

Minutes for the Town Hall Renovation Committee Meeting of January 17, 2023
Approved at the meeting held on Tuesday, February 21, 2023

TOWN OF MASON
TOWN HALL RENOVATION COMMITTEE
MINUTES OF THE JANUARY 17, 2023 MEETING

A meeting of the Town Hall Renovation Committee (“Committee”) of the Town of Mason was held on Tuesday, January 17, 2023 at 5:02 p.m. at the Mason Town Hall.

The following persons were in attendance for all or a portion of the meeting:

Committee Members: Wally Brown, Jim Dore, Darryl Ellis, Pam McGinnity, Marty Milkovits, and Ken Rafter.

Kathy Chapman as a representative of the Mason Energy Commission

The following Committee members were absent: Barbara DeVore and Connie Lacasse

Approval of Minutes

The Chairman inquired whether there were any comments with respect to the draft minutes of the November 15, 2022 meeting. After a brief discussion, and on a motion duly made by Pam McGinnity and seconded by Marty Milkovits, the motion unanimously passed:

Resolved: that the minutes of the November 15, 2022 meeting of the Town Hall Renovation Committee are hereby approved.

Committee Funds

Mr. Dore informed the Committee that Brenda, the Town accountant, reported that there was \$15,072.66 in the fund as of year-end. We also have \$10,743.26 in additional funds that we collected by the Committee which were moved to the Town’s General Fund, as they require voter approval at the March 2023 Town Meeting prior to coming into the fund. That will give us \$25,815.92 by end of March.

Brenda also added approval in the Warrant Article for the \$5,000 NH Grant you are still waiting on. That will allow the funds to be available to spend as soon as received.

Committee Terms

Mr. Dore reported to the Committee that he had been in contact with Jen, Mason BOS Administrative Assistant, who informed him that certain committee member terms had expired and that they will need to complete renewal appointment papers for their Committee Membership by mid-March if they desire to remain on the Committee. Mr. Dore apologized to the Committee members for this lapse in protocol and announced that going forward we would include term expiration dates at the end of our meeting minutes. For this meeting the dates are included here:

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Wallace Brown	expired with new appointment papers renewing to March 2024
Barbara DeVore	expired with new appointment papers renewing to March 2025
James Dore	expired with new appointment papers renewing to March 2025
Darryl Ellis	March 2025
Constance Lacasse	March 2024
Pamela McGinnity	expired with new appointment papers renewing to March 2025
Marty Milkovits.	March 2025
Kenneth Rafter	March 2023 (will be renewing in March to March 2026)

Committee Annual Report for Inclusion in the Town's 2022 Annual Report

I have also attached the final, as submitted, copy of the 2022 Committee report for the 2022 Annual Town Report.

Foundation Work

Wally Brown with Mark and Matt LeClair examined the crawl space under the Town Hall after Christmas and despite all the rain the space was completely dry. Based on that they are ready to complete the foundation phase after receiving Mason BOS approval and weather permitting. The work to correct the piers and timber support of the floor and foundation is estimated at \$16,500 and this will finish our phase 1 of our Renovation plan. The quote has been distributed to all committee members. I submitted the quote to the BOS with my recommendation that they approve it pending the receipt of a Certificate of Insurance from Mark. As of this agenda timing that certificate has not been received.

I reported to the BOS that we recommend completing the foundation phase as soon as all the requirements from Mark and funding needs are met so that the floor is supported properly with new piers and timbers where needed. That will support the building and allow us to continue with the next two phases of the renovation. We are still awaiting approval to proceed.

Windows Project

This project is on hold pending the roof renovation based on Marty Milkovits' recommendation that the roof be a higher priority.

Roof Project

Update from Ken and Marty on how to proceed with the roof plans. We discussed breaking up the roof project into segments like we did with the foundation. It would be easier to secure funding and still maintain momentum for the renovation.

We might be able to fund an initial phase involving the gutting of the second floor, leaving the upstairs kitchen space as a shell (eventually moving the kitchen downstairs in a separate phase). Phase one would take out the second floor cafeteria and flooring with demolition of all the Grange additions. We would strip, repair, insulate; and have any electrical and duct work repair or upgrades that might be required completed. This demolition will leave the tile ceiling over the current first floor intact. There is a horse-hair plaster ceiling above the first floor ceiling tiles and

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the engineering analysis was that it could remain in place. Also based on the age of the construction we don't believe that we have any asbestos concerns to worry about.

