

New Durham Town Hall
New Durham, New Hampshire

Historic Building Assessment
with
Preservation Guidelines



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Introduction

New Durham's Town Hall, dedicated in 1908, has been at the heart of local civic and community activities for more than 100 years. The Town Hall was designed by Alvah T. Ramsdell, a noted New Hampshire architect particularly known for his institutional and civic buildings. Ramsdell designed a building meant to serve and last for many generations—and it has. For the past century, the town has respected and acted as a responsible steward of this important building, resulting in its generally excellent physical condition. In 1980 it was listed on the National Register of Historic Places.

In 2011, the Town of New Durham received a grant from the Land and Community Heritage Investment Program (LCHIP) to complete this report. Its purpose is to provide an overview of the Town Hall—its history, its physical evolution, its significant architectural features, its existing condition and preservation guidelines for recommended work items—in order to guide future decisions for the building.

The chapter on its history and evolution clarifies how and why the building has physically changed. The chapter on its architecture, which is accompanied by photographs and sketch floor plans describes its existing appearance and identifies significant architectural features. The survey of existing conditions specifies what work items need to be addressed, while the section on preservation guidelines outlines the recommended treatment approach to achieve them.

If this report is used as a road map, it will ensure that all future decisions regarding maintenance, improvements and alterations are informed decisions—ultimately the best decisions for the Town Hall.

History and Evolution of the Town Hall

On February 6, 1908, over 500 people participated in numerous activities surrounding the dedication of the new Town Hall building on Main Street in New Durham. The sizeable snowstorm that day forced many to come by train rather than sleigh or automobile, but it did not deter townspeople and visitors from attending. The program formally began at two o'clock with several speeches including a sketch of the town's history, followed by supper in the large room on the first floor (court room), and a performance of the four-act drama "Jack O' Diamonds" upstairs in the auditorium. In the evening, there was a community dance. The success of the festivities was a clear indication of the excitement over this new civic building.¹

The building was a long time coming. On and off, the people of New Durham had discussed building a Town Hall since the 1830s.

The Meeting House of 1770 and the Shifting Town Center

The bounds of New Durham were established by Masonian grant in 1749 and the town, then considered a frontier town, received its charter in 1762. A meeting house was constructed in 1770 on Old Bay Road in the village of New Durham Corners. The building still stands today, though its appearance now largely reflects its conversion into a town hall in 1838. As with meetinghouses throughout the state, the role of the Meeting House was twofold as the center of religious and civic life. Weddings, funerals, Sunday services, town meetings, court trials and community gatherings were all held there. In the 1830s, the town began to discuss building a new Town House, to separate civic activity from religious service, as required by state law since 1819. Ultimately, the town elected to remodel the Meeting House into a town hall. In the 1870s, the issue resurfaced, but once again, the old building was instead repaired rather than replaced. It was not until 1908 that the Meeting House was finally retired from town service, after 125 years.²

New Durham Corners was the center of civic life for the town in the 18th and early 19th centuries with taverns, small shops, residences and farms. That began to change with the arrival of the Coheco Railroad in 1851,³ which came through town en route between Alton Bay, at the southern tip of Lake Winnepesaukee, and Dover, near the seacoast and a connection to the main line of the Boston & Maine RR. The station stop in New Durham

¹ "Dedication at New Durham," 1908: 1; New Durham Annual Report, 1908: 16-18.

² Bedard and Hengen, "New Durham Meeting House Historic Building Assessment," 2009; Benes and Zimmerman, 1979: 2; New Durham Annual Reports, 1870-1876, 1883 and 1884; New Durham Town Records, 1827-1838. For more detail on the early history of New Durham and the Meeting House, see Bedard and Hengen, 2009, and Jennings, 1962. In 1912, neighboring farmer Zanello D. Berry purchased the old Meeting House and its lot for \$251. He used the building to store farm equipment. In 1979, Berry's descendents gifted the site to the town. Restoration of this building is ongoing. (Garvin et al, 1983: 6; New Durham Annual Reports, 1913 and 1979.)

