

1772 Meetinghouse Restoration Committee
Sub-Committee: CDFA grant application
Meeting Minutes for July 21, 2023
Approved July 26, 2023

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

Guests present: George Gale, Rudy Rosiello

Call to Order

The meeting was called to order by Bob Bickford at 11:06 am.

Approval of Minutes

Motion to accept minutes of July 14, 2023 as written. (C. Allyn/E. Phillips). Roll call of vote: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Motion approved.

Discussion

Bob reminded committee members that this is an information seeking process only. The Town process (bids solicited, BOS final approval) must be followed in order to hire anyone. Anyone we are currently meeting with should not be lead to believe that they “have” the job, even if they are offering the work for free. Committee members were reminded that they are an advisory group only by a member of the public, Rudy Rosiello.

A statement was made that the CDFA called for sealed bids for over \$250,000 but below that an “informal procurement” process could be used and we would not have to abide by the Town process. Bob stressed that the building is Town property and the BOS have the final say. Ellen will check with the BOS about their expectations going forward.

Assignment review

ELLEN

useful life of tarps – no answer from the TA yet

contact with Recreation Commission

- the Commission has nothing to do with the Rec. grant applications
- Celeste is not available on committee meeting dates
- Ellen will meet with Celeste informally

BOS agenda for 8/8/23

- Ellen will ask about contracting services needed for the grant application (ie: architect plans)

ReVision Energy

- they will supply plans, etc. at no cost
- they understand that the work will go out to bid

section 5a

- should be ready for individual review by 7/23/23
- discuss at 7/26/23 meeting
- Ellen should check against scoring in application
- Ellen will ask BOS if they will look at read-only copy to preview it – not for approval

Cathy Orlowicz inquiry re: approval by National Park Service for work on building

- Section 106 covers this
- CDFA says Section 106 isn't needed
- Cathy Allyn will provide official statement from NH Division of Historical Resources that states this project is exempt from Section 106
- Ellen will respond to Cathy O.

CATHY

- followed up with electrical, contractor
- made incidental contact with landscape architect – she is willing to help
- received estimate for well
- will contact plasterer and plumber

Section 5c

- needs public input
- provision for public benefit section needs more information
- should hold public hearing at BOS meeting
 - Ellen will ask BOS for time for public input at one of their meetings
- risk assessment is done
- compliance section
 - hard, but it's coming
- Cathy will upload what she has so far

SUE

- requested more information from Nutrient Network on composting septic– no response yet
 - possibility of locating system in gully
- continuing discussion with architect
- we need design development plans to receive highest number of points on application
- will contact Strawberry Banke about historic building restoration suggestions
 - garner contact names from Peter Cook, Arron Sturgis
- will contact Wendy Anderson, landscape architect
 - site walk including parking area
 - path from field to building – ADA accessible
 - need storage for snowblower for paths, etc.

BOB

- meeting with Building Inspector
 - need plans in order to move forward
- goals
 - send Bob list of users – number of meetings and number of attendees
 - ask Middleton about groups that might use the Meetinghouse
 - Do they lack meeting space? They have a school.

Other business

Bob asked that notes from vendor meetings be sent to him or entered into the spreadsheet.

A reminder to use Bob's gmail account (not Metrocast) when corresponding with him.

Next meeting Friday, August 11, 2023.

Motion to adjourn. (C. Allyn/B. Bickford) Roll call of vote: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Motion approved.

Respectfully submitted,
Sue Randall, Secretary

Action list

BOB

meet with Building Inspector
continue work on goals and outcomes and measures

ELLEN

working on 5a - will try to share draft for final revision by Sunday, 7/23 (should be checked against scoring sheet)

respond to Cathy O. inquiry

check with BOS about their requirement for sealed bids within the grant process

follow up on tarp question

meet with Celeste informally since there was no mutually agreeable time to meet

skip 7/24 BOS meeting

attend 8/8 BOS meeting

- ask for clarification on process for contracting for services necessary for grant application (such as architect plans)

- ask to schedule public input at BOS meeting

- by 7/31/23 provide TA with read-only copy of sections for their packets – this is for preview only, not approval

CATHY

procure written confirmation from NH Division of Historical Resources excusing us from Project Review (Section 106)

contact plasterer

SUE

contact Strawberry Banke about historic building restoration suggestions

- garner contact names from Peter Cook, Arron Sturgis

contact Wendy Anderson, landscape architect

continue inquiries about composting septic system

continue discussion with architects

ALL

send hours to Bob for entry into spreadsheet or enter into spreadsheet directly

ideas for groups using building

send notes from tradespeople to Bob or enter into spreadsheet