stage
	5. The Committee next considered the layout of the current entryway and Cemetery office area. The Committee’s consensus was that the area was too small to hold the LULA, a reasonably sized kitchen, the 2 accessible bathrooms, the stairs, janitor closet and an accessible entryway.
	6. The Committee discussed a variety of options for the kitchen including eliminating the kitchen or moving it downstairs, The Committee felt that the kitchen was an important benefit for users of the building and should be kept, if possible. The Committee then discussed moving the kitchen downstairs. Committee decided to have CBI consider this option. The Committee also discussed moving the janitor closet downstairs but decided that it was too small to make any significant difference.
	7. The Committee discussed whether two accessible bathrooms were required. Andy Crosby noted that CBI had stated two accessible bathrooms were required. The Committee also discussed whether one bathroom could be moved downstairs. The Committee decided to have CBI evaluate putting the bathrooms on separate floors.
	8. Atli objected to the proposed stair design. He felt that the space could be better utilized if the stairs from the attic ran straight to the back of the building instead of wrapping around the stairs to the basement. The Committee discussed his concerns and decided that this is a Phase 30 decision and decided to postpone discussion on this concern.
	9. Tom Ryan made, and Cortni Frecha seconded, a motion to authorize Doug Hyde to instruct CBI to create the final Phase 20 Feasibility Report incorporating the approved design specifications and answering the remaining questions. The motion was unanimously approved.
3. Managing Communications with the Design Team

Noting some confusion and concern from CBI with regards to ideas and concerns from interested organizations and individuals forwarded to CBI for their review, the Committee discussed how best to share communications received by Committee members from non-Committee sources with the Design Team. The Committee agreed that the Committee must review all externally generated ideas and concerns before anything is forwarded to the Design Team. The Committee will decide whether and how best to share these communications with the Design Team. The Committee requested that Doug Hyde reaffirm with CBI that the Committee is the final decision maker in this process.

1. Visiting Sterling Town Hall

Doug Hyde asked the visitors for any comments regarding the Committee’s discussions. Marilyn Zavorski suggested that the Committee visit the Sterling Town Hall to see how they incorporated a LULA into their historic building. The Committee agreed that this was a good idea and asked Doug Hyde to set up a tour of Sterling’s town hall.

1. Adjournment

Courtney Frecha made, and Doug Hyde seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:30 pm.

Minutes submitted by: Andrew B. Crosby

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