³ Completed in 1851 by the Coheco Railroad; reorganized as the Dover & Winnipiseogee RR in 1862; operated by the Boston & Maine RR 1864-1983; line completely defunct by 1993 (Linsdell, 2000).

was constructed near the village of Downing's Mills (once called Randallsville) and did not pass near New Durham Corners.⁴

The train was a boon for the local mills, which were situated along the many rivers, ponds and lakes throughout the town, including Merrymeeting River and what is now called Downing Pond, both were near the village of Downing's Mills. In 1859, wood and lumber were the primary industries in New Durham. There were five sawmills and four shingle mills. In addition, the town had two gristmills and a gunpowder factory called the Eureka Powder Works at Merrymeeting Pond. The chief villages by this time were at Downing's Mills and at the powder mill on the pond. New Durham Corners was no longer the center of activity.⁵

By 1900, the area between the railroad station and Downing's Mills held public buildings, shops and travelers' services. Northwest of the site of the future Town Hall was the handle factory – where broom handles and such were manufactured. The mill went by a succession of names including, Osborn, Allen, and Rice, depending on the current owner. Beyond that were Downing's grist and lumber mills. A tavern along Main Street was near enough to be of use to rail passengers. Walter Miller's Grain Store was south of the Town Hall, on Depot Road (where the Baptist Church is now). There were also civic and community buildings in the area. Directly opposite the Town Hall was the Free Will Baptist Church on the Plains, which included Temperance Hall, a.k.a. Reform Club Hall. A schoolhouse stood on Main Street diagonally across from the Town Hall (at least since 1871).⁶

Moving the town offices to this area followed on the heels of the shift in the town's professional activity from the Corners to the industrial railroad nexus near Downing's Mills.

Building the Town Hall, 1907

The vote to purchase land for and construct the Town Hall passed at the March 12, 1907, town meeting. The town formed a building committee to secure the land and oversee construction (George H. Jones, Walter H. Miller, and George T. Rohan). The committee's final report was published in the *Annual Report* of 1908 and provides additional details as follows. The lot obtained was considered the "most accessible and convenient" of those surveyed for this purpose. It was a 1.33-acre lot on the southwest corner of the intersection

⁴ Maps of 1806, 1856 and 1892. Samuel Downing, Esq., moved to New Durham about 1832 and married the daughter of local mill owner Samuel Willey, whose Willey's Mills – grist and textile – was the previous tenant of the site later known as Osborn Mill. Downing farmed and lumbered and oversaw his father in law's saw and grist mills. Downing was a leading citizen and supported bringing the Coheco Railroad through town. ("Dedication at New Durham," 1908: 4.)

⁵ Coolidge and Mansfield, *A History and Description of New England*, 1859: 596-7.

⁶ Most of the factory buildings burned in the mid-20th century. The company moved operations to Laconia mid-century. For a time in the 1930s and 40s, there were also several roadside cabins on the shore of Downing Pond. The cabins were built and owned by George Jones. The New Durham General Store that is currently across Depot Road from the Town Hall was originally across Route 11 on Berry Road. It moved to the current location in the 1930s. The schoolhouse was torn down in 1979 after being vacant since 1964. The New Durham Library/Resource Center building (1987) has taken its place. (Interview with Catherine Orlowicz and captions on photographs in the Town of New Durham Historical Collection.)

of Main Street and Depot Street purchased for \$200 from John F. and Amy J. Dorr, whose residence was just south of the building site.⁷

The building committee chose Alvah T. Ramsdell, “an architect of experience and reputation,” and paid him \$75 for his plans and specifications (see biographical sketch of Ramsdell below). The contract for constructing the cellar and foundation went to M. B. Goodrich for \$475. The contract for erection and materials (except the lumber, which was purchased separately by the town from various sources) went to Willard M. March of Rochester for \$3,876. The total for the building was about \$8,700.⁸

