

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
November 2, 2015

Members present: Kathie Northrup. Excused: Jim Sullivan. Staff present: Katie Rosengren, Diane Boyce, Matt Lavoie.

Meeting called to order at 11:10 a.m. in admin conference room.

Acceptance of 10/5/15 minutes deferred pending quorum.

PUBLIC INPUT: None

COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:

1. Kathie sent in required 6-month report to DHR for Moose Plate Grant
2. Kathie, call Eversource for Energy Audit? Discussed contacting Eversource to see how an audit might help us. Kathie will contact.
3. At Old Home Day Rob Duhaime offered an upright piano from the Prescott Tavern/Inn to our project. Kathie has attempted to get further info and schedule a visit to see it. She will contact piano person if we want it.
4. On 10/28/15 Kathie gave a report to council for period 2013 to October 2015. Accomplishments summarized. Copy attached.

REVIEW ASSIGNMENTS:

Listed under Old Business topics.

NEW BUSINESS:

None

OLD BUSINESS:

Building

Diane updated us on estimates for electrical and alarm work. She does not need to get further estimates so will accept these and get information on when both would be available for scheduling. FairPoint has to first install another set of phone lines as there must be continuous service. Talked about where to mount the electric panel in the area of what used to be the assessing office.

Discussed to do list from 9/22/15 meeting:

-Frame bathroom wall for wiring and alarm (then only need to install the panels once). Diane may hire someone to do this framing to be ready for alarm/electrical.

-Move existing and install new fire and alarm panels in bathroom/hall (needs electrical wiring). Will be scheduled.

-Install new heat sensors in ceiling. Will be scheduled.

-Install new phone lines and remove old. Diane will contact FairPoint.

-Select lighting fixtures. Because receptacles/outlets have been roughed in, we can delay choosing actual fixtures.

- Decide on balcony and spiral staircase. No decision. Hope that architects will help with this.
- Have HVAC technician provide suggestions for heating/cooling and estimates. Will do when the time comes.
- Remove lift. Done.
- Remove radio tower if feasible. No discussion at this time.
- Remove duct work. To be done.

Deconstruction

More has been done on the second floor. The elevator has been removed.

Funding/Fund-Raising

Deferred submission of CIP for this year. Will continue to include funds in the building maintenance line. Hopefully we can develop plan for next round of major projects in the next year.

Katie completed and submitted grant application for building assessment from NH Preservation Alliance (NHPA). Increased UK amount and added preservation consultant fees upon recommendation of NHPA. Our share \$2332.50.

The grant was approved. Email 10/30/15 from NHPA:

I'm happy to report that the committee did approve your grant application for up to a \$2,332.50 grant (50% of quote) for the Hooksett Town Hall under the conditions that the quote is \$4,665 (\$3,065 for UK + \$1,600 for Liz Hengen) and that they would be working together to complete the conditions assessment report with preservation guidelines. I believe you said you had the check to confirm the match would be available? I will also need to see a revised scope with both quotes included.

Beverly Thomas

Katie will send in requested documentation.

LCHIP per website:

November 3rd Natural Resource Review Panel

November 10th Historic Resource Review Panel

December 2nd LCHIP Board of Directors meet for Grant Decisions

Discussed fund matches, etc. LCHIP match \$9,765. If granted, we could defer window project to next fiscal year. After discussing LCHIP match and other tasks, decided to request \$20,000 in building maintenance line—\$10,000 for the match and \$10,000 for that year's work.

Obligated or needed:

LCHIP grant match \$9,765

NHPA grant match \$2,332.50

Electrical \$1,470

Fire \$ 7,700

Total – \$21,267.50

Total \$11,502 if LCHIP match is deducted

Overage on tin ceiling contract \$2,286 was put in last year's Town Building Capital Reserve so that's taken care of per Finance.

We have a balance of about \$3,000 in the trust fund account.

Diane will check to see how much has already been deducted from the \$10,000 and let us know.

Discussed timetable for completion of the project. Funding and circumstances will impact our progress.

ASSIGNMENTS:

1. Kathie, contact EverSource
2. Kathie, contact re piano
3. Diane, scheduling of next tasks (electric, alarm) and others from to do list
4. Katie, revised document to NHPA re assessment grant
5. Diane, amount already spent from building line

Meeting adjourned 11:50 a.m.

Kathleen Northrup, Chair
November 9, 2015

NEXT MEETING - MONDAY, DECEMBER 7, 2015 - 11 a.m.

TOWN HALL PRESERVATION COMMITTEE

Status Report to Council
2013 to date (October 2015) and ongoing

The Town Hall Preservation Committee was originally formed in 2009 and met through 2011 with varying membership. There were no meetings called in 2012. The group reformed in 2013; this report will cover that time frame.

The charge of the committee is to stabilize, preserve and maintain the building historically known as the Hooksett Town Hall located at 16 Main Street. After reviewing various sources of public input and deliberations of prior committees, a plan was developed—the second floor in the main building will be removed, and both the main hall and the 1937 addition will be rehabilitated and made available for public use once again.

Rehabilitation

- ▶ The Department of Public Works began careful deconstruction of certain interior walls and finishes on the second floor after the committee met on site with staff from the NH Division of Historical Resources and received guidance that the 1961 and 1976 renovations which created the second floor did not have historical value. Similar work also occurred on the first floor in the main building. Preparation for the start of the tin ceiling work continues.
- ▶ Work continued and was completed on the barrier-free access to the Arah W. Prescott Historical Library and side door of the old town hall. The sketch of this ramp configuration was reviewed by the NH Division of Historical Resources.
- ▶ A hazardous materials inspection was done and two problem areas identified and abated.
- ▶ A structural engineering firm completed a pro bono inspection and further testing was done after certain finishes were removed to expose structural elements. A written report detailed a few items for further note, but overall they found the building to be in good condition.
- ▶ Spent considerable time discussing “vision” items—those things we’d like to see done or for which we’d like expert advice/recommendations. This prepared us for defining the scope of work when meeting with preservation architects. Also contacted potential users or types of users for input on design, necessary elements, etc.
- ▶ Contracted with UK Architects of Hanover, an experienced preservation architectural firm, to provide preliminary schematic drawings and cost estimates by an independent cost estimator.

Outreach

- ▶ Held open houses/tours at the hall on Heritage Days in May 2014 and 2015. Great opportunities to visit with residents and allow them to view progress made. Photo displays and schematic plans were shown.
- ▶ Participated in Old Home Day in September 2014 and 2015; Robie’s Open House July 2015.

Fund-Raising/Grants

- ▶ The Heritage Commission added travel mugs, t-shirts, and Cat’s Meow collectibles of old Town Hall and Mount Saint Mary’s to its merchandise line. Proceeds will go to the Town Hall Preservation Project.
- ▶ Historical Society and Heritage Commission sponsored third Town Family Feud in June 2014 which benefitted the Town Hall Preservation Project.
- ▶ Applied for and was approved for a \$10,000 grant under the State’s Conservation (Moose) License Plate Program to repair the existing tin ceiling on the second floor. Contracted with Milestone Engineering & Construction, Inc. of Concord to complete the work.
- ▶ Applied for Land and Community Heritage Investment Program (LCHIP) funding for restoration of the large windows on the north and east sides of the building.
- ▶ Applied for NH Preservation Alliance grant for a building assessment which will provide a prioritized and descriptive list of the building’s character-defining features and assist in future phasing of the project.