

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
January 13, 2014

Members present: Jim Sullivan, Kathie Northrup, Tom Walsh. Staff present: Katie Rosengren, Dean Shankle, Jo Ann Duffy, Matt Lavoie.

Meeting called to order at 3:00 p.m. in the admin conference room.

Tom moved acceptance of the 12/30/13 minutes; Jim seconded. Unanimously approved.
Jim moved acceptance of the 1/10/14 minutes; Tom seconded. Unanimously approved.

Discussed briefly the workings of the committee, overall responsibilities, council involvement, etc. Tom and Kathie were appointed to work with the architects. Council will be updated at their regular meetings by our council rep (Jim). The committee members are responsible for carrying out the charge of the committee with the support and assistance of Town staff.

Preliminary matter of hazardous materials assessment was brought up. Kathie provided two other sources for estimates. Dean advises that this will be done by DPW from their budget as a part of regular building maintenance.

Based on responses from the architectural firms during interviews, Jo Ann has contacted T.F. Moran, the engineering firm who previously provided a brief report based on a walkthrough of the building, to get an estimate for a more detailed structural assessment.

Discussed the necessity of having a site survey/existing conditions plan done, again based on responses to a question asked of all interviewees. Such a survey would include deed research, boundaries, topography, utilities, walkways, parking lines, and other important land features. Group thought this was something we could perhaps defer, but Kathie will get an estimate so we will have that info available.

There was detailed discussion regarding the interviews with architects conducted on 1/10/14. Much of the discussion centered on who would do a cost estimate and how it would be done, i.e., would the estimate be prepared in-house by the architects or subbed out to a construction firm. We also discussed their various completed projects, the amount of historic preservation experience, the project team, etc.

Tom made a motion to hire UK Architects of Hanover; Kathie seconded. After discussion, Tom withdrew the motion.

Tom made a motion asking the town staff to vet UK Architects of Hanover. Kathie seconded. Unanimously approved. A meeting to finalize the choice of architects will be held on Monday, January 27, at 5 p.m., assuming the vetting process is completed.

OTHER:

At a prior meeting we had asked Dean to check whether the proceeds of sales of certain recyclable materials removed from the building could be applied to the project account. Dean advises that is not possible; proceeds from the sale of town property must go to the general fund.

Discussed the funds available for the project. In 2011 a warrant article passed which allowed the creation of trust accounts for specific purposes. Monies in these accounts are invested and accounted for separately from and not commingled with other Town funds. This article was offered by an earlier Town Hall Preservation Committee. These donations are held by the Trustees of the Trust Funds and only utilized for the purpose for which they are given.

There is presently a trust account with a \$500 balance for the old town hall project. From the November 28, 2012, council minutes:

J. Danforth moved to establish the *16 Main Street Trust Fund*.
Motion seconded by T. Lizotte. Motion carried unanimously.

J. Danforth moved to accept the \$500 donation to the 16 Main Street Trust Fund from the Deerhead Sportsmen's Club per RSA 31:95-b.
Motion seconded by T. Lizotte. Roll call vote carried unanimously.

Kathie offered to send a thank-you letter to Deerhead from the committee. She will also send letters to the engineering firm who did an earlier walkthrough and to a volunteer electrician. She also offered to set up a ledger so we can track donations, expenses, and balance available.

It was also suggested that a press release be done if Deerhead was amenable. People would again be reminded there is a committee working and that the committee would welcome any donations. We will emphasize that any donation can only be used for the old town hall. Kathie will work with Tom (he solicited donation) and the president of Deerhead to take a photo; she'll write the release.

Kathie advised that the 2014 grant application deadline for a Moose Plate Grant is 4/25/14 (maximum of up to \$10,000, no match) and asked whether repair to the tin ceiling would be a feasible project. Group thought that it would so she will explore further.

Meeting adjourned at 4:40 p.m.

Kathleen Northrup, Member
January 22, 2014

Next meeting - Monday, January 27 - 5 p.m. Admin Conference Room