

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
October 24, 2014
(No October 6 meeting)

Members present: Kathie Northrup, Jim Sullivan. Excused: Tom Walsh. Staff present: Katie Rosengren, Leo Lessard, Matt Lavoie, and Dean Shankle (till 12:30 p.m.)

Meeting called to order at noon in council chambers. (The regular monthly meeting for October 6 was cancelled pending information from architects.) Today's meeting was set to receive and discuss preliminary information from architects and other business.

Jim moved to adopt the minutes of 9/15/14; Kathie seconded. Unanimously approved.

PUBLIC INPUT None

COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:

None

REVIEW ASSIGNMENTS:

1. Jim, bring up at council meeting street name "auctioning". Council discussed at their last meeting. The idea was not approved.
2. Jim, contact at Fairpoint re fire/security/phone lines. Done, but contact said he'd have to see the job before advising us. As Fairpoint is now on strike, we'll defer.
3. Katie, try to find two other sources for ceiling estimates. Done. She will forward information to Kathie.

NEW BUSINESS:

None

OLD BUSINESS:

Funding/Fund Raising

Before Dean left the meeting, discussed briefly funding for the next couple fiscal years. Choices of a warrant article/CIP account or including money in building maintenance. Our cost estimating will be tied to phases.

Kathie advises that all of the initial order of the Mt. St. Mary's collectibles have been sold so the Heritage Commission can make its donation from those sales. She will also have a donation for t-shirt sales.

Architect

Purchase order was signed on 9/29/14. Architects and cost estimator (M. Bruss) visited the building on October 2, 2014.

Online meeting with architects began at 12:30 p.m. From UKA: Chris Kennedy and Adam Lornitzo.

Went through in detail the three documents received from UKA:

1. Existing Conditions sketches
2. Project Program Summary (w/aerial photo)
3. Space detail (further breakdown of program summary)

See detailed minutes provided by UKA, prepared by Adam Lornitzo.

Couple of discussions under Historic Preservation Goals: fix tin ceiling with Moose Plate grant, replicate stage. Question by UKA about exposing SW corner of original building (setting the addition back to expose original footprint of main building). Consensus was to not do this—loss of space, expensive. Modify roof of addition to allow for windows—group did not feel this was necessary. Addition has been in place for 77 years as is.

Reviewed the Space Detail document. This was intended to again foster discussion about what we'd like to see, how we'd like to use the space, etc.

UKA will now use this information to put together the schematic design. They requested an in-person meeting in the next week or so. Decided to set for Monday, November 3, the date of our next regular meeting, but change the time to 1 p.m.

ASSIGNMENTS:

1. Kathie, contact tin ceiling contractors

Meeting adjourned 2 p.m.

Kathleen Northrup, Chair
October 31, 2014

NEXT MEETING - MONDAY, NOVEMBER 3, 2014, 1 P.M., ADMIN CONF ROOM



MEETING MINUTES

14102.02-151.001

ATTENDING

Kathie Northrup - **Town Hall Preservation Committee**
Jim Sullivan - **Council Rep**
Leo Lessard - DPW Director
Matt Lavoie - Town of Hooksett Code Enforcement Officer
Katie Rosengren - Town of Hooksett
Chris Kennedy - UK Architects
Adam Lornitzo - UK Architects

DISTRIBUTE TO

Attendees

PROJECT

Hooksett Old Town Hall

DATE

10.24.2014

PURPOSE

The purpose of this meeting is to review the existing conditions of the Hooksett Old Town Hall building, review the programmatic requirements, and establish what will be required for the schematic design.

MTG/IT ACTION ITEM

- | | | |
|---------|---------------------|---|
| 001.001 | Existing Conditions | <ol style="list-style-type: none"> 1. The only potential character-defining elements in the basement are the old jail cells. 2. Door openings at the original south wall are aligned with the north windows. The masonry openings are probably wider than the current door openings. 3. It is unclear how the stage that was added in the early 20th century terminated at the exterior walls as it would have been in conflict with the original windows. 4. Based off of old photographs that were provided by the Town Hall Preservation Committee the porch was not original and the windows have been reduced in size. 5. Fire escape would be obsolete once the second floor is removed. This stair & door would need to get removed and restored to its existing condition – window matching others. 6. 1930's addition had an asphalt, faux brick finish, that has subsequently been covered with vinyl siding. 7. Major modifications: Porch, Second Floor, Addition, Windows <ol style="list-style-type: none"> a. There is a choice to determine what time period the building should be restored to 8. The stage was 24-30" above the main floor level. 9. The tin ceiling, stage, and the old windows on the north side of the building were not original. We believe these were added in the early 20th century due to the character of the finishes. |
|---------|---------------------|---|



10. The window at the gable on the back of the building is believed to be the original window.
11. If the window behind the stage were restored there would be some sort of curtain to block out the light. It is the owner option to determine if a preservationist approach or a practical approach is preferred. This decision could also be determined by funding source.
12. The 1937 addition covers the original elevation.

001.002 Program

1. Program space detail was given to **Town Hall Preservation Committee**. Revisions and comments have been attached. This was reviewed during the meeting.
2. There is a grant to restore the old tin ceiling.
3. The original elevation of the stage is estimated to be 24-30" above the main floor. The higher the stage, the more steps will be required. The stage would also need to be accessible. The most effective way to provide handicap accessibility would be by using some type of lift.
4. The intended use of the kitchen defines the code requirements for the kitchen equipment. **Town Hall Preservation Committee** needs to review what the possible uses are so a code analysis can be conducted to determine the equipment scope requirements to meet the desired uses. HHF also indicated that a kitchen facility similar to the Hooksett Library would be adequate. UKA will take a visit to the Library next time they visit Hooksett.
5. A second means of egress may be needed in the basement. It will not be difficult to provide an interior access to the basement from the main floor.

Issued by Adam Lornitzo, UK Architects

* END OF MEETING MINUTES *

These minutes are intended to be a fair and accurate summary of the items discussed. If this is not your complete understanding of what we discussed, please contact this office within seven days as no response shall indicate compliance.

Thank you.