

TOWN HALL PRESERVATION COMMITTEE  
TOWN OF HOOKSETT



MINUTES OF MEETING  
May 5, 2014

Members present: Kathie Northrup, Jim Sullivan, Tom Walsh (4:40 p.m.). Staff present: Katie Rosengren, Matt Lavoie, Leo Lessard.

Meeting called to order at 4:35 p.m. in the admin conference room.

Jim moved acceptance of minutes of 4/7/14; Kathie seconded. Unanimously approved.

**PUBLIC INPUT:** None

**COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:**

1. Kathie asked for clarification as to CIP or other funding requests. Deferred to a future meeting.
2. Old Home Day. Members decided we do want a table to sell merchandise, etc. Talked about having the booth next to/combined with Heritage and the town table so we can share coverage. Kathie will send in registration.
3. Kathie reminded members about the availability of GE volunteers.

**REVIEW ASSIGNMENTS:**

1. Katie re operating expenses--Because we are beyond the budget season, we have no funds for such expenses. Katie will check further, possibility of vouchering under admin or setting up a petty cash fund.
2. Tom, reassemble team and continue work as time allows. No activity. Doubtful that DPW will be able to participate again until winter.
3. Jo Ann, check consulting line, engineering expense. Jo Ann absent; deferred.
4. Leo, dumpster from Recycling and Transfer. R&T does not have a dumpster they could leave at town hall. Will continue to work with trucks, coordinating with DPW.
5. Katie, check re reinvestment of proceeds from sale of scrap materials. Katie found it's not permissible to transfer those funds in that manner, even with permission of council. Finance advised, however, that a warrant article could be fashioned which would allow it. Some discussion about end-of-year funds. Katie and Jim will keep an eye out.
6. Kathie, file Moose Plate grant application. Application filed 4/23; it will take several weeks for us to learn decision. We have 2 years to complete the work.
7. Kathie, from January, estimate for site survey. Kathie had no luck in getting an estimate/possible donation. Tabled for now.

**NEW BUSINESS:**

1. Discussion about putting something in the upcoming newsletter included with mailing of tax bills. Members thought we should. Kathie will draft blurb about Feud/fund-raising, new merchandise, and seeking volunteers for the committee.

**OLD BUSINESS:**

Fund-Raising

Kathie, Heritage Comm, ordered fund-raising HC merchandise items: tumblers ordered, due 5/23; Cat's Meow old town hall in progress. T-shirts should be here by Heritage Day.

Jim, present info on pavers. Deferred to next meeting.

Heritage Day

Sunday, May 18, 11-1, Kathie will cover; Matt may be available also. Met with FD and checked with Dean. We may open the building for tours. Kathie has prepared a photo display and will have handouts available.

Deconstruction

Will proceed as time allows. The upstairs partitions may be removed.

Hazmat and Other Preliminary Reports

Abatement work was completed 4/30/14. Expenses covered by building maintenance.

Engineering

DPW has an estimate of \$2000 for the more thorough engineering inspection to supplement the brief overview we already have. Completion cannot be done until more finishes are removed, exposing areas the engineer needs to look at. That removal work will be done as time allows.

Architectural

Kathie spoke with M. Stier at NHPA regarding their grant funds. Like everyone else, they will apply in this LCHIP grant round for funds to use in their grant program. If they are given the funds, it will be fall before they resume their grant program. We discussed going forward with our conditions assessment grant<sup>1</sup> application. Because we don't have the funds to pay for the assessment ourselves, decided to again pursue the grant application. Katie will pull the application for updating. We can now include comments on the progress we've made.

Our estimate from UK Architects in Hanover was \$6,900 for the conditions assessment grant through NHPA. We'd be obligated for \$3,450.

Highlighted some of the items on the discussion list. Will continue at our next meeting.

Other

Kathie spoke with Mike Hoisington of the FD. They will determine capacity once we determine use/uses. Can be combination, e.g., classroom style would be one number (assembly), meeting with tables and chairs another. Basically square footage.

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<sup>1</sup>Conditions assessment/architect - grants intended to fund up to 50% of the cost of hiring one or more consultants, up to a maximum grant amount of \$4,500.

**ASSIGNMENTS:**

1. Kathie, registration for Old Home Day
2. Katie, how to fund operating expenses
3. Jo Ann, consulting line/engineering expense
4. Kathie, blurb for newsletter
5. Jim, info on pavers
6. Katie, pull NHPA application

Meeting adjourned at 5:35 p.m.

Kathleen Northrup, Chair  
May 25, 2014

Next meeting - Monday, June 2, 2014, 4:30 p.m., Admin Conf Room