

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
September 15, 2014

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

Meeting called to order at 4:30 p.m. in the admin conference room.

Kathie noted a typo in the 8/4/14 minutes under Review Assignments. The third sentence should refer to the next council meeting **next** week not **this** week. Jim moved to approve the minutes as amended, Kathie seconded. Unanimously approved.

Jim moved to adopt the minutes of 8/29/14; Kathie seconded. Unanimously approved.

PUBLIC INPUT None

COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:

1. Moose Plate grant has been awarded for \$10,000 for restoration of the tin ceiling. Accepted by Council 8/27/14. The award must now go before Governor and Council for approval. At the council meeting Dean had mentioned getting or attempting to get two other bids. Katie will see what she can find and let Kathie know the results of her search.
2. We received another \$100 from individuals. Balance is now \$2568.

REVIEW ASSIGNMENTS:

1. Jim, bring up at council meeting street name "auctioning". Dean deferred, needed to check further.
2. Jim, contact at Fairpoint re fire/security/phone lines. Made contact but waiting for response.
3. Jo Ann, re plumber cap at source. Matt will do as his schedule allows.

NEW BUSINESS:

Deferred till later in meeting.

OLD BUSINESS:

Old Home Day

Saturday, September 20. Vehicles off the field by 9:30, set-up by 10 a.m. Breakdown after 5, off the field by 6:30 p.m. Matt has volunteered to help with coverage. Kathie will bring photo displays and old town hall handouts. Sharing table with Heritage Commission, next to council table.

Funding/Fund Raising

Kathie asked if the town would consider selling timber off vacant forest land it owns and applying proceeds to the old town hall project? Group thought not.

Engineering

Kathie contacted engineer about our question re ceiling/blown-in insulation at 8/4/14 meeting. Made three contacts, no answer forthcoming. Will try again.

Architect

Discussed UK Architects' revised proposal of \$7,725 plus reimbursables. Per email transmitting proposal, they have eliminated some of the assessment portion of the original scope of work, added more schematic design, increased level of cost estimating, and increased meetings with the committee to four from two.

Questions:

1. New proposal's task list is not as detailed as old one—Kathie confirmed detailed items on page 4 of December proposal will be included except for conditions assessment report in Preservation Alliance format.
2. Page 1 of new proposal talked about structural engineering assessment and survey/assessment of hazardous materials being provided by the town. Both of these had been emailed to UK on 9/2/14. Kathie confirmed with C. Kennedy that he received these. This language just means that this work is not included in their proposal.
3. Page 1 also references site survey being provided. We had discussed this earlier this year but had not designated it as a priority. C. Kennedy advises that we may defer it for now but if problems/questions came up with utilities or drainage, maximizing parking, etc., they would appreciate a consultant to work with. If we could get it donated, we should go ahead. Kathie will again contact the developer who said he might be able to get a reduced price or donation of services.
4. In the exclusions listed on page 5, Katie questioned that "Construction cost estimate services" was listed. We called C. Kennedy during our meeting. He clarified that this was an oversight and should have been deleted. Also deleted is "Building Permit Fees."

Because they know we need information to formulate budget planning, UK has expedited the schedule and could start work the week of 9/22/14 with cost estimates made available by mid November.

Jim moved to accept the project proposal of UK Architects in the amount of \$7,725 plus reimbursables of \$492.50. Kathie seconded; unanimously approved.

Kathie will contact C. Kennedy and advise him that we accepted the proposal pending authorization of funds by Town Administrator.

Kathie will contact Leo with regard to these funds and the possibility of other funds available for this fiscal year (thru June 30, 2015).

Other

Matt contacted This Old House/Rich Trethewey. No opportunities for us there.

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NEW BUSINESS:

1. Discussed funding sources--CIP, Capital Reserve, budget, warrant article, etc. We will revisit this item with Dean, seeking guidance for f/y 15/16.

Meeting adjourned at 5:30 p.m.

Kathleen Northrup, Chair
September 21, 2014

NEXT MEETING - MONDAY, OCTOBER 6, 2014, 4:30 P.M., ADMIN CONF ROOM