

**Town of Stow**  
**Town Hall Restoration Committee**  
**Meeting Minutes**

June 16, 2021

**I. Call to order**

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:02 pm on June 16, 2021 via a video conference call.

**II. Roll call**

The following people were present:

Committee Members: Doug Hyde, Cortni Frecha, Andy Crosby, Atli Thorarensen, Arnie Epstein

Others Attending: Don Mills, Mills-Whitaker

Not Present: Ed Deluca, Megan Birch-McMichael

**III. May 12, 2021, Minutes**

- a) Cortni Frecha made and Atli Thorarensen seconded, a motion to approve the May 12, 2021, minutes as written. The motion was unanimously approved.

**IV. Mills Whitaker Invoice**

- a) Cortni Frecha made, and Andy Crosby seconded, a motion to approve payment of Mill Whitaker invoice # CN229-01-2020-07. The motion was unanimously approved.

**V. Mills Whittaker Update**

- a) Discussion of specialized consultants – acoustical, audiovisual, lighting.
  - i) Presentation of added costs associated with use of specialized consultants to incorporate work in construction documents. After discussion, the added cost was determined to be \$31,210. This will leave approximately \$9,000 for additional expenses from the town appropriation.
  - ii) Cortni Frecha made, and Andy Crosby seconded a motion to amend agreement to add \$31,210.00 for specialized consultants. The motion was unanimously approved.
- b) Cost estimating strategy. Don Mills discussed a cost estimating strategy incorporating Alternates and Major Renovation Cost Centers.
  - i) Atli Thorarensen suggested four “buckets” for cost estimating.
    - (1) Essential – Insulation and new HVAC.
    - (2) Historical restoration
    - (3) Required - for ADA compliance
    - (4) Nice to have. (e.g., kitchenette for catering)

- c) Discussion of other pending issues.
- i) Doug Hyde will check if special permitting is needed.

#### **VI. Communications with Residents and moving forward**

- a) Atli Thorarensen and Arnie Epstein discussed ideas for upgrading page on town website and public outreach sessions. The website for the Town Hall Restoration Committee should be current, include more information, and be appealing to residents. Citizen outreach sessions should include graphics or animations which demonstrate the appeal of restored town hall, the current condition, and the historic look and use of the building. Also critical was to have residents understand why the costs are what they are and where the funding will come from. A better explanation of future use of the building is also needed.
- b) Andy Crosby and Cortni Frecha suggested getting long time town residents to speak to how the town hall had been used in the past.
- c) Discussion about concern relative to keeping the committee working and enthusiastic over the next 10 months. It was generally felt that committee members should have specific tasks assigned and hold regular, but infrequent, meetings. Additional discussion about whether the committee could add associate members and whether other organizations could be recruited for fund raising.
- d) Agreement that the focus of the committee has changed from design of the building to reaching out to residents and town government. The project will need the support of key town boards and committees.
- e) Atli Thorarensen presented a list of tasks that should be complete by the end of the year.

#### **VII. Adjournment**

Cortni Frecha made, and Andy Crosby seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 9:01 pm

Minutes submitted by: \_\_\_\_\_

Arnold Epstein

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