

DRAFT  
UNTIL  
APPROVED

TOWN HALL PRESERVATION COMMITTEE  
TOWN OF HOOKSETT



MINUTES OF MEETING  
September 19, 2016  
There was no August meeting

Members present: Kathie Northrup, Kristen Payton. Absent: Jim Sullivan. Staff present: Matt Lavoie, Jim Donison.

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

Kristen moved acceptance of 7/18/16 minutes; unanimously approved.

**PUBLIC INPUT:**

None

**COMMUNICATIONS, CORRESPONDENCE AND MISCELLANEOUS:**

1. Approve UK voucher. Kristen moved to approve an invoice from UK for the period 8/15/16 to 9/11/16 under the purchase order. Kathie seconded. Approved.

**REVIEW ASSIGNMENTS:**

1. Kathie, progress photos for website///done
2. Diane, remove counter. Deferred
3. Diane, tarps to cover chairs, cases, piano. Deferred
4. Diane, pick up bricks at Prescott after owner puts them on pallets. Deferred
5. Kathie, contact donor re sound system//done. He's going to get estimate of value.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

Old Home Day, 9/17/16

Kathie and Kristen manned the joint Heritage Commission/THPC booth at Old Home Day. We had a little less traffic than previous years at a different booth location.

Building Condition Assessment

Final draft was received 8/24/16 incorporating NHPA and Town Hall Preservation Committee comments. Draft was sent to members for review.

We went over the revised report in detail.

Reviewed comments from NHPA, our committee, and L. Hengen to be sure they were incorporated and determine any questions.

During discussion:

must we have a spiral staircase? Won't be using balcony for "manned" running of equipment.  
How practical is it for storage especially carrying things up spiral staircase? Must have access to cupola, but should we consider a ship ladder?

significance of 1889 and why building is being rehabbed to this time period

discussion of 1937 addition and what is proposed for that space

swail along north wall

phasing

enough on interior finishes?

Shingles acceptable for roof

no decision yet on removing vinyl/replacing with clapboards/color of paint

date of windows

Kathie will pass along our comments/questions to UK. NHPA must review one final time.

### Building

Milestone had told us we'd be on their list for the beginning of September; the work has to be done by 9/30/16. They apparently had manpower problems as well, so they requested an extension from Div of Historical Resources to the end of October. They'll be starting the first week in October; it's a 3-week job)

Location of bathroom sink should be changed

Jim will begin work on RFP for windows. It will include design/construction drawings. Per email from LCHIP, dates to keep in mind; 1) our project must be completed by December 2017, and 2) scope of work needs to be reviewed prior to work beginning and that can take up to 45 days to complete.

Discussed possible scheduling:

1. Tin ceiling, done by 10/30/16
2. DPW to remove 2<sup>nd</sup> floor before Spring 2017
3. Issue RFP for design/build of windows – Jan 2017
4. Receive bids for windows – Feb 2017
5. Award contract for windows – March 2017
6. Contract to remove fire escape - Spring 2017
7. Install new windows by June 2017
8. Rough plumbing and electrical, bathrooms and rough framing
9. Fire alarms
10. Doors: Front and back and back stairs

### **ASSIGNMENTS:**

1. Diane, remove counter.
2. Diane, tarps to cover chairs, cases, piano.
3. Diane, pick up bricks at Prescott after owner puts them on pallets.
4. Jim, Kathie, gather info for windows RFP
5. Kathie, comments to UK; final UK report to NHPA when received
6. Kathie/Nick/John S–progress photos for LCHIP report

Minutes of Meeting, Town Hall Preservation Committee  
September 19, 2016  
Page 3

Meeting adjourned 12:30 p.m.

Kathleen Northrup, Chair  
October 20, 2016

**NEXT MEETING - MONDAY, NOVEMBER 7, 2016 - 11 a.m.**