

TOWN HALL PRESERVATION COMMITTEE  
TOWN OF HOOKSETT



MINUTES OF MEETING  
April 7, 2014

Members present: Kathie Northrup, Jim Sullivan, Tom Walsh (4:50 p.m.). Staff present: Katie Rosengren, Matt Lavoie, Leo Lessard, Jo Ann Duffy (4:55 p.m.)  
Meeting called to order at 4:30 p.m. in the admin conference room.

Jim advised that he is stepping down as chair and, with her consent, nominated Kathie for the position. Unanimously elected.

Acceptance of minutes of 1/27/14 deferred.

**PUBLIC INPUT:** None

**COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:**

1. LCHIP is having another grant round this year. Application period opened 4/14; the application will be due the end of June. A grant writing workshop (mandatory) is set for 4/30. These grants require matching funds, and the project must first be entered on the LCHIP register. It appears we will not be ready to apply during this round.
2. Historic New England grant. Historic NE annually grants \$1000 for preservation activities. It's very competitive as it grants only 6 awards--one grant per NE state. Members were asked to think about a small preservation project that might be suitable for this grant application. <http://www.historicnewengland.org/about-us/awards-programs/community-preservation-grants>
3. Heritage Commission has donated \$500; press release issued from the HC.
4. Members approved the language for a thank you note for individual donations.
5. Would we like to set a date certain for our meetings? Deferred waiting for Tom.
6. A press release was issued asking for volunteers. Council rep will be sure to include in his update our need for help.
7. Kathie sent in a letter to the editor asking for personal photos of the interior of the hall.
8. Kathie asked about money for operating expenses of the committee. Katie will check with Dean.

**NEW BUSINESS:** Out of order, skipped to Old Business.

**OLD BUSINESS:**

**Hazmat and Other Preliminary Reports**

Hazmat:

The hazmat report was received on 3/31/14. Only two areas were found to need attention--asbestos in the floor tiles in the upstairs bathroom and the custodian's closet on the first floor. Leo had two abatement firms at the site today, should have estimates by the end of this week. DPW will not have funds for the abatement work until after July 1.

Engineering:

We have the original pro bono preliminary observations done by TF Moran. That same firm has been contracted to do a more thorough inspection and further testing. They are waiting for removal of finishes to complete that. Included—inspection of where the second floor attaches to the original structure and the ability of existing floor framing to accommodate floor loads. The connection between the new and original structural elements is covered by floor and ceiling finishes and not accessible at this time for inspection.

Now that we know where the trouble areas are, as time allows, Tom will reassemble his original team to work removing walls on the second floor and the two ceiling systems on the first floor. His electrician contact will be back, but he is looking for a plumber.

There may be some money in a consulting line; Jo Ann will check.

Leo will check to see if Recycling & Transfer has an extra dumpster which could be left at the TH for demo material.

Architect:

Detailed discussion on preparation for the architect's interview was deferred pending prospect of funding. Discussed proceeding with the NHPA grant. Kathie will send out a list of items we might want to talk about, choices we will have to make, things we will want to discuss with the architect, etc. Members will add others they have questioned/want to consider.

Other:

Tom made a motion to approve minutes of 1/27/14; Kathie seconded. Jim abstained. Unanimously approved.

Discussed other sources of possible funding such as encumbering excess funds, if any, at the end of the year.

Kathie asked if we want to set a date certain for our meetings. Members agreed on the Planning Board schedule of the first Monday of the month; meeting dates would change to third Monday if the first Monday was a holiday. We decided to start with one meeting per month; if another is needed, it can be set. Schedule for the remainder of the year: May 5, June 2, July 21, August 4, September 15, October 6, November 3, and December 1. Meetings start at 4:30 p.m.

Kathie referred back to our discussion about reinvestment of funds for any items salvaged and sold. Items such as iron from fire escape, elevator, copper and cast iron piping, baseboard heaters, wire, etc. Dean had said monies would go into general fund, but Kathie recalled some discussion about asking the council for permission to reinvest in the project. Katie will check with Dean about possibility and procedure.

Moose Plate Grant Application

Kathie is working on the application. Ceiling repair tradesperson visited on 4/3; we are now awaiting written estimate. Division of Historical Resources (DHR) suggested a petition in support. A hard copy petition is outside the Clerk's Office. The online petition allows for comments; very interesting. Application is due 4/25. It will take several weeks before we get a decision. If granted, work must be done within two years (August 2016).

**NEW BUSINESS:** (discussed out of order)

**Fund-Raising**

Kathie advised that the Heritage Commission has offered to handle fund-raising merchandise items for the Town Hall project because it already has procedures in place.

Possible items were shown: insulated travel tumbler, a wood collectible (custom Cat's Meow), and possibly a calendar and t-shirts. HC will pursue. Profits will be donated to the TH project.

Heritage Commission and Historical Society voted to co-host another Town Family Feud in June with all proceeds to THPC.

Jim has information on engraved pavers. He will present at our next meeting.

**Heritage Day**

Sunday, May 18. Members agreed we would like to participate. Matt will check to be sure we can have people in the building and if we have to restrict access at all, depending, of course, on what's happened between now and then. Kathie will do photo display.

Coverage - Kathie 11 a.m. to 1 p.m. Other members may join. Staff are welcome to participate as they wish.

We have a brief summary of the history of the building as a handout for visitors and a coloring book page for children.

**ASSIGNMENTS:**

1. Katie, check re operating expenses
2. Tom, reassemble team and continue work as time allows
3. Jo Ann, check consulting line, engineering expense
4. Leo, dumpster from Recycling and Transfer
5. List of items to discuss before architect meeting—Kathie send out, members review
6. Katie, check re reinvestment of proceeds from sale of scrap materials
7. Kathie, file Moose Plate grant application
8. Kathie, Heritage Comm, order fund-raising items
9. Jim, pavers info
10. Mat, use of building for Heritage Day
11. Kathie, photo display for Heritage Day

Meeting adjourned at 5:50 p.m.

Kathleen Northrup, Chair  
April 11, 2014

Next meeting - Monday, May 5, 2014, 4:30 p.m., Admin Conf Room