The new building was 38’ x 63’ with a 5’ clock tower. The interior was finished with North Carolina hard pine and gas lighting throughout (fed by a gas plant installed for the purpose; electricity replaced gas in 1923). The 37’ x 41’ public auditorium took up the bulk of the second floor. It featured an embossed metal ceiling, polished hardwood floors, and an 18’ x 20’ bow-fronted stage with several sets of hanging scenery.⁹ There was a cloak room at the top of the stairs and a ticket booth in the northeast corner of the main entry hall downstairs. The first floor held offices for the selectmen and other town officers, a 3’ x 6’ walk-in security vault, a 24’ x 37’ police court room with platform stage, the public library and a kitchen. Two jail cells were in the basement.¹⁰

Sarah Coburn, wife of Franklin W. Coburn, owner of the prominent cutlery factory in New Durham, spearheaded a fundraiser for furnishings and amenities including the clock (\$550), piano (\$200), dishes,¹¹ kitchen range, and a flag. The project raised \$953 by subscription. Mrs. Coburn secured the funding for the Howard clock from a single donor, Henry W. Savage, of Boston, who gave it in memory of his father, Captain Moses H. Savage, a Civil War soldier from New Durham who was killed at the battle of Chancellorsville. Annie Willey, whose home abutted the Town Hall lot to the west (and who was noted as “caretaker of the Town Hall” on a note in the archives), obtained the six-foot weather vane that still crowns the tower. The bell in the tower was a gift from father and son George F. and George H. Jones. (The former owned a general store in New

⁷ There appears to have been a residence actually on the site of the Town Hall in 1856, owned or inhabited by William Berry. The 1871 map has the owner as “E. Hayes.” The 1892 map has a structure there, but no name ascribed to it. However, none of the town records mention clearing the site.

⁸ “Dedication at New Durham,” 1908: 1; New Durham Annual Report, 1908: 16-18; New Durham Town Papers, vol. 10; Strafford County Registry of Deeds Book 346/396 (1907). In 1979, the daughter of contractor Willard March said of her father, “he was an artist in his field. Quality meant more to him than anything else.” She also remembered the snowstorm that coincided with the dedication ceremony. The March family sleigh could not make the trip and had to turn back. “Fortunately,” she said, “there was a train we could catch,” as her father was anxious to be there. (Bickford, “New Durham Office Expansion,” 1994.)

⁹ “Hueist [sic] Scenery Co.” received \$192 from the town, presumably for theatre curtains. The whereabouts are now unknown. According to the New Durham Annual Report, they were removed in 1972. The (Charles) Huiest Theatrical Company, of Troy, NY, was in operation from at least the 1880s through the early 20th century. No detailed company or biographical sketch is known. There are at least four Huiest curtains extant in Vermont, one in Maine and likely several in New York. In New Hampshire, the only known surviving Huiest curtain is in the Wilmot Town Hall. It is one of Huiest’s grand drapes. (Electronic correspondence with Christine Hadsel, director of Curtains Without Borders, 9 December 2011.)

¹⁰ Bickford, “New Durham Office Expansion,” 1994; Ramsdell, Blueprints and Specifications, 1907.

¹¹ The dishes were donated in 1992 to the new Free Will Baptist Church (Bickford, “Renovations & Improvements,” 1994).

Durham Plains for forty years; the younger Jones was on the building committee.) The bell previously hung at the Powder Mill on Merrymeeting Lake in New Durham. (It later cracked and was replaced. The cracked bell was returned to the Powder Mill—now the N. H. Powder Mill Fish Hatchery—on Merrymeeting Road for display.)¹²

The list of expenditures for the construction also notes payment for a shed (not extant, likely the one visible to the rear of Town Hall in historic postcards, as seen in Historic Image #11).¹³

New Durham's Town Meeting of March 10, 1908, was held at the new building.¹⁴

One Building for Many Functions

The Town Hall was constructed to serve a multitude of civic functions, including town offices, town vault, grange hall, library, court house, police station and jail.

Town Offices: The Town Clerk's office was originally the northwest room on the first floor, with the selectmen's office and vault next to it to the south. In the 1950s, the police department was using the northwest room and the clerk had likely relocated to the adjacent room. When the library moved to a new building in 1987, the clerk and selectmen moved into the two library rooms.

