



Zechariah Boodey Farmstead Committee Meeting Minutes Town of New Durham NH

July 3, 2019

*Approved as
amended
CEO
July 15, 2019*

Present: Tatiana Cicuto (left at 7 pm.), Sherry Cullimore, Fran Frye, Cathy Orlowicz, excused absence Scott Drummey.

Review of June 17, 2019 draft minutes: **Tatiana moved to approve the minutes of June 17, 2019, as presented. Fran seconded the motion; the vote was 4-0-0.**

Recent expenditures: **Tatiana moved to approve check request to pay Catherine Orlowicz \$200.00 for expense for stone mason for the site celebration, from the Boodey House Fund Account #01-1010-35-000. Sherry seconded the motion. The vote was 3-0-1 in favor, with Cathy abstained from the vote.**

The Committee received invoice number 31743 from Norway Plains Assoc. Inc. totaling \$2,162.50. The break down for the invoice is as follows: for the Site Design, PO #2598, for \$1,777.50, was received on June 28, 2019, for work done through May 31, 2019; the Septic Design, PO #2591, will be paid from encumbered funds from the 2018 operating budget, account #01-2025-99-213 for \$385.00. **Sherry moved to pay invoice number #31743 for \$2,162.50 to Norway Plains for work done through May 31, 2019, as written above. Tatiana seconded the motion; the vote was 4-0-0 in favor.**

Discussion was had regarding Norway Plains expenditures with the Site Design and Septic Design. They concurred that our figures were consistent with theirs. They will honor our agreement of \$9,000.00, assuming the Committee or the Town doesn't require any significant changes as the result of the upcoming Planning Board meetings.

Tatiana moved to approve the payment of \$105.00 to Potty Patrol from the Boodey House Fund, account #01-1010-35-000. Sherry seconded the motion; The vote was 4-0-0 in favor. This expense was from the Site Celebration.

Sherry moved to pay Catherine Orlowicz \$513.67 for the copying and printing of brochures, posters and 250 newsletters. The funds to come from: \$227.92 from the Boodey House Fund Account #01-1010-35-000, and \$285.75 from 2019 Operating Budget Account #01-4589-50-551 Boodey Culture and Recreation. Fran seconded the motion; the vote was 3-0-1 in favor, Cathy abstained from the vote.

Cathy updated the Committee on the processing for trailer rental fee, from Prime Warehouse. She approved invoice # 27981 date 7/1/2019 for July rental of \$50.00, per prior vote by Committee authorizing the Chair to process the rental invoices without additional action from the Committee, however the invoice would be reviewed during the next meeting for the committee.

The Boodey House Fund balance stands at \$11,728.69 with available funds of \$10,973.69.

All Silent Auction funds are not in; we have \$1,366.50 so far. Highest bidders have until July 8 at 4 pm to respond.

We went over balance remaining for Encumbered 2018 Operating Budget Funds and 2019 Operating Budget Funds. There is a balance of \$747.50 left in the Encumbered 2018 Operating budget. This balance will go to the Unassigned Fund Account. It was explained the funds were encumbered for a specific purpose and cannot be used for any other purpose.

Cathy talked to Shawn Perry, a timber framer, regarding available timeline to complete the assessment for the house timbers. She explained the lead-time required to address trailer issues, i.e. the trailer doors. The contents need to be removed and evaluated. This will be done in the highway department's parking lot.



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Gino and Cathy looked at the trailers; there are no problems with entry. Gino can make new doors to replace the roll up door that do not work. The quote for the work, making the doors of pressure treated plywood and materials estimate, with a discount of \$200, comes to \$960. **Sherry moved to have Gino Michelizza work on taking off the rusted metal roll up door and replace with pressure treated plywood and framing for swinging doors to cost no more than \$960; the funds to come from the Boodey House Fund # 01-1010-35-000, and to authorize the chair to request a check at the time of completion. Fran seconded the motion; the vote 3-0-1, Tatiana abstained.**

By consensus the Committee gave permission for Cathy to continue to organize the work to ensure the trailers can be moved safely.

We looked at Shawn's proposal for assessing the condition of the Boodey House frame which comes to \$3,520.00. This is for ~~the~~ assessing the frame parts, documenting and getting the timbers back into the trailers. The Committee will pay for the rental of the equipment separately. Shawn also included information for the cost of drawings and reports, which are estimated at \$4,400.00. The total estimated cost for this phase of the project would be \$7,920.00. Invoicing will be done in two phases, depending on the outcome of the assessment. The 2019 Operating Budget has \$5,000.00 in the Contacted Services Line, which the Committee requested for this phase of the project. The balance will come from the Boodey House Fund. The Committee, by consensus gave permission for Cathy to continue to do what is necessary to schedule and complete the assessment phase of this project.

New Hampshire DES provided a response regarding the requirement for a public water supply. Per NHRSA 485:1a, XV this project does not meet the definition for a public water supply. Also noted, the need to install a drinking fountain falls under the local Building Inspector. John Abbot, Building Inspector for New Durham wrote he would accept the bottled water dispenser.

Cathy shared pictures of light poles located in Wolfeboro's Back Bay. They are similar to exterior lighting units the Committee had been looking at. Also, Cathy shared pictures of rain gardens, installed in Back Bay. This provided an opportunity to see an example, for committee members not familiar with these methods of filtering storm water.

We discussed how the meeting with the Planning Board went. The Committee is pleased to have received approval for the Site Plan proposal, from the Planning Board during their July 2nd meeting. We were complimented on the completeness and well thought out proposal.

It was agreed that the Site Celebration went well, good donations; Silent Auction items went very well with most items going. There was a more relaxed atmosphere and we were able to correct some misconceptions about the project. Donation letters should go out by the end of the year for next year's event.

Capital Improvement Plan: Cathy's reply to Scott Kinmond's letter was read to the committee. The CIP meeting is July 16 at 9 am. Discussion on what to ask this year. We opted to tell them what we have accomplished and how we spent the funds we do have. We need to get to work on our fund-raising plan and to update the Marketing Plan.

The next meeting is July 15, 2019 at 6 pm, at the Town Hall.

Respectfully Submitted,

Sherry Cullimore, Scribe