

**Minutes for the Town Hall Renovation Committee meeting held February 20, 2024
Approved March 19, 2024**



**TOWN OF MASON
TOWN HALL RENOVATION COMMITTEE MINUTES
FOR THE MEETING OF FEBRUARY 20, 2024**

A meeting of the Town Hall Renovation Committee (“Committee”) of the Town of Mason was held on Tuesday, February 20, 2024 at 5:04 p.m. at the Mann House, 16 Darling Hill Road.

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

Committee Members: Mae Bibeault, Barbara DeVore, Jim Dore, and Ken Rafter.

Wally Brown, as a Mason NH town employee advisor to the Committee.

Darrell Scott, as a representative of the Mason Energy Commission

The following Committee members were absent:

Darryl Ellis, Connie Lacasse, and Marty Milkovits.

Approval of Minutes

There was no meeting held in January. The Chairman inquired whether there were any comments with respect to the draft minutes of the December 19, 2023 meeting. After a brief discussion, and on a motion duly made by Barbara DeVore and seconded by Ken Rafter, the motion unanimously passed:

Resolved: that the minutes of the December 19, 2023 meeting of the Town Hall Renovation Committee are hereby approved.

Committee Funds

As of December 31, 2023, we have a total of \$91,396.12 in cash and receivables.

- \$31,581.24 in our Trustees Fund Account
- \$6,814.88 in the General Fund pending 2024 Warrant approval to transfer
- \$53,000.00 receivable in Grant pending Phase 2 construction.

Minutes for the Town Hall Renovation Committee meeting held February 20, 2024
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The Amount in the General fund includes:

- Individual donations \$1,075.00
- Yard Sale activities \$ 557.25
- Craft Fair activities \$2,022.63
- Donations in memory of Pam \$1,000.00
- Tote-bag sales separate from other activities \$ 160.00

Town Hall Renovation

With funding approved we need accept the three contractor proposals. All three have been contacted and confirmed that they proposals are valid at the prices proposed and they will tentatively add us to their schedules pending receipt of acceptance and approvals to move forward.

- 1) Jim confirmed that he sent a copy of the Pre-Construction package that he submitted to LCHIP to the Mason Select Board which included a write-up of the project and a copy of the three proposals, reminded the committee that since the proposals have not changed since the time that we conducted the site review with the LCHIP representatives that the work and proposals were discussed with and approved by the Selectmen when they approved proceeding with the grant proposals.
- 2) After a brief discussion and on a motion duly made by Jim Dore and seconded by Barbara DeVore, the motion to accept and recommend scheduling of the proposals in question unanimously passed:

Resolved: that the following three proposals are accepted by the committee with a recommendation to proceed with scheduling.
 - a. Earthworks by LeClaire
 - b. KS LLC Construction LLC
 - c. Olde Window Restorers
- 3) At the completion of the work in a and b, above we will schedule Ms. Dey, our structural engineer, for a follow up on her structural engineering review after the sometime this summer. Jim to let her know when we have them scheduled.
- 4) As a condition of the demolition work, we asked Wally Brown to obtain Lead and Asbestos testing done on a sample of the walls and ceiling of the upstairs cafeteria. Wally presented the analysis from Aerobiology Laboratory Associates and Optimum Analytical and Consulting who submitted their reports showing no lead or asbestos detected in their samples. Wally paid for the two tests on behalf of the Committee and after a brief discussion and on a motion by Jim Dore, seconded by Barbara DeVore the motion passed to authorize a reimbursement to Wally Brown for the \$175.00 cost of the tests, test results and payment support being forwarded to the town accountant and administrator for the Selectmen.

Minutes for the Town Hall Renovation Committee meeting held February 20, 2024
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Grant Activity and Phase 2 of the Renovation

- NH LCHIP Grant- \$30,000 spread as follows:
 - \$15,000 paid within 45 days of Pre-construction Package Submission – completed on Feb. 15, 2024 – check expected March 31, 2024
 - \$9,000 due within 30 days after submission of Midpoint Documentation Package scheduled for completion on August 30, 2024
 - \$6,000 due within 30 days after Final Documentation Package submission scheduled for May 12, 2025.

