

Zechariah Boodey House Committee Meeting Minutes



February 5, 2017

*Approved
as amended
2/26/17
CEW*

Present: Fran Frye, Tatiana Cicuto, Cathy Orlowicz and Crissa Evans.
Excused Absence: Sherry Cullimore

The meeting commenced at 10am, in the New Durham Town Hall. Crissa volunteered to take the minutes for this meeting.

Cathy mentioned the article in the Baysider dated 2/2/17 on page 11 that reviewed the ZBHC work shop meeting session with the Board of Selectmen. (The meeting took place January 19, 2017.) Article is available online.

The \$ 285.00 correction has been added to the ZBHC fund account, per Jen Correia January 9, 2017 correspondence. The current fund balance is \$11,645.41, less accumulated interest from August 2016 to date.

It was voted that we would participate in this year's Home & Garden Show scheduled on April 22nd.

Charge for indoor booth space is of \$85. The goal will be promotion and networking.

The Committee decided not to participate in Vendor Bingo, due to 2/18/17 being too short a time frame to prepare.

Cathy distributed and the Committee reviewed copies of the "Letter of Support" from the Town of New Durham, Office of the Board of Selectman dated 1/23/17. This document was a result from the work shop session, referenced earlier in these minutes. (Copy attached.)

Cathy reports that she has requested a meeting with our Timber Frammer consultant to discuss the ZBH conceptual design plan, and to solidify the conceptual drawings that can lead to the process of developing construction plans.

Items cost will need to be developed:

- Costs for trailer movement.
- Costs for Engineer Structural Assessment -Timber Frammer Engineer.
- Connect with New Hampshire Department of Historical Resources re: eligibility that ZBH for listing on the New Hampshire State Registry for Historic Places.

Mention of Kevin Fife, Master Stone Mason, in the New Hampshire Magazine article, titled "The New Old- Timers". He was a presenter at our 1st Site Celebration held July 2016, demonstrating the art of building free standing stone walls.

Approval of Minutes meetings:

12/1/16 meeting minutes reviewed. Crissa motion to accept the minutes as written and Taty seconded the motion. Minutes approved as submitted.

12/19/17 meeting minutes reviewed. Fran motioned to approve the minutes as amended, seconded by Crissa. Minutes approved.

1/19/17 meeting minutes reviewed. Taty motioned to accept minutes as written, and Fran seconded the motion. Minutes approved. All minutes were posted immediately at Town Hall and provided to Town Administrator.

The Boodey House Restoration Committee By-laws revisions were handed out for review. Revision is to define membership and quorum. Town Administrator assisted with suggested language. A vote will be held next meeting 2/26/27.

Following the work shop meeting, Cathy scheduled individual meetings with Greg Anthes, Swens and Town Administrator Scott Kinmond. The purpose was to better understand comments made during the work shop, and to benefit from their knowledge and back grounds and experience.

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January 27, 2017 - Greg Anthes: Greg shared his knowledge and experience with fundraising for large capital campaign project. He offered, the need for someone to oversee organizing and following fund raising activities, both before and after operations begin. He helped suggesting key groups of people to contact for seeking financial support. Friend to friend contacts, friends whom may have connections with persons whom have likeminded interest and willingness to support, and to develop a list of the donor for in-kind services, were some of his suggestions. Seek term gifts, individual may be able to offer financial support over a period of time, instead of lump sum. Cathy shared with Greg information from a class the Committee attended, hosted by Partners for Sacred Places, titled "The Complete Guide to Capital Campaigns for Historic Churches and Synagogues". It offered guidelines for developing and implementing a fund raising campaign for a restoration/preservation project. Greg offered examples of acknowledgement for thanking supporters for large capital campaign projects.

February 1, 2017 – Swens: Swens shared information based on his business back ground. He suggested the following groups or organizations as resources for development of the construction plans, cost and operating costs. Small Business Development Center (SBDC), he cautioned when seeking out groups as not all are created equal. UNH MBA programs for the "CapStone" program; UNH structural engineer group; Swens offered to assist with any meetings that may come from contacting these groups. He would like to see a stronger connection with the church. Cathy shared with him the progress made with developing a relationship with the local and national church. The Committee is hopeful the church will support the restoration of the East room of the house. Cathy shared with Swens information from a class the Committee attended, hosted by Partners for Sacred Places, titled "The Complete Guide to Capital Campaigns for Historic Churches and Synagogues". It offered guidelines for developing and implementing a fund raising campaign for a restoration/preservation project. Swens asked to confirm the voting space requirements needs with the Town Clerk/Tax Collector. Areas of the Plan he would like to see improved details: fund raising, the how, viability, and detail how. Construction plans developed, and for the business part "what are the fixed cost". A list of potential banks to contact for fund raising resources was reviewed.

February 2, 2017 – Scott Kinmond:

Scott shared his experience with fund raising and his involvement with a number of non-profit organizations. He will provide contact information for individuals who may offer guidance and their experience.

Cathy has been reviewing for grant opportunities. For grants in New Hampshire, from the Office of Energy and Planning, a "Rural Business Development for Non-profits, Program 101" is a possibility. Contact information provided, Heather Gronlung, Business Programs Specialist at 603 223-6041.

Responding to the concerns of a weak operating budget in the Marketing Plan, Cathy handed out an example for a budget spreadsheet used by the Town for developing and tracking budget expenditures.

New Durham Day 2017 is the last Saturday in July. Vote supported a second Site Celebration.

Next meeting is scheduled for Sunday, February 26, 2017, at 10am in the New Durham Town Hall.

The meeting adjourned at 2:10pm.

Respectfully Submitted,
Crissa Evans

COPY

Scott Kinmond
Town Administrator

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TOWN OF NEW DURHAM, NEW HAMPSHIRE
OFFICE of the BOARD OF SELECTMEN

January 23, 2017

Boodey House Committee
Town of New Durham
P.O. Box 207
New Durham, NH 03855

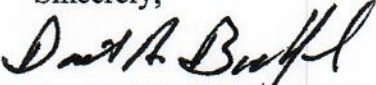
Re: Zechariah Boodey House and Barn Plan

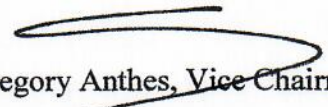
Dear Boodey House Committee:


At the January 19, 2017, joint Board of Selectmen and Boodey House Committee meeting the Board of Selectman were presented with the committee's conceptual plan for the Zechariah Boodey House & Barn. This plan also included business and marketing plan opportunities.

At the Board of Selectmen's January 23, 2017 meeting the Board issues this letter of support to the concept the Boodey House Committee presented on January 19, 2017.

Sincerely,


David Bickford, Chairman


Gregory Anthes, Vice Chairman


David Swenson, Selectman
Board of Selectmen

CC: Boodey House Committee file

Approved 012317