

1772 Meetinghouse Restoration Committee  
Sub-Committee: CDFA grant application  
Meeting Minutes for November 7, 2023  
Approved November 10, 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 approve minutes of the October 31, 2023 meeting as amended. (E. Phillips/C. Allyn) Roll Call: C. Allyn-yes, E. Phillips-yes, B. Bickford-yes, S. Randall-yes**

**Motion: To approve minutes of the November 3, 2023 meeting as written. (C. Allyn/E. Phillips) Roll Call: C. Allyn-yes, E. Phillips-yes, B. Bickford-yes, S. Randall-yes**

Updates

bathrooms

- Code Enforcement Officer waived number of bathrooms
  - one unisex bathroom
  - rent porta-potty for large group gatherings

buffers

- Norway Plains
  - can't map wetlands at this time of year
  - frost has killed vegetation used to make determination
  - will have to wait until spring
- Sue will meet with Planning Board on 11/7/23
  - give overview of project
  - ask what our next step is

plaster

- Cathy meets with him next week

electric

- Dave Gibson will have quote for Phase 3 & 4 by end of next week

charette

- waiting for information from Resilient Building Group

application submission

- Bob meets with Marc DeCoff at 9 am Friday

- they will begin entering data
- Marc needs to verify we have matching funds available

## Progress on Action List

### calendar

- no progress
- difficulty setting meeting time with Celeste
- will ask TA for help

### landscape architect

- we need to find someone
  - needs expertise in parking and drainage
  - needs to know the requirements for parking size, etc.
- Bob will contact Sheldon
  - can WSC do it?
    - they are capable
    - cost not included in current agreement

### plumbing

- water system needs to be drainable

### septic

- request letter from Stephanie to un-encumber funds designated for her
  - Ellen will explain at 11/14 BOS meeting
- at least one more week before design is done
- Cathy will ask for information needed for installer's estimate
- contact system installer for estimate
- Sue - contact Rocky Tasker and Butch Barron

### archeologist

- no digging until they survey areas of site that will be disturbed
- Cathy has provided maps, etc. to orient them to site and project
- will have estimate by early next week
- will do Phase 1 survey - abutting field
  - where is property line in field?
  - surveyor will need to locate pins

### letters of support/commitment

- Court Diversion - nothing received yet
  - Ellen will ask Chief Bernier for letter of support

application documents

Open Access

- is it ready to go to BOS?

**Motion: To send the Open Access document to the Board of Selectmen, including a list of proposed revisions, for review and approval. (E. Phillips/C. Allyn) Roll Call: C. Allyn-no, E. Phillips-no, B. Bickford-no, S. Randall-no.**

**Motion failed.**

- Ellen will revise and bring to meeting on 11/9
- we need to know
  - how to keep it open
  - staffing sources
  - how many days

discussion of documents

- Community Building
- Asset Management Plan
- Open Access
- are they ready to go to BOS?

**Motion: To approve the Operation Plan document to go to the BOS for review and approval. (C. Allyn/E. Phillips) Roll Call: C. Allyn-yes, E. Phillips-yes, B. Bickford-yes, S. Randall-yes**

Thursday's agenda (11/9/23)

- Review these documents for Thursday's meeting.
  - Tie to Master Plan
  - Community Building
  - Community Engagement
  - Public/Private Investment
  - Open Access
  - Needs Assessment (possibly)

**Motion to adjourn at 11:56 am. (C. Allyn/E. Phillips) Roll Call: C. Allyn-yes, E. Phillips-yes, B. Bickford-yes, S. Randall-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

pursue quote for charette

Ellen

calendar

letter from Middleton

document work

Sue

contact Eversource

contact timber framers

contact septic installers

Cathy

document work