We will need to hire a general contractor to do the first phase and Wally will discuss with a general contractor and get an idea of what might be needed including on how to remove the demolished material out of the second floor and into a dumpster. One possibility brought up was cutting a whole in the roof to exfil the material and then patch it until the roof can be replaced. Wally will also find out if we are missing anything that should be done in the first phase while the second floor is opened up, and what type of costs we might incur. We will eventually need to obtain quotes for review and approval of the Select Board and if approved to submit for grants to fund the project.

Once the upstairs is open and exposed we can also plan the second phase of the roof project. We will need to determine which roof reconstruction option to choose including repairing/replacing the beams supporting the roof structure and whether the roofing material can be an architectural asphalt shingle roof with a color to match the Mann House roof or whether due to weight load on the roof it will have to be a metal roof. According to the engineering studies, no determination could be made as to whether the problems with the roof began prior to the installation of the second floor or because of the second floor's added weight. We should consider the load and taking even more weight off of the structure. Installing a metal roof would eliminate approximately 50% of the weight of snow on the roof. It was mentioned in the reports reviewed that this might be approved by the state and still qualify for state funding but if this is the option chosen, that we should seek approval with justification of the need for the metal roof prior to a final decision being made.

Grant Activity

No Updates.

Publicity & Events

Pam and Martha are still planning and making arrangements for the craft fair at the Town Hall in November 2023. They believe at this point that it will be larger than the last one held. Barbara will speak to town officials seeking permission to hold it at the town hall.

Next meeting:

The next meeting for Tuesday February 21, 2023 at 5:00 PM at the Mann House, Town Offices, 16 Darling Hill Road, Mason, NH 03048

Meeting Adjournment

There being no further business before the committee, Jim asked for a motion to adjourn the meeting at 5:30. On motion duly made by Ken Rafter and seconded by Pam McGinnity, all of the Committee members present then voting, it was unanimously resolved to adjourn the meeting.

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TOWN HALL RENOVATION COMMITTEE 2022 REPORT

Committee members are Jim Dore, Chair and Secretary; Wally Brown, Barbara DeVore, Darryl Ellis, Connie Lacasse, Marty Milkovits, Pam McGinnity and Ken Rafter. Committee information and meeting minutes are available on the town's website and may be accessed via the "Boards and Committees" drop down list on the Mason home page. The Historic Building Assessment completed in January 2019 by Weller & Michal Architects Inc. is available for review under the same directory listing.

The town established the Town Hall Renovation Committee (the "Committee") to act as an advisory committee to the Board of Selectmen. Our primary function is to provide fundraising ideas, attend and work fundraising events, provide input on interior and exterior design elements, research available State and Federal grants, support grant writing, and help coordinate construction. The Committee has parsed the renovation into three main phases covering the drainage and foundation in the first, the roof in the second and the remainder of the building in the third. We estimate the total costs today to be in excess of \$350,000. To fund the renovation, the Committee is conducting fund raising activities, asking for donations, applying for grants when available and seeking resident approval via warrant articles when necessary.

The Committee started the year with a bank account balance of \$13,790. During 2022, the committee received \$30,376 from fund raising activities and donations; as well as \$5,000 from the State of NH Moose Plate grant proceeds. As of December 31, 2022; the Committee's fund balance is \$25,815.92, including \$10,743.26 in receipts that were moved to the Town's General Fund pending approval of a warrant article in March 2023 to then move back into the Committee's Renovation Fund. This was done in order to comply with NH Department of Revenue Administration regulations requiring voter approval of any funds moved into a town trust fund.

In addition to our fund balance, we have \$5,000 pending from the Moose Plate grant and \$5,000 pending from a Freedom's Way National Heritage Area Strategic Partnership Grant.

The renovation work began in 2022 with the start and completion of a \$25,500 town hall drainage work project contracted to Earthworks by LeClair and Sons ("Earthworks"), which was paid for with renovation funds. We intend to finish the foundation phase early in 2023 when Earthworks rebuilds the piers supporting the beams which are supporting the Town Hall floor.

The Committee intends to pursue additional fundraising including participation in several grant writing opportunities in 2023 in anticipation of completing additional renovation projects on the Mason Town Hall building in 2024 and beyond until the restoration is complete.

Respectfully Submitted,
Jim Dore, Committee Chair