

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
April 6, 2015

Members present: Kathie Northrup, Jim Sullivan. Staff present: Katie Rosengren, Matt Lavoie, Dean Shankle, Diane Boyce. Leo Lessard has resigned as Director of DPW. The committee thanks him for all of his expertise and critical assistance with this project.

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

Jim moved to accept minutes of 3/2/15, Kathie seconded. Unanimously approved.

PUBLIC INPUT: None

COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:

1. Old Home Day, Saturday, September 19, 2015. Decided to do a joint table with Hooksett Heritage Commission like last year. Hopefully it could be next to the council table again. Matt and Kathie will cover. Kathie will send in registration form.
2. Hooksett Heritage Day, Sunday, May 31. Agreed to open the old town hall for visitors. Kathie will prepare photo displays and a display of schematics from architects. Times: 10-1. If we can get coverage, perhaps sell town hall and Heritage Comm merchandise there. Otherwise it will be available at Robie's.

We should use only the front door. Discussed what needed to be done in preparation. Debris must be cleaned out. Matt will check on fire extinguishers and clear the opening with Deputy Chief Hoisington. Matt suggested we advertise on the town's electric display board.

3. Tom Walsh is no longer a member of the committee. The committee thanks him for his service.

REVIEW ASSIGNMENTS:

1. Leo, estimate for donated time by electrician. See January notes. Diane will follow up.
2. Leo, purchase order for Milestone. Done.
3. Kathie, notify Milestone upon issuance of PO. Done. They are firming up ordering materials they need, estimate a 3-week job.
4. Kathie, look into paint colors. Contacted Historic New England for guidance. Showed some samples. Group favors a combination of grays—ceiling, walls, woodwork.

NEW BUSINESS:

None

OLD BUSINESS:

Volunteers

Clarified in-kind donations. Whether to seek acceptance before or after depends on what was done or going to be done and the circumstances. Preferable if able to do ahead of time. (See donated time by electrician under Review Assignments.)

Deconstruction

1. Leo, contact elevator company for cost estimate. Input had been received from Otis. It was suggested that another company be contacted. Diane/John will do. This job must be done before ceiling work can begin.
2. Leo, contact HVAC person re AC unit. DPW got 2 estimates. Decided to hire out removal of Freon only and have John and DPW remove the ducts and AC unit. Diane will follow up on when the Freon removal can be scheduled.

Discussed from 3/2/15 meeting notes: Talked about what had to be done before work could begin: elevator, clean up debris, electrical room on the second floor.

Added after the meeting: the Freon removal by vendor before DPW can begin removal of duct work at minimum.

OTHER:

Dave Ross replaced smoke detectors with heat detectors. Smoke detectors often go off during construction because of dust.

Old ceiling light outlets have been rewired.

ASSIGNMENTS:

1. Kathie, send in Old Home Day registration form.
2. Prep for Heritage Day--Kathie, displays; Diane, remove debris
3. Matt, check with Fire re Heritage Day opening, fire extinguishers
4. Diane, in-kind donation by electrician
5. Diane, elevator
6. Diane, HVAC--schedule Freon removal

Meeting adjourned 11:30 a.m.

Kathleen Northrup, Chair
April 15, 2015

NEXT MEETING - MONDAY, MAY 4, 2015 - 11 a.m.