

**Minutes for the Town Hall Renovation Committee Meeting of July 18, 2023  
Approved August 15, 2023**



**TOWN OF MASON  
TOWN HALL RENOVATION COMMITTEE MINUTES  
FOR THE MEETING OF JULY 18, 2023**

A meeting of the Town Hall Renovation Committee (“Committee”) of the Town of Mason was held on Tuesday, July 18, 2023 at 5:05 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,

The following Mason resident was also in attendance: Mae Bibeault, Mae has been working on the craft fair for the Committee.

### **Approval of Minutes**

The Chairman inquired whether there were any comments with respect to the draft minutes of the May 16, 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 May 16, 2023 meeting of the Town Hall Renovation Committee are hereby approved.

### **Committee Funds**

Money raised by the Committee last year was approved for transfer into our Fund from the General Fund at the last town meeting, but has not yet been transferred. This means we do not have the funds to spend. Our balance in the trust Fund is approximately \$15,234. We also have receipts for 2023 that are being held including the final \$5,000 payment from the State of NH Moose Plate grant and the initial \$2,000 payment from the Freedom’s Way Heritage Association, Inc. There are additional receipts to be included in the 2024 warrant, and I will ask the Town Accountant for an accounting of those. 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.

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**Town Hall Use Suspension Status**

Wally has begun work on the rear entrance deck. He has done a repair to the foundation and the wall and around the door. Once the deck with stairs is complete forming a proper egress from the back of the building, Wally will speak with the Select Board and Chief Burns to see if the suspension might be lifted. There are steps that Chief Burns will need to take including having an inspection done before that can happen.

**Foundation Work**

At the last meeting the Committee voted to delay the project start until after we receive an approval or rejection notice of the Moose Plate Grant request. This means that the work will not be done until spring 2024.

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 the weather. Matt LeClair has been notified by Jen of the requirement for a Certificate of Insurance. 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.

**Grant Activity and Phase 2 of the Renovation**

Jim reported that we received the \$3,000 grant award letter and contract from Freedom's Way and that Kate signed the contract at the July 11<sup>th</sup> Select Board meeting. We received acknowledgements from LCHIP and the Conservation "Moose" Plate grant organizations acknowledging timely receipt of our applications and later that their technical teams reviewed the grant requests and found them to meet their requirements. The Moose Plate Grant Application will now go on to be evaluated against the other applicants and we will receive a response to our grant request this fall. The CHIP process is more involved and the next step is a site visit to take place on October 3<sup>rd</sup> with the time to be set as we approach the date. We are allowed to have up to 3 project representatives who know the project well to meet with the LCHIP Historic Resource Specialist as well as members of their historic-resources review panel. I would like to be one of the participants and would like Wally to join me if he is available. At the Select Board meeting Charlie Moser indicated that he would like to be the third. We can discuss availability and strategy at the meeting. Our plan is to apply for grants to complete the foundation, second floor demo and Window restoration. No work may be started on these projects until after acceptance or denial is received.

Our first phase to correct the drainage deficiencies last year was successful and this second phase will complete the foundation work, remove the second floor Grange Addition and have the Windows professionally restored. We have obtained estimates for this work and our project

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budget is \$60,068. Moving forward with some or all of this project will depend on the funds we are able to secure. A summary of the discussion held follows. We anticipate the project to begin with the foundation work in March 2024, the demolition of the second-floor will be mid 2024 and the window restoration at the end of 2024 and/or early 2025. This schedule is weather and contract signing timing dependent.

We are planning on funding this phase with:

- \$30,000 LCHIP Grant
- \$20,000 Moose Plate Conservation Grant
- \$3,000 Freedom's Way National Heritage Area Grant
- \$7,068 from funds previously raised and in the Town Hall Renovation Trust Fund.

1. Foundation - Flooding prior to the drainage construction caused the collapsing of the stone rubble foundation piers and rotting of some of its timber supports. Earthworks by LeClair & Sons, Inc. did an excellent job on our Phase 1 drainage project and is our preferred contractor to solidify the structural support by resetting or replacing, if necessary, support beams onto new replaced piers.
2. Second Floor- The Building Assessment concluded that excessive loading conditions caused the trusses to fail and that these joint failures cannot reasonably be resolved and repaired without eliminating the 1885 Grange addition. To address this, we are looking to remove the second-floor cafeteria related addition while maintaining the second-floor kitchen space and the original 1st floor hall plaster ceiling and its framing, which is separate from the floors in question. Wolf Rock Construction has indicated their interest in completing the second-floor demolition work. An added benefit of this work will be the opening up of the roof and trusses for better inspection and planning.
3. Historic Windows - Repair and reglaze 14 Windows. Olde Window Restorers LLC will restore the Town Hall Windows. The windows in the Town Hall are in need of professional restoration.

**Publicity & Events - Updates?**

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 22, 2023 from 8AM to 2PM. The Participant Fee to be included in the promotion and map will be \$15.

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Jim commented that he had seen the signs around town and at the farmer's market and that they looked very nice. Barbara said that she had Marshall Signs make them up for her and that she had paid for them. The committee discussed getting Barbara an acknowledgement for her payment.

Barbara told the Committee that Barbara, Mae and Pam have been conducting outreach, on the Town's Web site, and the Mason Facebook page, as well as the Monadnock Ledger-Transcript. Barbara shared the ad that was published in the July Jomarc Business Advertiser (Page 2 at the top). Barbara is working with Bob Dillberger on maps and bulletin logistics. The resident participation signup has a deadline of July 19<sup>th</sup>, at which point Jen will provide the participant information to Barbara and Bob who will create the map on Friday. Barbara will distribute for posting on the Town's web site and will have copies available. We are also looking at putting a notice on Craig's List. Ken and Darryl will be manning the renovation committee yard sale at town center by the gazebo.

**New Business.**

The Committee acknowledged Mae Bibeault's assistance with and work on the craft fair, yard sale, flea market, and raffle and a discussion was held about Mae joining the Renovation Committee. She expressed an interest and the Committee asked Jim to proceed with the necessary paperwork.

**Next meeting:**

The next meeting is scheduled for Tuesday August 15, 2023 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 5:45 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.

**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