

Zechariah Boodey Farmstead Committee Meeting Minutes

*approved as amended
1/28/19
ceo*

January 14, 2019

Present: Fran Frye, Scott Drummey and Cathy Orlowicz. Excused absence: Tatian Cicuto and Sherry Cullimore.

Meeting convened at 4:00 pm at the New Durham Town Hall

Review of draft December 10, 2018 meeting minutes:

Motion was made by Scott D. to approve the December 10, 2018 meeting minutes as presented. Cathy seconded the motion.

There being no additional discussion or abstentions stated, the Chair called for the vote. Vote was 3-0-0 in favor to approve.

Approved copy was placed in the vertical standing file, in the meeting room of the town hall.

Engineering work site plan:

A bill was received for services dated November 11, 2018, from Norway Plains Associates, Inc following the December 10th meeting. The Chair individually polled members for permission to process the bill and check request prior to the January meeting. Each member said yes. The invoice number is 31254 for work completed on site plans for the Zechariah Boodey Farmstead Project. The funds to come from the Boodey House Fund, account #01-1010-35-000 per PO # 2598 Site Plan Engineering dated 10/22/2018. The Chair presented the check request and supporting documents for review by the members and asked them to sign the check request as proof of review.

Received a bill, just prior to the meeting from Norway Plains Associates, Inc for services to date, total amount \$1,040.00. Invoice number is 31348, work for the site plan against PO # 2598 in the amount of \$860.00 to be withdrawn from the Boodey Fund Account # 01-1010-35-000; and septic design work against PO # 2591 in the amount of \$180.00 to be withdrawn from the Incumbered funds from the 2018 Operating Budget Account # 01-4589-50-330. Total invoice amount \$1,040.00. **Motion made by Scott D. to approve the processing of invoice # 31348 in the amount of \$1,040.00 as prescribed by the Chair. Fran seconded the motion. There being no additional discussion or abstentions stated, the Chair called for the vote. Vote was 3-0-0 in favor to approve.**

The members reviewed the request for a check to cover the cost of office supplies expenditures, which was approved during the December 10th meeting. Members sign the check request as proof of review. The check request was to reimburse the Chair for expenses to purchase office supplies in the amount of \$200.00, said funds to come from the 2018 Operating budget account # 01-4589-50-330.

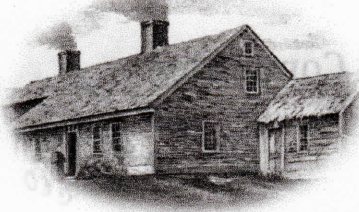
As of January 14, 2019, the Boodey Fund account, according to the Chair's records, and excluding any accumulated interest since 8/28/18 is \$17, 870.36. Total funds and donations received in 2018 is \$13,374.31, of this amount \$3,085.00 are donations from the annual campaign mailing. Additional financial documents were distributed to the members for their review, tracking expenditures for engineering service, trailer rental payment and balances for the operating budget.

conversation
Preliminary ~~conservation~~ began regarding the article about fundraising success. This document was distributed at the prior meeting, with a request to develop responses for questions and 7 tips for fundraising. The Chair shared possible responses, as to how the committee could answer the questions and the 7 tips for fundraising success within the article as they relate to our project. It was explained this process was being used to help strengthen our fundraising section of our business/marketing plan, and to respond to the selectmen's request to strengthen our fundraising plan. Members will bring their comments to the next meeting.

The Chair will contact the Rec Director informing her, the Committee is unable to provide concession for this Sunday's Bingo January 20th. We do not have the people available to cover the tables, as originally planned. Next Bingo for us is February 17th, scheduled to cover the tables are Fran, Cathy and Tatiana.

Site Celebration: The Chair shared Tatiana's suggestions for vendors with the members. Fran suggested putting something in the local paper seeking vendors. Members were asked to continue to develop recommendations and bring them to the next meeting.

Members agree we should plan to attend the Alton Home Show, scheduled for April 27th, hosted by the Alton Rotary Club. Set up time is 8:00 am and the event is open to the public from 9:00 am to 2:00 pm.



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Chair presented a draft copy of the 2018 Annual Town Report from the Zechariah Boodey Farmstead Committee. Member reviewed, provide comment and suggested edits. Members approved by consensus to let the Chair edit per tonight's review and turn in the report. Format is a bullet point approach.

Norway Plains Associates, Inc has sent preliminary existing features plan and four options for site layout plans, for our consideration. Copies were distributed to those present. It was determined to ask to meet with Norway's rep. There was much discussion about parking space and requirements. Dates available for committee members, January 24,28,31, at the Town Hall. The Chair will contact them, set a date and share with the members the meeting date, time and location.

Motion to adjourn at 7:20 pm was made by Scott D. and second by Fran. Vote was 3-0-0 in favor to adjourn.

Respectfully submitted;

Fran Frye, member

Cathy Orlovicz, Chair