

**Minutes for the Town Hall Renovation Committee Meeting
Approved on March 21, 2023**



TOWN OF MASON
TOWN HALL RENOVATION COMMITTEE MINUTES
FOR THE MEETING OF FEBRUARY 21, 2023

A meeting of the Town Hall Renovation Committee (“Committee”) of the Town of Mason was held on Tuesday, February 21, 2023 at 5:09 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: Barbara DeVore, Jim Dore, Darryl Ellis, Pam McGinnity, Marty Milkovits, and Ken Rafter.

Wally Brown, Mason town employee advisor to the committee

Dave Morrison as a representative of the Mason Energy Commission

The following Committee member were absent: and Connie Lacasse

Approval of Minutes

The Chairman inquired whether there were any comments with respect to the draft minutes of the January 17, 2023 meeting. After a brief discussion, and on a motion duly made by Pam McGinnity and seconded by Barbara DeVore, the motion unanimously passed:

Resolved: that the minutes of the January 17, 2023 meeting of the Town Hall Renovation Committee are hereby approved.

Committee Funds

No Update.

Foundation Work

The BOS approval for final work quote to correct the piers and timber support of the floor and foundation is pending receipt of a certificate of Insurance from Earthworks by LeClair & Sons, Inc. Mark LeClair is aware of this requirement. 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. Once approval is received Mark will schedule the 4 to 5 days needed to complete the project.

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Windows Project

Marty Milkovits will reach out to the contractor and let him know our timing for windows is likely 2 years out as the roof and second floor work might take that long to fund and complete. He will also see if we can get an updated proposal given the timing that has elapsed and will elapse until commencement of work. We understand that the pricing is just an estimate and will be subject to time, conditions, etc. but it will give us an idea for funding.

Town Hall Use Temporarily Suspended

The Committee next discussed the closing of the Town Hall building for any use. The Mason Select Board asked Chief Burns to take a look at the Town Hall and report back to them. Wally reported that he had met with Chief Burns and given him a tour of the building. He also explained what we were planning on doing with the renovation. Chief Burns then toured the building with an alarm company and discussed the use of the building. They had a discussion with Wally about the building and its needs and raised concerns about the structural integrity of the building. The foundation work completion will only address part of their concern. The Chief's opinion is that the roof and second floor, egresses in case of fire or other emergency, and occupancy load will need to be addressed with either further testing by a third party or remediation.

The Committee will need to discuss further at the next meeting after further inquiries are made by Wally and Barbara. The egress issue might be able to be resolved with access clear at the rear of the building.

Roof Project

Will be done in Several Phases. Wally reported that he is working to get an estimate/proposal for the demolition work to be done in Phase 1 of the roof project and will be able to report back to the committee at or before the next meeting. He will also discuss what will be involved in the demolition work and how best to remove the debris out of the second floor and into a dumpster with the least impact on the building.

Phase 1 - 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 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 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

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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 but we may have to hold it at the school if the town hall can't be used. Barbara will speak to town officials seeking permission to hold it at the town hall.

Barbara mentioned that voting will take place on March 14th and that it would be nice to set up a display similar to the November election but likely only partially manned or unmanned. Jim to get Barbara pictures and information.

New Business:

Jim Dore reported that the committee contact page on the Town's Web site was tested and working with contact requests forwarding to Jim. The Committee has a new email account that we can use when it is necessary to provide one for committee business and it will be provided to the committee with the understanding that Jim will be notified if given out as we have to make sure we are logging into the Microsoft 360 account to check for activity.

Next meeting:

The next meeting for Tuesday March 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 6:10 pm. On motion duly made by Pam McGinnity and seconded by Ken Rafter, all of the Committee members present then voting, it was unanimously resolved to adjourn the meeting.

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Committee Member Appointment Terms:

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