

TOWN HALL PRESERVATION COMMITTEE  
TOWN OF HOOKSETT

MINUTES OF MEETING  
January 15, 2015



Members present: Kathie Northrup, Jim Sullivan. Absent: Tom Walsh. Staff present: Katie Rosengren, Matt Lavoie, Dean Shankle, Jo Ann Duffy; Leo Lessard. C. Soucie also joined us for financial discussions.

Meeting called to order at 11:00 a.m. in council chambers.

Jim moved to accept minutes of 11/17/14; Kathie seconded. Unanimously approved. Kathie moved to approve minutes of 12/18/14. As she was the only member present at that meeting, the minutes were approved.

**PUBLIC INPUT:** None

The group skipped to Old Business to take best advantage of staff time.

**OLD BUSINESS:**

**Funding/Fund-Raising**

Town has received \$5,000, the first half of the Moose Plate grant money. Balance will be paid upon completion of work.

We can now add the project to the LCHIP register. LCHIP requires matching funds. Per the LCHIP website:

**LCHIP Grant Round Update**

The dates for the next grant round (sometime in 2015) have not been determined yet. We anticipate the new application form being ready in the spring of 2015 and due sometime in the summer, late June at the earliest.

N.B. After the meeting Kathie contacted LCHIP. They are phasing out the cumulative “register” procedure. When the grant round opens, potential applicants contact the LCHIP office to discuss their project. LCHIP suggested signing up for their listserve for notices; Kathie will do so. A requirement is also attendance at a grant writing workshop sponsored by LCHIP.

Discussion then turned to budget planning.

Christine had been invited to the meeting to brief us on the alternatives to request that proceeds of sales of recycled materials (fire escape, wire, elevator, etc..) be applied back to the project: 1) try to get a warrant article in now, but we will not have specifics, or 2) wait till next year when we may have proceeds and can ask that they be transferred to the project. After discussing both alternatives,

the group decided to wait till next year. Perhaps by then the materials will have been recycled/sold, and we can fashion a warrant article asking that an amount certain from the sale of items certain be applied back to the project.

Christine suggests that we do prepare a Capital Investment Program where we identify the project and costs, plans for each year, etc. Jo Ann will help Kathie with that preparation, due this fall.

After discussion, group decided not to do a warrant article asking for funds this year. The general feeling was that there was work to be done this year. No funds for the town hall had so far been included in the DPW's building maintenance line so the group agreed that some money should be added. As the council will be reviewing the DPW budget at their meeting on 1/21/15, Jim (council rep) will move to add \$10,000 to be used for work at old town hall as the need may occur.

**We returned to our regular agenda.**

**COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:**

1. Discussed attendance of members and under which rules we operate. As we are a subcommittee of the council, their rules apply. Council has discussed a similar situation at a recent meeting and decided to send a letter to the member. The committee asked that council send a similar letter to our member.
2. Reporter contacted Kathie re Moose Plate Grant; article in UL 12/11/14. Press release also sent to Banner.
3. UK submitted invoices to Leo for periods 11/10/14 - 12/7/14 \$1,017.50 and 12/8/14 to 1/4/15 \$2,197.80.
4. Donation of bricks accepted by council 12/17/14. Leo will pick up and store.
5. Donation of old town reports accepted by council on behalf of the Hooksett Heritage Commission; proceeds to be donated to Town Hall Preservation Project. Only sold 1, advertised as stocking stuffer but got started late.

**REVIEW ASSIGNMENTS:**

1. Katie, follow up signing of "agreement." UK had not responded to her inquiry; she will follow up.
2. Jim, provide Matt with Fairpoint contact name; Matt, call Fairpoint. This is now moot because of the volunteer electrician mentioned below.
3. Kathie, calls re users and to other venues. Possibly another road trip. DONE. Kathie called several local groups asking if/how they might use the hall when completed. Contacted area venues to see where we might fit in. Summary was sent to members. No comments.
4. Katie, explore fund-raising sites like gofundme, etc. They charge a fee (10% e.g.). Decided to defer until we get a member who might explore further.
5. Katie, check on regulations for liquor. Katie will check surrounding towns for ideas. Kathie had found out that our PD requires officer on duty, \$52 per hour; minimum 4 hours-\$208. Need a liquor license for each event.

**NEW BUSINESS:**

None.

**OLD BUSINESS:**

Deconstruction

DPW crews have been very busy working on removing sections of the interior. The second floor is pretty much clear, first floor (main hall) excellent progress. Tin ceiling was found in the vestibule area along with vertical wood paneling.

We have a person interesting in purchasing/bidding for the elevator. Could be put out for bid or perhaps an auction. DPW will contact local elevator company for cost estimate, etc. Must also find out if the elevator is in working condition.

A volunteer electrician has been found. A town employee offered to volunteer his time also to assist the electrician. Dean and Christine advised that that is not permissible. A town employee cannot volunteer for something he would ordinarily be paid for. Both Dean and Leo agreed that to get the donation of the electrician it would be worthwhile to pay the employee. Leo will secure an estimate for the amount of the donated time by the electrician.

Matt will not cap plumbing at this time. Heat would be needed for ceiling workmen if they start this winter.

Leo can't use the fire escape for a project at the DPW garage, but DPW can remove and sell for scrap.

The Robie family mail wagon and glass blocks from Tom's Motel (both items had been stored in the addition) have been moved to the safe to get them out of harm's way.

Architect

Revised estimates and plans have been received. UK also provided gratis a more refined sketch of the main hall area looking at the stage end. We had asked that the cost of restoring the large windows in the main hall be broken out; it was not, so Kathie contacted UK to get those figures.

We must be careful when using these figures—tasks related to one job are broken out into several “divisions” For example, the tin ceiling estimate does not include the painting of the ceiling; that number must be added to get the total.

**ASSIGNMENTS:**

1. Kathie, pursue estimates for tin ceiling repair
2. Kathie, sign up for LCHIP listserv
3. Jo Ann and Kathie, CIP by the fall
4. Jim, move to add \$10,000 to DPW building line
5. Council, send letter to absent member
6. Katie, follow up signing of "Agreement" with UK for town file
7. Katie, check surrounding towns re liquor regs
8. Leo, contact elevator company for cost estimate
9. Leo, estimate for donated time by electrician

Meeting adjourned 12:25 p.m.

Katleen Northrup, Chair  
January 28, 2015

**NEXT MEETING - MONDAY, FEBRUARY 2, 2015 - 11 a.m.**