

1772 Meetinghouse Restoration Committee  
Sub-Committee: CDFA grant application  
Meeting Minutes for May 23, 2023  
Approved June 29, 2023

Members present: Bob Bickford, Ellen Phillips, Cathy Allyn (via Zoom), Susan Randall

Guests present: George Gale

Call to Order

The meeting was called to order by Ellen Phillips at 6:07pm.

Approval of Minutes

This is the first Grant Committee meeting; there were no minutes from previous meetings.

Financial Report

N/A

New Business

The committee would like to have a clear understanding of what the BOS have officially VOTED to approve.

- Future use of the building
  - what is the end product they want to see?
    - historical restoration
    - or
    - community center with modern amenities
  - THE BOARD NEEDS TO COMMIT TO A DIRECTION WITH AN OFFICIAL VOTE IF IT HAS NOT DONE SO
- applying for the CDFA grant
- using Town employees to help at the Meetinghouse when appropriate

The committee felt that the capacity of the building had to be determined before any decisions could be made about future uses of the building. The committee will invite the Fire Chief and Code Enforcement Officer to a meeting to hear their ideas for the projected outcome of the building.

The committee discussed the possibility that professional services may be required to complete the project.

Question: Where should the money come from, and how do we access it?

The committee discussed the role of the Board of Selectmen in the grant process and what would be required from them. The committee began reviewing the sections of the application and identifying specific areas where the various Town departments would need to provide information or other input. Below are areas where action, information, or input is needed.

## FROM BOARD OF SELECTMEN

### Section I. Applicant Information

- Primary contact
- Authorized Official/Authorized Official email
  - who would this be?
- Organization Information
  - need to determine what information is needed

### Section II. Statutory Eligibility

- Eligibility Threshold Attachments
  - Proof of Good Standing – New Hampshire Secretary of State
  - UEID#
  - SAM.gov registration

### Section IV. Project and Readiness Information

- Historic Significance
  - digital copy of recent property appraisal

### Section V. Public Benefit and Purpose

- Outcome Measures
  - goals and measurable outcomes of the project
  - methodology for tracking them
  - include both quantitative and qualitative outcomes
    - total # people anticipated to be served annually
    - total # people from target populations anticipated to be served annually
    - total # of square feet of commercial/community space developed
      - include the building, parking
- Project Information and Public Benefit Attachments
  - Asset Management Plan (Plan for long term sustainability of the project asset)
    - with a view toward operating, maintaining, renewing the assets in most cost effective manner
    - how will implementation of the project affect the operating and maintenance costs?

- Completed Energy Audit Report, Design Charrette notes, or a plan/timeline for addressing energy efficiency and building sustainability

#### FROM CODE ENFORCEMENT OFFICER

##### Section IV. Project and Readiness Information

- Historic Significance
  - planning and zoning approvals
    - the committee will generate questions to send
- Construction Requirements
  - permits, approvals, agreements, or other requirements necessary to complete project

##### Section V. Public Benefit and Purpose

- Project Information and Public Benefit Attachments
  - evidence of planning, zoning, and/or other state or local approvals (if applicable)

The committee will also request input from the Code Enforcement Officer regarding building capacity.

The committee discussed the requirements for professional help from an architect. A landscape architect may also be needed. Sue will contact Wendy Anderson.

Question: Is it required that an architect have an engineer stamp in order to create plans for the Meetinghouse?

Member assignments thus far for various sections of the application

Sue Section IV. Historic Significance

Ellen Section IV. Energy Policy

Section V. Public Benefit and Purpose

The committee reported on other elements of the project that they have been investigating.

Revision Energy

- they will come to look at it
  - we need an estimate for the grant application
- we need someone who does commercial, not residential, work

well

- Cathy will contact AAA well company

septic system

- Sue (and Clayton) will contact Squam Lake Science Center about their composting system
  - we have questions about maintenance over time

electrical work

- Dave Gibson, Jason Aramedian (sp?)

### Old Business

Cathy and Sue have already contacted preservationists for help. Thus far, only Mae Williams has responded. She felt that the level of detail that we were asking for was beyond what most preservationists could offer. She suggested that we work with our contractor and his suggestions for the project. She also stated that everyone is very busy. Sue has contacted William Walsh and Oliver Fifield, but has not gotten a reply from either of them yet.

Other names that we now have are Liv Monroe, Steve Bedard, Jim Perkins, Reagan Ruedig, and James Garvin. Cathy and Sue will contact them.

### Other Business

The committee reviewed guidelines from NH Municipal Association regarding holding sub-committee meetings and communication between committee members via the internet.

It was noted that New Durham's Master Plan was online.

The Town of Stratham has recently rewritten their Master Plan and included a historic aspect.

### Adjournment

**Motion to adjourn at 7:40pm (B. Bickford/E. Phillips). Motion passed unanimously.**

Respectfully submitted,  
Susan Randall, Secretary

Next meeting: May 30, 2023 6:00pm at the Meetinghouse

Rolling list of action

Ellen – Revision Energy, assigned Sections

Cathy – AAA well, electrical work: contact Dave Gibson, Jason Aramedian. Contact preservationists: Liv Monroe, Jim Perkins.

Sue – Contact Wendy Anderson, contact Squam Lake for septic system. Contact preservationists: Reagan Ruedig, James Garvin, follow up with William Walsh and Oliver Fifield. Assigned Sections.

Bob – create folders/sub-folders for entire application

all -create questions for Code Enforcement Officer, invite Fire Chief and Code Enforcement Officer to meeting to discuss building capacity