

1772 Meetinghouse Restoration Committee
Sub-Committee: CDFA grant application
Meeting Minutes for October 24, 2023
Approved October 27, 2023

Members present: Ellen Phillips, Cathy Allyn, Sue Randall, Bob Bickford
Public present: none

Call to Order

The meeting was called to order by Bob Bickford at 10:02 am.

Approval of Minutes

Motion to approve minutes of October 16, 2023 as amended. (C. Allyn/S. Randall) 3 yes, 1 abstained.

Motion to approve minutes of October 20, 2023 as amended. (C. Allyn/B. Bickford) Approved unanimously.

Review of public input meeting

Ellen and Cathy will solicit written input from Dot, Cecile, Celeste, and Sheila Quigley; their comments were very helpful and supportive.

- post meeting powerpoint
 - Bob needs admin. access - Cathy will provide
- architect plans should be available for public viewing
 - there may not be time before grant deadline
- video will be posted when available
 - Sue - check with Town Hall for link

Agenda Items

septic

- we have the summary from the test pits

well

- Sue - contact Gilford Well Co. for estimate

landscaping

- draft program was approved
- WSC now has PO - Wendy can contact Sheldon for info

construction estimates

- Sue contacted Arron - no reply yet
 - call office and ask Emilee to schedule meeting
- continue with estimates for individual services (heat, electric, plaster, etc.)

- we will have what we need if Arron can not commit to the project
- Cathy
 - prefers other members request estimates
 - will bring names to 10/27 meeting for other members to contact
- requesting estimates from other businesses
 - we need to document that we solicited them, even if outside our area
 - seeking women-owned and minority-owned businesses is a requirement
 - part of the compliance report requirement
 - we should check with Chris Monroe-is this applicable?

new application review

- I. Applicant Information
 - register as soon as BOS liaison is chosen
- II. Statutory Eligibility
 - responsibility of BOS
- III. Funding
 - total less 15% match
 - Risk Assessment - wait ~2 weeks
 - Compliance - close to finished
- IV. Project Readiness
 - benefit to community
 - Cathy is working on this
 - request letter from Dot
 - public benefit - Cathy is working on this
 - need BOS approval
 - Rec. director
 - manager → full time position?
 - impact on budget?
 - possibly part time employee or volunteers for oversight of meetings, etc.
 - list of programs that have left town due to lack of meeting space
 - work on narrative first
 - add attachments later - spreadsheet (Ellen/Celeste), calendar, plan
 - outcome measures
 - Bob is working on this
 - public access
 - open access
 - no membership fees

- open to private, non-profit, town, private (lessons)
 - will Town run free lessons - volunteer activities?
- building can be rented
- open to all on regular basis
- sustainable - generates own income
- community building - Ellen
 - community engagement
 - long term use
 - ensure unrepresented groups have a voice
- project support
 - community needs assessment
 - 5b documents
 - U.S. Treasury definition of poverty
 - community connections/historic significance
 - creation by Town of MRC, CRF for long term vision
 - municipal plan (Master plan)
 - Cathy - check Master plan for changes in new document
 - appraisal
 - tax map
 - zoning
 - all permit fees will be paid after application submission
 - Bob is checking on permits needed
 - request letter of determination
 - if a waiver or expedited permit is given
 - must document that there is no environmental impact
- project information and public benefit attachments
 - need landscape renderings
 - we have a map
 - are Wendy's applicable
 - can they be uploaded?
 - approvals
 - may or may not be needed
 - assessment management plan
 - review for new parts in application
 - may need editing
 - future maintenance/replacement
 - roof
 - heating system

- regional or municipal plan
 - Master Plan
 - provide link
 - identify specific parts that are applicable
- letter of support - Ellen
 - letter from Middleton for building use
- construction/implementation schedule
 - we need WSC, Preservation Timberframers, other contractors
- letter of support - Ellen
- operation plans
 - is this necessary?
 - Bob will check with Chris Monroe
- program calendar
 - spreadsheet of activities - Ellen/Celeste
- letters, newspaper articles - Cathy
 - surveys
 - letters
 - articles
- historic information - no character limit
 - basic information
 - link to Historic Building Assessment
- energy audit
 - Bob will check with Scott at CDFA (energy guy)
 - is this appropriate for this building?
 - Eversource
 - cost of moving poles across road is prohibitive
 - TDS cost would be the highest cost due to fiber optics
 - consider moving pole closer to road
 - put money saved toward work on building
 - evidence of communication - Bob and Ellen

It was noted that overhead wires will need to be covered during construction.

Motion: To ask the Board of Selectmen for a letter documenting their support for the warrant article in 2024 that would appropriate \$20,000 to be placed in the 1772 Meetinghouse CRF. (E. Phillips/C. Allyn)

Discussion: Bob Bickford asked if the intent of the motion was to increase the match? The answer was no, it was intended to show continuing support for the project.

Approved unanimously.

Motion to adjourn at 11:43 pm. (C. Allyn/B. Bickford) Motion passed unanimously.

Respectfully submitted,
Susan Randall, Secretary
Meetinghouse Restoration Committee

Future meetings: 10/27/23

Time: 10am - noon

Location: Community Room at Fire Station

ACTION LIST

Ellen

- letter of commitment from BOS for meetings, etc.
- letter from BOS about \$20,000 appropriation on warrant
- spreadsheet of activities with Celeste
- solicit written input from Dot, Cecile, Celeste, and Sheila

Sue

- contact Gilford Well for estimate
- contact Arron Sturgis for possible estimate for Phase 2, 3, 4

Bob

- contact Scott at CDFA
- continue investigating permit requirements

Cathy

- provide maps for landscape architect
- give Bob admin. access
- solicit written input from Dot, Cecile, Celeste, and Sheila
- bring names of tradespeople to be contacted for estimates