

**Minutes for the Town Hall Renovation Committee Meeting
Approved at the July 18, 2023 meeting**



TOWN OF MASON
TOWN HALL RENOVATION COMMITTEE MINUTES
FOR THE MEETING OF MAY 16, 2023

A meeting of the Town Hall Renovation Committee (“Committee”) of the Town of Mason was held on Tuesday, May 16, 2023 at 5:10 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, and Ken Rafter.

The following Committee members were absent: Connie Lacasse, and Marty Milkovits,

Approval of Minutes

The Chairman inquired whether there were any comments with respect to the draft minutes of the March 21, 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 March 21, 2023 meeting of the Town Hall Renovation Committee are hereby approved.

Committee Funds

Jim reported that we received the final \$5,000 payment from the State of NH Moose Plate grant and that we also received the initial \$2,000 payment from the Freedom’s Way Heritage Association, Inc. grant since the last meeting. As a reminder, we are not able to raise funds or accept donations or grants directly for deposit into the committee bank account, instead we have to have funds deposited into the General Fund until approval is received to move them to the Renovation Fund at the next Town Meeting.

Grant Activity

1. The State of NH approved our final report for the drainage funding and we received the final payment of \$5,000 from the State on April 6, 2023. The Mason Accountant has left it in the Town General Fund account until she can confirm whether the warrant article authorizing it to be transferred to the Renovation fund is still valid as more than a year has passed since the warrant article was approved.

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2. Jim reported that our final report for the Freedom's Way grant was filed for the initial \$2,000 amount and it has been received. The \$3,000 remaining will be applied to the next project phase and we will need to notify them once that Phase is determined.
3. Jim reported that he had attended the 2023 LCHIP Applicant Webinar on April 17 which keeps us qualified to apply for LCHIP and Moose Plate Grants for this year.
4. Jim reported that we filed the Letter of Intent for the \$20,000 Moose Plate Grant for this year on March 26, 2023 and that our Letter of Intent was approved on March 28, 2023. We must file our grant proposal by June 23, 2023 but we should file by the end of May if we are able to gather the necessary quotes and get Mason BOS approval.
5. Jim reported that we filed a Letter of Intent for a \$28,000 L-CHIP Grant for this year on May 2, 2023 and our Letter of Intent was approved on May 11, 2023. We must submit our full application when we file the Moose Plate Grant application. The Letter of intent described our funding project as a Rehabilitation Project which means we acknowledge that we may need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. The scope of this Phase 2 is:
 - (1) Completion of the final phase of the building foundation work which will solidify the structural support of the foundation by resetting the existing supporting beams under the building's floor with concrete blocks and brick piers replacing the existing stone piers which have been eroded away by water damage prior to the drainage project completion in August 2022;
 - (2) Second floor removal of the Fruit Grange 1885 second floor renovation for relief of excessive load on the building structure as noted in our Historic Building Assessment.
 - (3) Internal Building rehabilitation- the initial phase to address the structural and safety concerns of building egress and any concerns noted after the second floor demolition. This phase of the project will only cover what is necessary for the interim protection of the structural integrity to protect the building as future phases are undertaken to complete the rehabilitation.
 - (4) Repair and reglaze 14 Windows, pending completion of any necessary repairs for immediate concerns raised after the second floor demolition.
6. The Sate's approval of our L-CHIP letter of intent included at note that we were using the old Historic Building Assessment report and that we need to use the updated March 2019 report rather than the January 2019 report. The March report specifically states that there are two different ways to do the roof work: (1) Repair the existing trusses, or (2) insert new metal-plate connected trusses. Further they said that they had concerns about undoing the historic changes done in 1885 and to substantially reconstruct the roof framing and possibly insert conventional metal-plate connected (MPC) wood trusses. These activities may not comply with Secretary of the Interior's Standards for the treatment of Historic Properties. Thus, care should be taken to explain why non-compliance is appropriate, both in the application submitted and at the site visit.

In light of this we may have to prioritize what work we apply to the grants including what will count as matching funds against the L-CHIP award and what work we will need to undertake on our own.

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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. and scheduling. Matt LeClair has been notified by Jen of the requirement for a Certificate of Insurance. Given that the use of the town hall is suspended until we have steps 1 and 2 above, as well as approval by the building inspector to reopen, Jim is requesting that the Committee delay the project start until after we receive an approval or rejection notice of the Moose Plate Grant request of \$20,000. We don't currently have the funds to complete the work without a grant award. Matt and Mark will schedule the 4 to 5 days needed to complete the project after all the approvals are received from the Committee and the Mason BOS. After a brief discussion, and on a motion duly made by Jim and seconded by Barbara, the motion unanimously passed.

Resolved: that the Foundation Project to correct the piers and timber support of the floor as the second phase of the foundation project shall be given the go ahead after we hear about the two grant requests.

Town Hall Use Suspension - Update

The suspension will remain in place at least until we construct a proper deck and stairs exiting the rear of the building behind the stage and after we are able to demo the second floor to expose any structural issues that may be hidden. It is unclear whether we also must complete phase 2 of the foundation work. We have about \$24,000 in total available until such time as the voters approve transferring receipts from donations and grants that weren't previously approved to our fund account. This is likely not enough to complete the steps outlined above so we will need to coordinate renovation projects with our current grant process.

Windows Project

Jim and Marty previously spoke of delaying to contact the person who previously quoted the project until after the Committee determine the path forward with Phase 2 of the Foundation project. In light of all the uncertainty about timing and funding it made sense to wait to contact the Window contractor until we can resolve our timing request for the work.

If we are awarded the two grants we will have enough funding to include the windows and after the discussion the Committee decided that it was appropriate now to contact the contractor and see if we could get on their schedule for next year and if so if they would update their quote so that we can submit it with our Grant Request.

In the discussion, Jim was asked to check the grant requirements to determine if we needed 3 quotes and report back at the next meeting.

Roof Project

Phase 1- we have the quote for the demolition work on the second floor and Wally is checking to see when we can get on Wolf Rock schedule. In checking against the updated Historic Assess Report we noted that the demolition must leave the horse-hair plaster ceiling above the first floor ceiling tiles intact. We will need to obtain Select Board approval of the quotes and for permission to submit for grants to fund the project.

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Publicity & Events

Pam and Martha are still planning and making arrangements for the craft fair and a flea market at the School or the School and Town Hall if possible. It will be held from 10 AM to 3 PM on November 18, 2023. We will have a small raffle with larger items of value, no baskets. They will contact the vendors who participated in past craft fairs. Mae put a save-the-date article on Facebook and received a lot of favorable responses. Mae will head up the flea market side of the event. They are discussing a food section, maybe a spot for coffee and a snack.

Barbara is heading the Yard Sale effort and updated us that the date is now set for July 15, 2023. The Participant Fee to be included in the promotion and map will be \$20. She will arrange outreach and is considering Facebook, the Monadnock Ledger-Transcript, and The Jomarc Business Advertiser. Barbara is working with Bob Dillberger on maps and bulletin logistics. Barbara asked the committee for approval to place an ad with Jomarc. After a brief discussion, and on a motion duly made by Jim and seconded by Barbara, the motion unanimously passed.

Resolved: that the Committee hereby approves the purchasing of an ad in the Jomarc Business Advertiser, the cost of which is estimated between \$35 and \$50.

New Business:

No New Business discussed.

Next meeting:

The next meeting for Tuesday June 20, 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 5:45 PM. On motion duly made by Jim Dore and seconded by Pam McGinnity all of the Committee members present then voting, it was unanimously resolved to adjourn the meeting.

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