

**Town of Mason
Town Hall Renovation Committee Meeting
Wednesday July 15, 2020 at 4:00
Town Hall**

Members present: James Dore, Pete McGinnity, Pam McGinnity, Connie Lacasse, Rob Doyle, Wally Brown, and Ken Rafter.

1) Review and approval of the minutes from June 17, 2020 meeting

Resolve: that the minutes of the June 17, 2020 meeting of the Town Hall are hereby approved:

Ken Rafter moved to accept the minutes. Pam McGinnity seconded.
Motion passed unanimously.

2) Status Update -building drainage project (Phase 1):

- a. We received 6 stamped plans from the Engineering Study plus one PDF.
- b. The final invoice was \$990.00 which is below the previously approved amount of \$1,000.
- c. We will issue an RFP, it does not have to be advertised or follow any specific guidelines other than being done in a diligent manner. We need to follow good practice, obtaining references, insurance certificate, detail on who will actually work on and supervise the project. Need to make sure we can hold contractor accountable.
- d. Wally will contact the following local contractors to inquire about interest in RFP and will report results at our August meeting:
 - i. Eric Andersen - Cornerstone Construction
 - ii. Mark LeClare - Earthworks Construction

Wally said he will reach out to Ken Rocca, as well.

- e. Jim contacted the State for other contractors

3) Funding for Drainage Work

- a. Depending on amount we may be able to allocate some of Wally's 2020 budget to cover.

- b. Perhaps there is the excess funds from the Design we could apply (\$7,000 - \$3,695= \$3,305) \$3,305 to the construction.
- 4) Review of fund-raising for the remainder of 2020
- a. November Elections - Tuesday November 3, 2020 - set up a table
 - i. Signage
 - ii. Tri-fold brochures
 - iii. Participation
 - iv. Comments or suggestions received
 - v. Totes?
 - vi. Raffle?

Committee will hold off on fundraising until we know what the protocol will be for the elections. We cannot, at this point, set anything up inside the polling station.

- 5) Online silent auction type services that we could take advantage of, Jim checked with Front Door Agency, Palace Theatre and NHPBS:

The best match for our needs seems to be 32auctions which was used by the Palace Theatre. It is the most economical for what we want to do and the manager at the Palace highly recommended it.

Committee is moving this item to 2021.

- 6) Create a resident questionnaire for Phase 3 as a work in progress which will change based on input from the town officers and residents as to desired uses and infrastructure options. Make available for Elections and also via Web site and mailing from Administrator to residents etc...
- a. Do we want a kitchen on the first floor for events?
 - b. Do we want the stage and if so any design changes for possible uses?
 - i. Presentation
 - ii. Movies
 - iii. Other stage events
 - c. What Electrical upgrades are necessary, recommended or desired?
 - d. A loft built rather than second floor, see Temple's plan.

Committee will create and post an online survey to solicit input from residents on desired uses of the town hall.

Jim presented copies of the documents that Temple used as well as related documents on the procedures and results. We can use these items as a starting point for making our own questionnaire/survey. Jim will circulate a Word copy

of Temple's survey to the committee for our input. From there we will post a questionnaire on our town website.

- 7) Visit to Temple Town Hall Restoration Committee and review of their renovated Town Hall.
 - a. Person dealt with on construction matters was Gail Cromwell gpierson@tiac.net
 - b. Jim and Connie Kiely - contact for the Temple Town Hall Restoration project
 - c. Timing of a visit - Contacted Jim & Connie Kiely 878-1220
 - d. Talk to them about their questionnaire/ Flyers to residents and if we could get copies of what they did.
 - e. Discuss what they did upstairs and how determined best use etc... they took out the second floor and made a loft with seating overlooking the stage, we should consider. Lighting, productions and options. What have they used it for so far?
 - f. Meet and tour - minimum Jim, Wally & Ken

Jim reported the results of his conversation and email exchanges with Connie Kiely. Connie said that they could not meet with us or host a tour until after their offices and town hall were once again open as they are all currently closed due to COVID-19. We will reconnect once reopening begins.

- 8) At a future meeting Wally will lead us in a discussion on the Email from Charles Michal of Weller & Michal Architects to Kathy and Wally regarding professional services this coming year for engineering/design of the structural replacement for the Mason Town Hall roof. Jim previously replied to Mr. Michal and forwarded that as well as his response to committee members earlier.

Summary of the initial communication:

- a. Requests we budget \$3,500 for the analysis and design of the prefabricated roof truss option.
 - i. Covers one pre-design site visit by the engineer of record, his building code analysis, design drawings, truss specifications, and truss shop drawing review.
- b. Construction progress inspections are \$600 per site visit, recommends at least 2
- c. Also on Jan 20th - received a warning that the structural solution they recommended might not be viewed positively by LCHIP or presumably other historic grants available.

Ken Rafter said we should make sure we have proper gutters working with the new drainage system included in the roof design.

Jim will reach out to Kathy Wile about an application Connie had submitted to Lowe's for grant money toward renovating town hall.

- 9) Other possible future fundraising activities postponed until 2021:
- a. Coasters: cut from 50-year-old red pines
 - b. Picture Frames for sale and or other raffle items from wood cut at Uncle Sam's
 - c. Any other items or ideas for fund raising
 - i. Bob Dilberger- Lamp
 - ii. Marty Milkovich- picture frames or clock
 - iii. Barbara mentioned several other items offered and town voting.

Committee is moving these items to 2021.

Rob motioned to adjourn the meeting. Pam McGinnity seconded.

Meeting adjourned at 4:45 PM

Next meeting: August 19, 2021 at 5:00 PM.