

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
January 27, 2014

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

Meeting called to order at 5:00 p.m. in the admin conference room.

Tom moved acceptance of the 1/13/14 minutes; Kathie seconded. Unanimously approved.

Reviewed email of 1/14/14 to Katie from Hunter Ulf, the firm we had asked she further vet. He offered another meeting with the committee to discuss the construction cost analysis and a more detailed structural assessment. We decided to defer any meeting pending the receipt of estimates for other reports. Kathie asked that any info like this email be provided to members prior to the meeting to allow time for review.

Katie also provided a summary of her contacts with references given by Mr. Ulf. Both references were very positive.

Dean was unable to attend tonight's meeting but asked Katie to relay the following to the committee: The DPW director has been tasked with getting additional bids for a hazardous materials assessment and a more detailed structural engineering report. Dean asks that we defer any decision on the architectural bid until we receive those estimates as we may need to prioritize work done depending on funding.

Discussed the structural analysis report estimate received by Jo Ann. Called Mr. Duval to clarify what code analysis would cover. He confirmed it would be structural components only, not fire, safety, etc.; those would be done by local officials. He also advised that any change of use determination would be made by the local code enforcement officer.

Members agreed to defer any action on final selection until decisions are made on hazardous materials report and structural analysis bids.

Katie will notify the committee when the bids are received. DPW, not this committee, will be reviewing those bids as the money will come from building maintenance. We can then set a meeting to discuss the status of the architectural services. If wanted, we can then meet with the architect to discuss options.

OTHER:

Kathie requested that the THPC vacancies be put on the "available volunteer positions" list and that mention of the vacancies be made at council meetings like other vacancies are mentioned. Agreed.

Kathie had checked with Finance about logistics for paying bills, making deposits, etc., to the trust account. Christine will provide further details.

Kathie asked for clarification as to CIP or other funding requests. Will be discussed at the next meeting.

Katie had mentioned at our last meeting that we should start thinking about fund-raising. Kathie suggested a Town Family Feud for April or May. A good portion of profits from the last one came from the silent auction. If you have any thoughts for items or sources we might contact, please note for discussion at a future meeting.

Kathie and Jim had talked with an engraved paver person from Bow for possible use at Veterans' Park. Decided not to use the program there, but it's a possibility for use at the town hall site, perhaps a patio area south of the Prescott Building. Jim has the detailed info, and Kathie has a sample brick she will bring to our next meeting.

Kathie will bring up the possibility of a donation from the Heritage Commission at its next meeting. The commission has funds earned through the sales of merchandise.

Meeting adjourned at 4:55 p.m.

Kathleen Northrup, Member
January 29, 2014

Next meeting - to be determined