- Moose Plate Grant- \$20,000 with 50% received and 50% receivable upon final report submission expected on May 12, 2025

- Freedom’s Way National Heritage Area \$3,000 upon final report submission expected on May 12, 2025

Phase 3 Planning and Preliminary Discussions

The Committee had a discussion on the next steps for the Town Hall with the following action items:

- Discuss storm window options with Alden from Olde Window Restorers. We had suggestions at previous meetings that we remove the aluminum storm windows and replace with the “invisible” interior storm type windows. We later had a comment from someone that had installed those windows without any type of maintenance monitoring program and didn’t notice moisture buildup until damage had occurred. We would prefer to keep exterior storms but we need historical compliant options.
- Discuss roof/trusses renovation options with Annette Dey when she is scheduled for another site visit after the demolition work and foundation work is complete. It will be sometime in the summer (2024). We will want Ken Spacht to be there for the discussion as well as the structural review and he may be interested in continue working with us on the project. The 2 options in the Assessment Report were:
 - Option 1: Repairs contemplated by Ms. Dey would salvage the structural function of original truss members by modifying each truss with additional framing above the upper ceiling line and by opening up the roof to rebuild and reinforce each heel joint. After the Grange dining hall is removed, the roof should be opened up as necessary to pull the trusses back into geometry. The failing joints could then be modified with reinforcements and new/replaced horizontal compression struts to be installed “as

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close to the intermediate purlin elevation as possible (about 1 foot lower than the existing second floor ceiling height), in order to reduce the shear stress in the top chords.”

- Option 2: Architect Charles Michal (who had examined the building with his Structural Engineer Ted Fellows) offered a different option, which included removal of all sheathing, both plywood overlays and original board sheathing, from the original rafters and trusses. This must be done in the eastern four of the five truss bays. (This can be done sequentially if necessary to reduce the exposure of the building to the weather. Within reason, each bay can be treated separately.) Once the sheathing in a bay section is removed, the horizontal roof purlins and secondary rafters would be removed. Conventional wood metal-plate connected trusses on nominal dimensional lumber can then be inserted to span from exterior wall to exterior wall, and sit on the wall plate above the original ceiling framing, leaving it undisturbed (see two figures below). This option would be practically invisible from the outside

We would like to add a third option to discuss with Ms. Dey and Ken whereby we steel cable the trusses across the floor so that they don't push out any further and the structure is stabilized were it is.

A project after the structural corrections would be the roof replacement, Ms. Dey recommended that we consider the installation of a standing seam metal roof, which would reduce the snow load design by almost 50%. According to Preservation Brief 4 (“Roofing for Historic Buildings”), alternative roofing materials can be sought if practical problems (such as snow load) exist. Standing seam would not have the same texture, color, or scale as wood shingle or asphalt shingle roofing, but in this case, the ability to shed weight from the historic trusses may outweigh the change in appearance.

Future Events and Activities

We continued our discussion about additional fundraising efforts that could raise awareness of our efforts to renovate the Town Hall. For 2024, we are looking into other events like a

- a) “Concerts at the Mason Gazebo”
- b) Chicken Barbeque,
- c) Ice Cream Social,
- d) Pizza and Burger cook out.

Barbara volunteered to organize an information table at the upcoming March 12th elections and the March 16th Town Meeting.

Minutes for the Town Hall Renovation Committee meeting held February 20, 2024
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New Business.

Barbara DeVore led a discussion on the quilt hanging in the town hall. First item was a request to remove it while the demo work was being done in order to prevent anything from happening to it. After a discussion Wally Brown volunteered to have it removed and stored in the Town Offices in a secure container or wrap in order to protect it. Barbara suggested that we look into having a frame built to contain the quilt when rehung with perhaps a glass or plexiglass sheet covering and protecting the quilt. After a discussion, Barbara volunteered. To obtain information and quotes on having this done to be discussed at a future meeting.

Next meeting:

The next meeting is scheduled for Tuesday March 19, 2024 at 5:00 PM at the Town Offices (Mann House).

Meeting Adjournment

There being no further business before the committee, Jim asked for a motion to adjourn the meeting at 5:46 PM. On motion duly made by Mae and seconded by Ken, all of the Committee members present then voting, it was unanimously resolved to adjourn the meeting.

Committee Members and Appointment Terms

Mae Bibeault	March 2026
Barbara DeVore	March 2025
James Dore	March 2025
Darryl Ellis	March 2025
Constance Lacasse	March 2024
Marty Milkovits.	March 2025
Kenneth Rafter	March 2026