

1772 Meetinghouse Restoration Committee
Sub-Committee: CDFA grant application
Meeting Minutes for November 14, 2023
Approved November 17, 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 10:05 am.

Approval of Minutes

Motion: To accept the minutes of November 9, 2023 as written. (E. Phillips/C. Allyn) Approved unanimously.

updates

- landscape architect
 - no reply from WSC regarding taking on landscaping
- plans
 - ramp on back of building
 - will be approximately 14 feet long (1 foot per 1 inch of rise)
 - it shouldn't be seen from front - DHR may object
 - can it go off the other end of the addition?
- energy design charette
 - Resilient Building Group, WSC, committee
 - waiting for meeting date
 - waiting to hear about charette grant from CDFA
 - BOS needs to approve application at 11/14 meeting
 - \$2600 total cost - our share \$650
 - Eversource funding
 - will be determined by RBG during charette process
- estimates
 - plumbing - done
 - electric - done
 - well - done
 - windows - done
 - plasterer - waiting
 - HVAC - waiting
 - septic installer - waiting for information
 - we need insulation estimate
 - Builders Insulation
 - Sue will call

Review of Appendix A documents

*approved = ready for BOS review

Community Benefit - approved 11/9

Public Benefit & Purpose - working

Outcome Measures - working

Open Access - approved 11/9

Community Building

Motion: To approve the Community Building document as written and send to the Board of Selectmen for review and approval. (C. Allyn/E. Phillips)

Approved unanimously.

Community Engagement - revised 11/13

Needs Assessment - working

Community Connections/Historic Significance - working

Project Information & Public Benefit Attachments

- Photos - done

- Map - done

- Deed - done

- Evidence of planning, zoning and other approvals - working

- Asset Management Plan - working

- ND Master Plan Connection - approved - sent to BOS

- Operations Plan - working

- Program Calendar - working

- Spreadsheet of Proposed Activities - working

- do we need both?

- calendar is regular activities/meetings now

- proposed is proposed future activities/meetings

- Construction Schedule - done

- Documents of support of project - done

- Historic Information - done

- Plan/timeline for addressing energy efficiency and bldg sustainability-Bob

- charrette will address

- Evidence of communication with Eversource regarding project - revised 11/12

- Stewardship Plan - working

- change perspective to stewardship of MCC (not past care of building)

- Property Description - revised 11/10

- need deed

- Project Timeline and Readiness - revised 11/10

- give evidence of readiness - physical

- test pits

- foundation

- work on RFPs in future

Construction Projects - working (in draft, \$499 so far)

Construction Requirements

Motion: To approve the Construction Requirements document as written and send to the Board of Selectmen for review and approval. (E. Phillips/C. Allyn) Approved unanimously.

Energy Policy - working

Project Funding - revised 11/13 - **Hold document for later**

- LCHIP for foundation
- digital plans for roof
- energy design charette
- incentives, rebates, mini-grants
- donations
- town appropriations
 - CRF
 - warrant article - \$20,000
 - past CIP

Timeline

At end of application - list of each estimated cost and funding to pay for it.

Documents/items for 11/14/23 BOS meeting agenda:

- \$650 grant application for energy design charette - remind Marc to send app.
- unencumbered funds approved for septic design
- project oversight
- warrant article for forgivable loan
- date for committee to meet with BOS - 11/20, 11/21, 11/24 time is their choice
- documents for review and approval (sent earlier)
 - Open Access
 - Community Benefit
 - Other Public/Private Investments
 - Ties to New Durham Master Plan
- Can we schedule town meetings at new MCC?
- status of requested financial records for application
- Asset Management Plan - does Swens have requested edits
- donations
- new documents for review and approval at joint meeting
 - Construction requirements
 - Funding

Forgivable loan - Town fronts money, is reimbursed by grant.

After grant is submitted, begin writing RFPs; this is part of our plan. Project oversight starts after someone is hired.

Items for BOS and sub-committee discussion:

staffing hours - budget - FY2025

waive purchasing policy for hiring?

Motion to adjourn at 12:13 pm. (E. Phillips/S. Randall) Approved unanimously.

Respectfully submitted,
Susan Randall, Secretary
Meetinghouse Restoration Committee

Future meetings: 11/17 at 10:00 am in the Community Room.

ACTION LIST

Bob

- schedule charette
- HVAC

Ellen

- continue working on calendar
- present documents at 11/14 BOS meeting

Sue

- contact Builders Insulation
- contact timber framer
- contact septic installer (when information is available)
- attend BOS meeting with Ellen

Cathy

- septic design information

ALL - continue work on Appendix A documents