

1772 Meetinghouse Restoration Committee  
Sub-Committee: CDFA grant application  
Meeting Minutes for November 9, 2023  
Approved November 14, 2023

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

Call to Order

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

Approval of Minutes

**Motion: To accept the minutes of November 7, 2023 as amended. (C. Allyn/E. Phillips) Roll Call: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Approved unanimously.**

updates

- landscape architect
  - no reply from WSC regarding taking on landscaping
  - this would be an additional cost - not part of contract
  - we need someone with experience
    - planning elevations for good drainage and parking areas
- results of Planning Board meeting on 11/7
  - lot is pre-existing
  - 50 foot set-back applies
- energy design charette
  - schedule meeting - choices of dates: 12/4, 12/6, 12/8
  - participants
    - WSC
    - grant committee members
    - Resilient Building Group
  - cost: \$2600 - \$650 is our share
  - we must apply to CDFA for reimbursement
  - send request to BOS for approval to expend \$650
- Bob and Marc have submitted request to open an application
  - waiting for approval from CDFA
  - BOS can access application via Marc
- plasterer
  - estimate coming
  - includes lathes and plaster for ceiling, walls

- septic
  - septic calculations in hand this week
- letters of support/collaboration coming
  - school
  - Rotary
- items from BOS for application
  - Ellen will check with Cecile on budget, financial items

### Review of Appendix A documents

Cathy will contact CDFA to ask about the use of abbreviations in documents to save characters. (MHCC = Meeting House Community Center)

### Open Access

**Motion: To approve the second draft contingent on the reply from CDFA about abbreviations. (E. Phillips/S. Randall) Roll Call: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Approved unanimously.**

### Community Building

- in the works

### Community Engagement

- in the works

### Other Public/Private Investments

**Motion: To approve the Other Public/Private Investments document as written. (E. Phillips/C. Allyn) Roll Call: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Approved unanimously.**

### Needs Assessment

- in the works

### Community Benefit

**Motion: To approve a document was written ( once formatted into paragraphs). (E. Phillips/C. Allyn) Roll Call: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Approved unanimously.**

### Stewardship Plan

- in the works
  - attachment to show Plan
  - goes along with the Management Plan

## Property Description

- in the works
- clarification needed: is this about the asset or the property?
  - Cathy will check with CDFA

## Project Timeline and Readiness

- in the works - Bob will work on this
- question for BOS
  - who is responsible for project completion?
    - WSC - project not large enough for full time manager/clerk of the works
    - Bob will give Ellen notes for BOS meeting on 11/14 - Bob can't attend
  - this must be a budget item
- document formatting
  - consider changing from "Phase" to monthly/quarterly timeline

## Ties to New Durham Master Plan

**Motion: To approve the document and send to BOS for review and approval.**

**(C. Allyn/E. Phillips) Roll Call: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Approved unanimously.**

Ellen will send to BOS ahead of time.

## Assignments

### Section 4

- Public Benefit and Purpose
  - Cathy
    - narrative
  - Ellen
    - calendar and spreadsheet
- Outcome Measures - Bob
- Appendix A documents - Cathy
- Historical Significance - Sue

### BOS

- request a warrant article to apply for forgivable loan
- request to expend funds for charette
- request to unencumber funds previously approved for septic design
- BOS meeting with committee - Ellen will schedule
  - daytime choices
    - #1 - 11/20, #2 - 11/21, #3 - 11/24

budget -we need a preservation consultant to look it over

**Motion to adjourn at 12:16 pm. (S. Randall/C. Allyn) Roll Call: E. Phillips-yes, C. Allyn-yes, S. Randall-yes, B. Bickford-yes. Approved unanimously.**

Respectfully submitted,  
Susan Randall, Secretary  
Meetinghouse Restoration Committee

Future meetings: 11/14, 11/17 at 10:00 am in the Community Room.

## ACTION LIST

Bob

- schedule charette
- request to expend funds for charette
- notes for 11/14 BOS meeting
- warrant article for forgivable loan

Ellen

- continue working on calendar
- schedule BOS daytime meeting

Sue

- contact Eversource
- contact window provider
- contact well driller
- contact plumber
- contact septic installer (when information is available)

Cathy

- contact CDFA - property description and abbreviations
- septic design information

ALL - continue work on Appendix A documents