

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
June 2, 2014

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

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

Jim moved acceptance of minutes of 5/5/14; Kathie seconded. Unanimously approved.

PUBLIC INPUT: None

COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:

1. Kathie noticed comments by J. Duffy at the 5/14/14 council meeting regarding impact fees: “We looked into collecting a [impact] fee for renovating old Town Hall. They said we needed to spend town funds to get up to where you should be before you can collect a Town Hall impact fee. It’s all based on studies.” Jo Ann clarified that this inquiry was back when the building was being used for town offices. At the request of the group, she will check to see if rehabbing an old building for new community use may somehow be eligible for some funds.
2. State of front walkway between front door of town hall and walkway to Prescott. As the pathway is safe and accessible now, group decided to wait till we have a bigger picture of how the front will be improved.
3. Kathie received an inquiry about people wanting to buy a tree in memory of Mrs. Robie, perhaps for the lawn of town hall. Group again thought it would be wise to wait till we have an overall plan. Matt advises PSNH is not obligated to grind the stumps they left when they cut the trees on the lawn a few years ago. Kathie will consult with Leo.

REVIEW ASSIGNMENTS:

1. Katie, how to fund operating expenses. We can fund some expenses for supplies, postage, etc., through Admin, but it appears we cannot have any petty cash or other working fund.

NEW BUSINESS:

None

OLD BUSINESS:

Old Home Day

Kathie sent in registration; joint table with Heritage Commission, next to town booth. HC will donate a travel mug to the raffles on our behalf. Any staff members are welcome to help man the booth.

Fund-Raising

T-shirts and travel mugs are available at Robie's; mugs also at Town Clerk's Office. Town Hall Cat's Meow piece should be here by the middle of July. HC got permission from Mt. St. Mary's to do a replica.

Kathie, blurb for newsletter--done. Feud info, new merchandise, and a request for committee members were included.

Discussed funding sources--CIP, Capital Reserve, budget, warrant article, etc. We will revisit this discussion at our September meeting.

Jim, info on engraved pavers--group decided to defer further discussion until an overall plan was in place for the front of the building.

Matt had an idea about a street naming situation. Katie will follow up on the procedure and possibilities to use this as a fund-raising opportunity.

Heritage Day

Pretty successful day. At least 30 visitors during the 11-1:30 open time. Thanks to Matt for helping with coverage. Everyone very interested in the history and what we hope to do. The photo displays gave us a chance to show how the hall had been used before, what it looked like, the changes to the exterior over the years.

The photo boards will be displayed in the hallway.

Deconstruction

Kathie questioned whether we could solicit contractors in town and ask for a 2-4 hour donation of labor to help us with the deconstruction. If we have to wait till winter for DPW, the completion of the engineering study will be delayed. Kathie will consult with Leo.

Engineering

Jo Ann, consulting line/engineering expense. Jo Ann will not know if any surplus funds are available until the end of this month.

Architectural

NHPA application. Kathie had very brief phone conversation with M. Stier today. We may need to revise our application to a feasibility/reuse study. Kathie will contact Stier for further discussion.

Talked about funding sources for this and other items (engineering, architectural, and supplement to tin ceiling). Katie will explore options for end of fiscal year transfers or encumbrances.

Other

Discussion of "vision" items, what kind of things we'd like to see done or for which we'd like expert advice/recommendations:

- restore to a certain time / prior to 1961 (this is a rehab project)

This group has always agreed to "prior to 1961" when the 2nd floor was added and the hall broken up. Prior groups and public input support that. How much to be restored is a question.

- heat/air conditioning

Heat is currently forced hot water/oil, baseboard with separate AC. In 1995/96 electric heat on 2nd floor was changed to baseboard hot water. Matt told us about mini split ductless heating/AC system, heat pump, electric. Flip a switch between heat and air. Blend in with historic elements.

- insulation

Blown-in insulation in attic. Exterior walls in main building not insulated. According to notes in town reports, the following was done in 1990: insulating the walls in the 1937 addition, insulating floors and ceilings. The Preservation Alliance awards recently mentioned a project in Milford (Hillsborough Mills) that pioneered a new insulation method for a brick building that was accepted by the National Trust. That may be something we'd want to explore.

- lighting - restore original light fixtures in main room?

We believe that at least some of the globes from the original fixtures are in the attic; not sure about the fixtures. Matt advises it would be difficult to use old fixtures for code and safety reasons. We agreed we'd like to replicate the lighting look if it can be balanced with today's needs.

- restore big windows on north and east side

We definitely want to include restoration of the windows as part of the long-term project. Another project highlighted at the Preservation Alliance event featured replicated windows like the original ones at our old town hall.

- all other windows

Note from 1990 report: replacing old windows with insulated glass windows. Would like to replace to match.

- update bathrooms, suitable to "rental" property

Agreed that new bathrooms must be upgraded if we are to offer rentals for events, business meetings/training, etc. Aesthetically more pleasing.

- restore kitchen to addition?

Talked about feasibility/necessity for a small kitchen or kitchenette, again keeping in mind our desire to expand use of the facility. Correct name? Not a full production kitchen but a facility with refrigerator, microwave, sink, and oven, for example, like the library has.

- what else in addition?
Coat room? Storage? Bathrooms? All possibilities.

Continued at next meeting

ASSIGNMENTS:

1. Jo Ann, check availability of impact fees
2. Katie, follow up re street naming
3. Kathie, consult with Leo about work at the building
4. Kathie, contact M. Stier re grant
5. Katie, explore options, fiscal year end

Meeting adjourned at 6 p.m.

Kathleen Northrup, Chair
June 4, 2014

Next meeting - Monday, **July 21, 2014**, 4:30 p.m., Admin Conf Room