

1772 Meetinghouse Restoration Committee
Sub-Committee: CDFA grant application
Meeting Minutes for September 15, 2023
Approved October 20, 2023

Members present: Ellen Phillips, Cathy Allyn, Sue Randall, Bob Bickford
Public present: George Gale

Call to Order

The meeting was called to order by Bob Bickford at 10:04 am.

Approval of Minutes

There were no corrections.

Motion to accept minutes of September 8, 2023 as written. (E. Phillips/C. Allyn) Roll call: B. Bickford-yes, E. Phillips-yes, C. Allyn-yes, S. Randall-yes. Motion approved.

Discussion

Bob

- grant
 - hopes to have proposal from WSC by 9/15/23
 - for phases 3 & 4
- heat
 - they suggest radiant heat or a heat pump for heat and AC
 - this would need a mechanical and an electrical engineer
- ADA access
 - suggesting a front landing level with the building, with a path to the addition
- kitchenette
 - no oven or stove
 - including these would require meeting more conditions
 - they suggest
 - space for “warming trays”
 - 2 bay sink
 - can have microwave, coffeepot, crockpots, refrigerator
- bathrooms
 - 2 individual, based on capacity
- rough estimate for building capacity
 - 80 people if seated at tables

- 160 people if standing
- addition size and cost - rough estimate
 - 20' x 16' addition
 - \$150,00 cost
 - built on footings pinned to ledge
- electric
 - Clayton will contact Eversource
 - estimate for moving lines to opposite side of road
 - estimate for Level 2 energy audit report

Cathy

- has concerns with the plan for a ramp at the front door
 - she will check with DHR
- test pits
 - needed for septic and well locations
 - will require coordination of septic, water and archeologist
 - archeologist
 - best practice would be to have them present when digging
 - Sue will contact Brian Tasker for a price for test pits
 - quote will include up to 3 pits - "price will be not more than"
 - time line for completion?
 - Bob will contact his son for recommendations
- well
 - we do not have a contractor to drill the well

Application account on CDFA website

- needs approval from BOS to create account
- Ellen will ask at BOS meeting

Public information Session - October 23, 6:30 pm

- Ellen will reserve library
 - we need:
 - whiteboard
 - screen
 - LCD projector
 - more chairs
- can we record the meeting using TownStream?
 - Ellen will check with Stephanie at Town Hall

- edit slide presentation for Rotary for public information session
 - add goal approved by BOS
 - give overview of grant application thus far
 - explain what we can/can't do and what the public can have a say in
 - solar array
 - location
 - what is the alternative?
 - explain CRF
 - we need continued support from the Town (if we do not receive grant)
- record public's concerns/questions
 - review these at end

Regarding need for Management Prepared Financial Statements that are required on the application:

Cathy will check with CDFA to see if this pertains to us.

Asset Management Plan

Final editing changes were suggested. The committee will meet on Sunday, September 17, 2023 at 6pm to vote on the final draft for review by the BOS.

Meetinghouse Management Committee

The committee worked on editing the pre-existing rental agreement for review by the BOS. The document will now be known as the Space Use Agreement. An application for Space Use has also been created. The committee agreed to leave the fee schedule in place for feedback from the BOS.

Ellen questioned whether the Space Use application would replace the Town's current "event form". She will ask at the next BOS meeting.

Assignment review

ELLEN

- reserve library
 - we need:
 - whiteboard
 - screen
 - LCD projector
 - more chairs
- can we record the meeting using TownStream?
 - Ellen will check with Stephanie at Town Hall
- Application account on CDFA website
 - needs approval from BOS to create account
 - ask about this at BOS meeting
- Middleton follow-up

CATHY

- check with CDFA about need for Financial Statements
- continue work on application

SUE

- contacted Rodney Rowland at Strawberry Banke
 - nothing helpful received yet
- timber framer - JR Graton
 - has plans and will be in touch

BOB

- gather estimates for presentation to BOS

Motion to adjourn at 1:14 pm. (C. Allyn/B. Bickford) Roll call: B. Bickford-yes, E. Phillips-yes, C. Allyn-yes, S. Randall-yes. Motion approved.

Respectfully submitted,
Sue Randall, Secretary

Future meeting schedule: 10/6 @10:00 am

Action list

BOB

- At BOS meeting
 - request money for test pits
 - request approval for WSC plans
 - present Asset Management Plan
- check with son for well and septic recommendations

ELLEN

- reserve library
 - we need:
 - whiteboard
 - screen
 - LCD projector
 - chairs
- check at Town Hall on ability to record using TownStream
- Middleton follow-up

CATHY

- check with DHR about landing at front of building
- continue work on application

SUE

- continue work on historical significance section
- continue contact with Arron Sturgis and Strawberry Banke
- continue contact with timber framer JR Graton
- contact Tasker for estimate for tests pits

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
- put name beside any parts of the application that you are working on or that are completed