

1772 MEETINGHOUSE RESTORATION COMMITTEE MEETING

January 24, 2024 4:00 p.m.

Community Room New Durham, NH

Members Present: Ellen Phillips, Cathy Allyn, Clayton Randall

Members Present Remotely: Robert Bickford, Robin Bickford

Others Present: Marc deCoff

1. Call to Order:

Chairperson Ellen Phillips called the meeting to order at 4:04 p.m.

2. Approval of Minutes:

Motion by Clayton Randall to approve the minutes of January 9, 2024, as written; second by Robert Bickford. A roll call vote was taken: Cathy Allyn – aye; Robert Bickford – aye; Robin Bickford – aye; Phillips – aye; Randall – aye. The motion carried unanimously.

3. Approval of Treasurer's Report:

Chair Phillips reported there have been no changes. The Finance Manager has not yet been able to meet with Chair Phillips, but that meeting should take place soon.

Motion by Mr. Randall to approve the treasurer's report; second by Mr. Bickford. A roll call vote was taken: Allyn – aye; Robert Bickford – aye; Robin Bickford – aye; Phillips – aye; Randall – aye. The motion carried unanimously.

4. RFP/RFQ – Chair Phillips said she had gone online and gotten information on the difference between an RFP and an RFQ. Mr. Bickford said the Board of Selectmen (BOS) at its last meeting approved Interim Town Administrator Cecile Chase working with the Committee for RFQs. He said Ms. Chase had forwarded him the Town's Purchasing Policy and some sample RFPs.

He told the Committee WarrenStreet has scheduled a meeting tomorrow regarding the support we will need.

The Committee discussed where the process should start, especially if an RFQ is needed for the entire project or for each individual component. Mr. Bickford said no vendor we spoke with was able to do the entire project. He said the Purchasing Policy articulates the process to be followed, including references required for a project over a certain threshold and that the BOS selects vendors. He said the Committee could make recommendations.

5. Update on Spring Fling:

Chair Phillips reported on the prices of PIP rental pole tents with no sides: 20x20-\$160, 20x30-\$195, and 20x40-\$245.

Mr. Randall said he did not yet contact the vendor regarding the food truck.

Ms. Allyn said the neighboring property would be available and that the musician is available.

Chair Phillips said she would get the event form signed and request a donation for the cost of the tent. She asked Ms. Allyn to contact the individuals for the planting exhibition.

Ms. Allyn said she would ask for a donation to pay the musician.

Mr. Bickford said he would work on the display of the restoration project details.

Selectman Marc deCoff suggested having a pie eating contest.

Ms. Bickford said she would contact a relative regarding having photo opp cut-outs.

Ms. Phillips asked Committee members to be on the look-out for an artist, someone to lead dancing, and children's archery equipment. She said she would look into getting sacks for sack racing.

The Committee discussed advertising for the Spring Fling, including Save the Date posters, asking to utilize the Farmington Fish and Game sign, and the sign at the Transfer Station.

6. Additional Grant Opportunities:

Chair Phillips said she would look into the Community Block Grant.

7. Any Other Business:

Ms. Allyn said Committee members should rotate positions so everyone is aware of what goes into each position.

Ms. Allyn said she would look into getting money for the archaeological testing.

8. Schedule Next Meeting:

Feb. 8, 2024 at 3:00 p.m. in the Community Room

9. Adjournment:

Motion by Ms. Allyn at 5:12 p.m. to adjourn; second by Mr. Randall. A roll call vote was taken: Allyn – aye; Robert Bickford – aye; Robin Bickford – aye; Phillips – aye; Randall – aye. The motion carried unanimously.

Respectfully submitted,
Cathy L. Allyn