



# Zechariah Boodey Farmstead Committee Meeting Minutes Town of New Durham NH

approved as  
Presented  
3/25/2021  
CEO

September 3, 2020  
via Zoom

Present: Scott Kinmond, Town Administrator, Scott Drummey, Cathy Orlowicz, Tatiana Cicuto, Sherry Cullimore. Also attending Weston and Sampson Engineering, David Steeves, architect and Eric Reitner, VP. Excused absence Fran Frye.

Chair Orlowicz stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. She stated there is no physical location to observe this meeting. However, in accordance with the Order it was confirmed that we are providing public access to the meeting by telephone with additional access possibilities by video (Zoom); all members of the Zechariah Boodey Farmstead Committee and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Orlowicz confirmed the meeting was posted appropriately with access numbers. She stated that in the event the public is unable to access the meeting it would be adjourned and rescheduled. Chair Orlowicz stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting. All stated their locations and reported no others in attendance.

Chair Orlowicz began working on the annual Capital Improvement and operating budget requests, for the committee's consideration. The next phase for the project would require additional engineering services. During the prior year budget presentation, the Chair of the Budget Committee asked if the Town's Engineering firm could be hired to do some of the work or provide those services. The Chair contacted the Town Administrator, who arranged and made the initial contact with Weston & Sampson. Following consultation with Eric, information was sent to the firm for their review and to learn about the proposed project. David Steeves, Weston and Sampson's architect has been working on the proposed engineering plan of the Boodey Farmstead. He stated that architecture and construction were particularly important here. He talked about radiant cooling a bit. He has an appreciation for timber frame /historic buildings. They will need to do a structural assessment of the timbers to see what they have to work with and be able to keep in its historical context. The committee explained that we did not want the Boodey House to become a burden to the town and were working hard developing plans for the sites future use. Judy Selwyn, a historic preservationist, works with them also.

It was explained that a charette would occur as a half day meeting with the relevant people involved with the project; this would be held before the project was started, at 30% of the project we should expect to see a schematic design, at 60% of the project we should have the electrical, mechanical and structural designs ready to be reviewed and at 90% of the project the final design drawings should be ready all except for the stamps. At the end of this process we will have complete designs with their stamps. The cost assumes the project will be done in 2021 and comes in at \$167,900. This is budgetary cost from drawings to construction. It was asked about completing this proposal in phases. Doing the project piecemeal would cost more money; over 3 years the cost will be approximately \$190,000. We looked at a task graph based on a year long project.

We need to get people excited; the Boodey house is of historical importance and this historical component is key. The proposal is a budgetary figure and is an estimated figure not actual. The figures were calculated on \$400 per square foot and at 2 times the cost, this is usually the way it is done to cover unexpected issues during the process. The costs are based on the use of mixed materials.

The Committee expressed its sincere appreciation to Eric, David and their team for their time and consideration given toward developing this proposal. At this point they wished the committee well, expressed their strong desire to work with us on this exciting and important project. They left the meeting.

Discussion, among the committee members, ensued regarding the proposal from Weston and Sampson. Should we go elsewhere for more bids?? How do we approach this? Rick Fogg gave an estimate of \$20,000. The Committee felt, our approach should be, doing this in 3 phases. We acknowledge it will be more expensive but more doable for us. This approach takes into consideration that we will need to fundraise. Scott Kinmond thought it might be a good idea to ask the town for money at the annual town meeting. We have the cost information, and the town needs a community space. We have \$17,000 in the Boodey House account at present.



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Looking at the proposal received today, Phase 1, which would cover the first 3 items on the task list, would come to cost of \$32,300. The Capital Improvement Committee is recommending the establishment of a Capital Reserve Fund, and recommended funding it with \$25,000 for the project. The committee began to review our 2021 operating budget request. It was noted, the \$7,500 we should have gotten for last year was frozen due to Covid 19; could we apply this to what we have. If these funds are available, the budget request would look like this: \$17,000 from the Boodey House Fund Account + \$7,500 carry over from 2020 frozen funds + \$4,000 for 2021 operating budget request + we would commit to fund raise an additional \$4,000 during 2021, bringing a total of \$32,500. This amount would cover the cost of Phase 1.

The total Operating 2021 Budget request would be in the amount of \$12,415, to include the cost for contracting engineering services in the 1<sup>st</sup> phase. This request would be an increase over 2020 Boodey House Operating Budget by 19.36%. It is important to note, we are required to request whole budget accounting when developing budgets, thus the reason the \$7,500 must be included in the calculations even though the funds will not come from taxation. The funding sources must be identified. However, we are not raising \$7,500 in 2021 taxation as these funds are from FY 2020. Actual 2021 operating budget request, to be raised by taxation, would be \$4,915, a reduction of 53.74% under our 2020 operating budget request.

**Crissa Evans made a motion approve the 2021 Boodey Operating Budget request in the amount of \$12,415. Scott Drummey seconded the motion. Roll call vote: Crissa- yes, Sherry- Yes, Scott D- Yes, Tatiana- Yes and Cathy- Yes. Motion passed 5-0-0.**

A packet will be given to the Board of Selectmen and the Budget Committee which will include the Budget Proposal for the project, Budget proposal with justification, our track of fundraising history, what happened in 2020, Capital Improvement request to the CIP Committee, a memorandum regarding the trailer's rental, balance statement for 2020(beginning and ending balances), research justification from the internet information, used in the development of the Budget.

The minutes for July were tabled until the next meeting.

**Scott D moved to adjourn the meeting at 8:17 pm, Sherry seconded the motion. Roll call vote: Crissa- yes, Sherry- Yes, Scott D- Yes, Tatiana- Yes and Cathy- Yes. Motion passed 5-0-0.**

Respectfully Submitted

Sherry Cullimore