



Zechariah Boodey Farmstead Committee
Meeting Minutes
Town of New Durham NH

August 14, 2023

Approved as presented, September 11, 2023. CE Orlowicz, Chair

Present: Fran Frye, Cathy Orlowicz, and Crissa Evans.

Excused: Scott Drummey, Sherry Cullimore. Absent: Cat Murzyn.

Guests: Susan D'entremont.

The meeting convened at 6:00 p.m. in the New Durham Town Hall.

Introductions and welcoming remarks opened the meeting. Our guest, Susan was asked to share how she learned about our project. Susan was at the recent Boodey Hometown Revels event. She asked the Chair if we needed members. She was told yes and invited to attend this meeting. She shared her knowledge of the project.

Susan talked about her professional background and her strong desire to give back, by volunteering at a local level. Susan supports a number of organizations as a volunteer through her professional work. Susan would like to attend a few meetings, and she expressed a desire to become involved with the Zechariah Boodey Farmstead Project. The process for an appointment to the Committee was explained.

The Chair shared the highlights of the history, progress to date, and our mission. Talked about our involvement with the UNH Capstone project and students' involvement, the barn donation, and the historical persons connected to the cape house and barn.

A motion was made by Crissa to approve the meeting minutes of July 10th. The motion was seconded by Fran. The vote was 3-0-0 in favor of the motion.

The timber frame assessment was completed by contractor Shawn Perry of Perry Preservation Carpentry, on July 27th, 28th, August 1, 2, and 3. A local community member, who is a member of the Timber Framer Guild attended for a day. His volunteer hands-on support was greatly appreciated. He expressed his appreciation for the experience. Committee members were thanked for their volunteer support in assisting with the work and supplying food and refreshments. Weather conditions on the 27 and 28 were very hot and humid. Every effort was made to ensure everyone was safe, and a cooling area was set up. Work took place inside of the salt shed. Shawn's invoice included his gratitude for the unexpected support given to the project by the committee, with special acknowledgment to Scott. Shawn shared that Scott's dedication for four days was "essential".

The Chair has received and processed the invoice for the barn's timber-frame assessment, as approved by the Committee and the Select Board. The total bill for this phase of work is \$4,800.00. The accounts to be charged: \$800.00 to be withdrawn from the Boodey Farmstead Charitable Fund Account, and \$4,000.00 from the encumbered funds from the Boodey Farmstead 2022 Operating Budget Line item 01-4589-50-330, titled Contracted Services, per the vote taken by the Select Board during their December 8, 2022 meeting. PO Number 2811 was attached, with the billing and supporting documents, to the check request, and submitted to finance for their attention. A copy of this packet was shared with the members for their review.

The chair processed the monthly trailer rental invoice from Prime Warehouse, as authorized by the Committee's vote on December 12, 2022, and the Select Board's vote on January 5, 2023. There were no questions from the members.

Volunteer Steve Orlowicz and Chair Orlowicz cleaned up the storage trailer site located at the Transfer Station. The two units that hold the cape house pieces were opened for inspection. Photographs were taken of the conditions inside. Everything is dry and there is no evidence of infestations of insects or small animals.

Al Greymont will move the barn storage trailer back to the Transfer Station, in the designated area, within the next few weeks.



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The state has renewed our approved State - approved - septic system. Norway Plains assisted with this process. They donated their fees associated with this process. A check request was submitted as approved during prior meetings held by both the Select Board and the Committee. The fee was \$300.00 and paid to Norway Plains, as they processed the fee to the State when filing for renewal. The fee was taken from the 2023 Operating Budget, Contracted Services account number 01-4589-50-330.

Norway Plains has offered to donate their services toward marking out the layout for the site, prior to work beginning. The layout will provide benchmarks for features on the site, as approved, and as an aid for the contractor. The Chair will remove the grade stakes placed on site which were used to demonstrate the proposed layout of the structures on the lot. They will also provide a map of the layout for our use, and so we may provide a copy to Ironwill Contractors.

Review of financial records, per the Chair's records. The Charitable Fund Account has been reconciled and balanced with the Finance Manager's records of the account. The balance with approved withdrawals is \$26,483.61. The 2023 Operating Budget's balance is at \$2,252.50.

Per the approved site plans, trees will be removed for the installation of the septic system and for the parking area. The trees need to be removed before Ironwill Contractors can begin their work. Per the purchasing policy for the town, the Chair contacted three sources for quotes. M & M Logging quoted a cost of \$4,000.00 total. By consensus, the Committee approved moving forward with M & M Logging to remove the trees. The bill will be a total of \$1,700.00, to be expended from the 2023 Operating Budget, account number 01-4589-50-330 Contracted Services. The Committee will ask the non-profit organization Zechariah Boodey Farmstead Collaborative to support the cost of \$2,300.00. The vendor has been asked to submit two separate invoices, per a request from the Select Board on a similar request made during one of their prior meetings when the non-profit organization was covering expenses.

Dig Safe has been contacted, as required by law, for the planned excavation work by Ironwill Contractors.

Land Use Administrator, Susan Stillwell, assisted the Chair with determining if an intent-to-cut was required. She contacted Noah at DES who informed us that the project was exempt as it was a municipal project, and we did not meet any of the threshold hold numbers requiring the application for an intent-to-cut. The project is not required to apply.

Ironwill contractors have been provided a copy of the layout of grade stakes that have been put in place on the lot by the survey team. He has been updated regarding the status of the project.

The Chair did a summary for the on-site CIP presentation, which took place on August 2 at the site. The presentation was received very well. An update on current activity for the project and the progress for each phase of work was summarized. Feedback from the CIP members was very encouraging. They said they could see the progress made this year when looking at last year.

The Chair asked the Committee to review a proposal that will be made during the Zechariah Boodey Farmstead Committee presentation to the CIP Committee on August 23rd. It is a proposal for establishing a CIP/trust fund to help cover the cost of paving the parking lot. The area would require approximately 195 tons of material. Also, the cost to install curbing, crosswalk, striping, and signage would cost approximately \$30,000.00, with inflationary increases calculated in. The request would be to establish and to raise an appropriate \$3,750.00 each year for the eight years. The Committee has agreed with this proposal, by consensus.

Budget season is approaching. The Committee will seek budgetary quotes, from three sources, for architectural services, the design conceptual drawing, and construction plans. Crissa will follow up on two leads.



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Ironwill contractors are scheduled to begin in about two or three weeks, time frame. The Chair is not getting any response from the gravel supplier. They may be committed to storm repair damages from surrounding towns. The July 16th rain event has caused much storm damage to roads and bridges in surrounding towns.

The Revels event was a success. Met our projected attendance numbers of 120 people. Some items from the debriefing are as follows:

- More announcements of raffle prizes. What they are, who donated them, and encourage folks to buy their tickets.
- Announce scheduled events, activities, and presentations.
- Outreach to other groups/organizations, such as, Assisted living, daycares, and location organizations.
- Maybe consider charging a fee for rental space for vendors.
- Some expressed not a clear understanding of what the event was. Revels, what does it mean? Once they saw the event, they loved what they saw. But the name was not descriptive.

Updated copies of the Project Scheduling were distributed to the members for their review. Many of the tasks have been completed within the timeframe scheduled. Open items were reviewed. No adjustments have been made to the remaining open tasks.

The next meeting is scheduled for September 11, 2023, at 6:00 p.m. in the Town Hall. Volunteer hours for the month of July were documented.

Motion made to adjourn by Crissa and seconded by Fran. The vote was 3-0-0 in favor. The meeting adjourned at 8:50 p.m.

Respectfully submitted,
Chair Catherine Orlowicz