

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
March 2, 2015
(No February 2015 meeting)

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

Meeting called to order at 11:00 a.m. in admin conference room.

Jim moved to accept minutes of 1/15/15, Kathie seconded. Unanimously approved.

PUBLIC INPUT: None

COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:

None

REVIEW ASSIGNMENTS:

1. Kathie, sign up for LCHIP listserve---done
2. Jim, move to add \$10,000 to DPW building line--done
3. Council, send letter to absent member--done. Council will notify member that they are declaring a vacancy.
4. Katie, follow up signing of "Agreement" with UK for town file--done
5. Katie, check surrounding town re liquor regulations. Katie had info from 3 or 4 towns--BOYB, caterer, with bartender, police officer or not, liquor license, etc. She will retain those documents for our use when we get to the point of reviewing usage, etc.
6. Leo, contact elevator company for cost estimate--will do
7. Leo, estimate for donated time by electrician--will do

NEW BUSINESS:

None.

OLD BUSINESS:

Bids/Estimates

Kathie got detailed estimates from UK, including all tasks within the larger task, for our planning purposes for the window restoration and ceiling:

Large Windows--We had asked specifically to break out the figures for the restoration of the 4 big windows in the main hall (3 north side, 1 east end).

- Remove existing windows
- Remove brick infill
- Patch and prep openings as necessary

- Install new windows, per UK Architects drawings
- Trim exterior, caulk in place
- No interior work is included in the above cost
- Includes cost to purchase 4 windows (\$14,000)

Cost for the work as described is: \$27,650

Tin Ceiling--

Architects submitted an estimate of \$5,400 in 12/18/14 estimates. 1/14/15 final estimates price went up to \$8,900 which includes replacing 10% of panels and 25% of cove. Does not include paint; that was in the overall interior painting figure. Using the paint estimates we got, total estimates were all very close.

Tin Ceiling Bids:

Kathie submitted a request for waiver of the 3-bid requirement as she was only able to get 2 bids. A compilation of contacts made to try to get the third one was attached. In light of the good faith effort, the requirement was waived.

Kathie had emailed 2 bids to members for review. She reviewed them with the group and suggested that they recommend to Leo acceptance of the bid of Milestone Engineering and Construction of Concord—\$12,286, which includes the replacement panels and repairs as well as prime and finish coats of paint.

Committee accepted Kathie's recommendation. Leo will generate the necessary paperwork. Milestone had advised that if we accepted their bid promptly, they would be ready to do the work very soon.

The additional \$2,286 (above the \$10,000 of the grant) will come from the DPW building maintenance line. Kathie will contact Milestone when Leo notifies her he has completed the paperwork. We will need a contract, certificate of insurance, and a completed W-9.

Talked about what had to be done before work could begin: elevator, clean up debris, electrical room on the second floor. Leo will also contact a HVAC person to advise us regarding the removal and timing of removal of the AC units, duct work, etc.

If we are to do the final coat now, we'll have to choose the color scheme. Kathie will try to find color samples.

Architect

UK submitted their final invoice through 2/1/15. They had been in contact with Katie inquiring about our timetable for the next phase of architect work.

OTHER:

Discussed some next steps. Order of upcoming projects: tin ceilings; take out 2nd floor; restore 4 large windows; consider demo in the addition, constructing bathrooms

Jim asked about public info session. Group talked about perhaps opening again for Heritage Day in May. The tin ceiling would probably be done by then. Inviting guests in would show them

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what's been done and give them a preview of what's coming. We got a lot of good input last year; hopefully we would draw new people this time in addition to those who came last May.

ASSIGNMENTS:

1. Leo, contact elevator company for cost estimate
2. Leo, estimate for donated time by electrician
3. Leo, purchase order
4. Kathie, notify Milestone upon issuance of PO
5. Leo, contact HVAC person re AC unit
6. Kathie, look into paint colors

Meeting adjourned 11:50 a.m.

Kathleen Northrup, Chair
March 4, 2015

NEXT MEETING - MONDAY, APRIL 6, 2015 - 11 a.m.