

Zechariah Boodey House Committee Meeting Minutes



Approved as
submitted
4/9/16
CED

Meeting Minutes March 12, 2017

Present: Cathy Orlowicz, Tatiana Cicuto, Fran Frye and Crissa Evans arrived at 10:30.
Excused absence: Sherry Cullimore

Meeting convened at 10:00 am at the New Durham Town Hall.

Minutes: The meeting minutes from the February 26, 2017 were reviewed and amended for spelling corrections and clarification by addition of the word kitchen. Motion made by Taty to approve the 2/26 minutes as amended, seconded by Fran. Vote was all in favor. Minutes will be posted at Town Hall and copy given the Town Administrator

The Chair distributed the updated by-laws., adopted Februarys 26, 2017. Copy will be given to the Town Clerk.

Cathy attended Board of Selectmen meeting on 3/6/17 seeking the Board of Selectmen to change the membership status of Crissa Evans to Associate Member, effective March 31, 2017. Also, asking the Board appoint Hal and Jess Evans to the position of Associate Member. During the meeting the majority of the Board felt the need for a Charter to be written for the Committee, since one was not written when the committee was appointed February 8, 2006. Following the meeting, Cathy presented supporting documentation to the Town administrator, to be attached as appendices to the Charter. They are: *Memo from Town Historian Associate to Board of Selectmen dated 2/6/2006; Board of Selectman Minutes 2/8/2006, Board of Selectman Minutes 3/1/2006; Letter from Upton & Hatfield, Town Counsel John F Teague, Esq dated 6/27/2007; Board of Selectman Minutes 8/6/2007 and Board of Selectmen Minutes 3/20/2017.* Town Administrator Scott Kinmond drafted a Charter, which Cathy reviewed, providing suggested changes. This final draft will be presented to the Board for their final approval. A copy of the cover letter, draft charter, supporting appendices and *The Town of New Durham New Hampshire policy on Appointed Boards, Committees and Commissions Appointed By the Board of Selectmen* was provide to for the Zachariah Boodey House (ZBH) committee to review focusing on sections III & IV. The Board will take the matter up during their March 20, 2017 meeting.

Cathy noted that a withdrawal of \$30.00 from the Boodey Fund Account, which appeared in the 2016 Annual Town Report, was not accurate, due to the fact no withdrawals had been made in 2016 by the Committee. Follow-up reflected a \$30.00 deposit into the ZBH account was a mistake. The \$30.00 withdrawal was the correction. The Finance Officer provided a statement for the account, which included accumulated interest; reconciliation resulted with the account balances in agreement, between the Chair's record and the Finance Office record. Cathy signed the statement and provided a copy to the Finance Office for their records.

The Chair distributed a memo regarding a phone call she received from a citizen who expressed concerns with the scope of the project. The citizen voiced his full support of the project, once it was explained the research and planning that has taken place, by the *whole* committee. The memo is to encourage and to support continued open communication.

Cathy met with an individual with septic system expertise at the Boodey House site, March 11. Following the site review they went to the Town Hall. They discussed the potential needs of a septic plan to meet state requirements. Prior to meeting Cathy researched the deeds for the lot and surrounding lots. This information was helpful during their meeting.

Special exemption- Cathy has begun the process, to ask, the Zoning Board of Adjustment to hear our plea, and approve our request for Special Exemption to the zoning regulation for the area the Boodey House will be reconstructed on. The

Zechariah Boodey House Committee Meeting Minutes



project is either light commercial or function hall. An estimate of the cost of a septic design and site plan is \$3,000 - \$5,000. April 11, 2017 Cathy will meet with the ZBA to find out the details for application completion.

The Committee reviewed Phase 1 on page 14 of the Marketing Plan, section labeled Strategy and Implementation. Solid progress is being made. Presentation to the BOS has been completed. Developing fund raising strategy has begun. Contact has been made with, septic design, individuals regarding construction drawings, structural assessment, Department of Historical Resources, UNH for Capstone project consideration, review by the Zoning Board of Adjustment.

Taty to develop a milestone tracking spread sheet, with a list of tasks that will help to organize what needs to be done next and keep the committee on course. Taty will also put current financials into one of the financial spread sheets; she shared during a prior meeting, to more easily track expenses. The information was shared when developing the business plan section regarding tracking business finances. It seemed to make sense to begin using the sheets at this stage.

Each member was asked to volunteer, taking a room from the project and list what would be needed for the space, to operate. Each member discussed the needs in the house and barn by room. The list will be put into a spread sheet and distributed. This exercise was to build consensus for the vision of the project, from the committee members. This will be used when meeting with resources for development of different phases of the project.

Preservation Conference April 21, 2017, Sessions will focus on strategies for saving and repurposing community landmarks, promoting sustainability, effective planning, fund raising and much more thru the NH Historical Preservation Alliance. Cathy and Taty will be pre-registered for conference in Concord entitled, *Preserving Community Character: Critical Issues and Opportunities*. This conference is a biennial event.

Upcoming Events:

Alton Home & Garden Show on Saturday, April 22, 2017. 10:00am-2:00pm, set up at 07:30 am.

- Tables and chairs- Taty and Cathy
- Foam board presentations/pictures- Cathy
- Copy of Business Plan on table- Cathy
- Basket for donations- Fran
- Next target goal- \$3000.
- Cape model- Cathy
- Promote Barn to be presented as Venue- All
- Table clothes Cathy & Taty
- Bring your own chair and lunch.

New Durham Day- Site Celebration is scheduled for Saturday, July 29, 2017 for 10a-2pm. Set-up will be early. We will have a similar set-up as last year which was well received.

Demonstrators to be asked: Area spinner with her sheep and a friend; possibly music; a potter; an herbalist. More details to come.

The next meeting is scheduled for April 9, 2017 beginning 10:00 am at the New Durham Town Hall.

Meeting adjourned at 2:30 pm

Respectfully Submitted, Crissa Evans, Edits - CE Orlowicz