

1772 Meetinghouse Restoration Committee  
Sub-Committee: CDFA grant application  
Meeting Minutes for July 26, 2023  
DRAFT

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 10:11 am.

Approval of Minutes

Rudy Rosiello's name was added to the comment he made about the committee being advisory only.

**Motion to accept minutes of July 14, 2023 as corrected. (E. Phillips/C. Allyn)  
All in favor. Motion approved.**

Discussion

Bob asked that committee members indicate the appropriate section and sub-section of the application when sending him information or documents to be added.

Section 5a

- share with BOS - READ ONLY (not for approval)
- it's problematic - there are a lot of Recreation references in it
  - it needs more tangible "public benefit" info
  - it is felt we should keep it
    - Bob suggested we keep collaborating with Rec.
    - Ellen will meet with Dot, Celeste

Polly Wessel - grant writer - will give feedback on final draft if application

Assignment review

ELLEN

- useful life of tarps – 3 years (we are beginning year 2)
- contact with Recreation
  - Ellen will meet with Celeste

CATHY

- has made contact with plasterer
- Septic design - Stephanie Richards
  - she will do schematics
  - needs map of wetlands
    - Cathy will check with Town for plans
  - felt the composting toilet would not make the 75 foot setback from wetlands
  - regular system would meet all federal, state, local requirements
  - Chris Monroe (CDFA) - can be waived if local board is okay
- Design development plans receive 20 points
  - Cathy wondered if Arron Sturgis plans for timber frame repair would qualify
  - Arron's plans from 2012 were paid for and are owned by the Town
  - 2012 plans very similar to the updated plans done in 2021(which we do not own)
- Contacted plumber
  - He will recommend best heating system
- Well
  - Estimate of cost - \$25,000 (estimated high due to unforeseen circumstances once drilling begins)
- Archeologist
  - If solar option is eliminated there would be less impact on the field
  - We should do the research anyway
  - Archeological survey done twice before
    - 1st time - Fifield when foundation work was done during Eloise Bickford's tenure
    - 2nd time - when floor was ripped up
- DHS can help with section on defining features of the building

SUE

Phone call with Conor Lally, President of Nutrient Networks regarding composting toilet system. Contact: [nutrientnetworks@gmail.com](mailto:nutrientnetworks@gmail.com)

They are willing to work with our architect, including providing specs.

\*None of these systems will handle gray water.

**One important point made: If the well is servicing more than 30 people for a certain number of days, it may be considered a public water system and there are more requirements associated with this type of system.**

several types of systems

- vacuum flush
  - no chamber - self-contained
  - not for large group application
  - installed on same level as the bathroom
- Phoenix system
  - basement installation
  - dry gravity operation
  - medium size system needs 84 inches vertical clearance
  - may need disposal of excess liquid
  - based on ½ day use every day, would need multiple tanks
  - gully site might allow “walk out” basement for easy access to this system
- privy – outbuilding
  - container based system
- Oakson – Perc Rite 978-282-1322 [info@oakson.com](mailto:info@oakson.com) [www.oakson.com](http://www.oakson.com)
  - drip dispersal system
  - can be installed among trees – preserves understory plantings, less ground disturbance

If bathrooms could be located higher, tanks could be installed at or slightly below ground level.

#### Maintenance

- depends on frequency of use
- based on ½ day use every day = maintenance 1-2 times per week
- pine shavings need to be added regularly
- composted material removed regularly

#### SUE (CONT'D)

- contact Strawberry Banke about historic building restoration suggestions
- contact Wendy Anderson, landscape architect
  - site walk including parking area
  - path from field to building – ADA accessible
  - need storage for snowblower for paths, etc.

SUE/BOB

Meeting with architecture firm Warrenstreet Coop - July 25, 2023  
Jonathan Halle, Principal Architect - Sheldon Rogers, Architectural Designer

Two routes to services:

- QBS (Qualification Based Service)
  - best for municipalities
    - allows for negotiation of price
- RFP (Request For Proposal)
  - charges are full price

Drawings would be straightforward and an estimate could be given before full plans are finalized. Jonathan offered to meet with the Board of Selectmen if it would be helpful.

The Community Development Block Grant (CDBG) was suggested as an alternative funding source. Contact: Donna Lane, Administrator

- Funds go through CDFA
- \$500,000 grants
- Awards \$10 million per year
- Town or county can apply
  - Both can apply at same time (using any political connections) = \$1 million
- Awards based on criteria
  - Need
  - Location
- They must hire construction manager to oversee
- They put work out to bid
  - This is a requirement for buildings on the National Register of Historic Places
  - Someone like Arron Sturgis could be hired but not act as manager

### **Required work**

- National Register of Historic Places
  - start with NH Division of Historical Resources (Nadine)
    - they conduct site walk, determine what is allowed
    - then goes to National Park Service for final approval
      - may take up to 1 year

- Vernal pool - Contact: Cindy Balcius, soil scientist 603-776-5825
  - map of wetlands
  - surveyor – someone local
    - use wetland flagging to produce topographical map
    - survey property and produce boundary map

Possible requirements from NHDHR or National Park Service

Archeological study - Contact: Robert Goodby, Monadnock Archaeological Consulting LLC 603-446-2366

- Cost for general study - \$4,000-\$5,000
  - cost would be more if graveyard is involved

Historian - Contact: Lisa Mausolf

- possible cost of \$20,000

Solar - Contact: Dan Weeks, ReVision Energy

- study must be completed
  - current infrastructure, building needs, etc.
  - 1 year to finish
- Great company!

BOB

- met with Building Inspector, Fire Chief
  - both very supportive of project
  - need plans in order to move forward
  - All permits will be the same as any building
    - BOS will decide if fees will be waived
  - Zoned as residential/agricultural - no waiver needed
- Community Development Block Grant (CDBG)
- Contact: Donna Lane, Administrator
  - next round September 2023
  - Town must apply
  - Must indicate purpose
    - Bob will check web page for specifics

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#### Other business

Sue asked if anyone had created an account with CDFA in order to begin uploading the grant application. No one has done this yet. **\*This action requires the approval of the BOS.**

Discussion around how to access more funds for Phase 2 of the project (repair of roof timbers).

The committee wondered if Middleton is in need of meeting space. Ellen will contact them.

Bob will speak at the BOS meeting on 8/8/23, but asked that he be moved to the beginning of the meeting since he has another meeting to attend.

Members will research past meeting minutes for documents with timelines of all phases of the project.

Next meeting TBD.

It was noted that Cathy will be gone from July 27th to August 14th.

**Motion to adjourn at 12:20 pm. (C. Allyn/E. Phillips) All in favor. Motion approved.**

Respectfully submitted,

Sue Randall, Secretary

## Action list

### BOB

- attend BOS meeting on 8/8/23
- continue work on goals and outcomes and measures

### ELLEN

- respond to Cathy O. inquiry
- check with BOS about their requirement for sealed bids within the grant process
- contact Middleton about interest in using our meeting space
- meet with Celeste informally since there was no mutually agreeable time to meet
- attend 8/8 BOS meeting
  - ask for clarification on process for contracting for services necessary for grant application (such as architect plans)
  - ask to schedule public input at BOS meeting
- by 7/31/23 provide TA with read-only copy of section 5a for their packets – this is for preview only, not approval

### CATHY

- procure written confirmation from NH Division of Historical Resources excusing us from Project Review (Section 106)
- check for map of Meetinghouse grounds with wetlands

### SUE

- contact Strawberry Banke about historic building restoration suggestions
- contact Wendy Anderson, landscape architect

### 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