Library: A room for the town library was part of the original design. It was a 14' x 16-foot room on the east side of the corridor on the first floor. From 1908 to 1987, the library was housed in this room, with a second room created adjacent to it in 1972, carved out of the court room. The town created a building fund for a new library in 1979 and a new building was completed in 1987, across the street. The original library room in the Town Hall is now the office of the Town Clerk, and the second room is that of the town bookkeeper.

Police Department: Until 2001, the Town Hall housed the police department. Its offices were on the first floor—in the northwest room after it was vacated by the town clerk, and later the adjacent room—until 1994, when overcrowding led to a conversion of the auditorium on the second floor into offices for the police, an evidence room and a conference room. In 2001, a police station was constructed on the west end of the Town Hall lot.¹⁵

Court Room: The Town Hall was designed with a first floor court room with a platform stage on the west wall. It was likely only used as a court room for a few years, but served several other functions over the years, including as a meeting space for town business, fraternal organizations and the Grange, and for community suppers and other activities. It was reduced in size in 1972 to create a second library room and toilets on the east side.

¹² Bickford, "New Durham Office Expansion," 1994 (including transcript of an undocumented news article from 1908); "Dedication at New Durham," 1908: 1; New Durham Annual Report, 1908: 16-18.

¹³ *New Durham Annual Report*, 1908: 16-18

¹⁴ New Durham Town Papers, vol. 11.

¹⁵ Bickford, "New Durham Office Expansion," 1994; Interview with Paul Gelinas, Sr./Carole Ingham, 2012.

In 1852, a new state law authorized towns and cities to establish local police courts, though it was not a requirement. Each town could create a police court by a vote (and abolish it the same way). A local police court judge, appointed by the governor and paid for by the town, would hold court once a month. The judges' jurisdiction to pass final judgment changed (usually increasing) several times through the next sixty years, but in general was limited to criminal cases for violations which would incur less than \$100 in fines and less than six months imprisonment, and in which the defendant pleaded not guilty or no contest. These courts also had authority to try civil cases in a similar vein.¹⁶

In 1912, this system was greatly overhauled, as it seemed to violate the right to trial by jury. Most police courts in the state were thus abolished. However, that same year, the state amended the constitution to establish municipal and district courts. Since New Durham never created a municipal court, it would seem that its police court room in the new Town Hall only served that purpose for a few years.¹⁷

The New Durham Grange (#262) was organized on October 6, 1897 and used the court room in the Town Hall for meetings by World War II (possibly much earlier) and through the 1970s, probably until it disbanded in 1979. Frank W. Coburn, Jr. was one of the early—perhaps the first—masters. The Grange did some cost-sharing with the town for several improvements over the years, such as a pump for the kitchen sink (1950), auxiliary generator (1958), and new tables (1969). The court room is sometimes referred to as “Grange Hall.”¹⁸

The oral history of Jessie Willett Nutter, age 87 in 1994, recorded by Eloise Bickford, noted that for entertainment, New Durham folks “had the Grange, that was the big thing. Everybody, about, belonged to the Grange.”¹⁹

Auditorium: The public auditorium was clearly an important feature of this new building when it was designed as the entire second floor was devoted to it. It held countless social and community events, including dances, dramas, recitals, suppers and meetings, including the town's annual meeting.

In 1972, the (original, assumed) stage scenery was discarded, and a new fire proof curtain was installed. That year the balcony was closed off and a panel ceiling was installed, covering the pressed tin ceiling (still visible in the balcony). The stage survives, but was walled off in 1994.²⁰

¹⁶ Administrative Committee on Municipal Courts, 1961; Sawyer, 1949.

¹⁷ Administrative Committee on Municipal Courts, 1961; Sawyer, 1949.

¹⁸ Hiatt, “New Durham Town Hall,” 1979; Correspondence with Richard Patten, Historian for N. H. State Grange. The Grange had twenty-eight members in 1978, but appears to have disbanded in 1979 as no further rosters were filed with the State Grange.

¹⁹ Oral History on file at the New Durham Public Library and Resource Center.

²⁰ Bickford, “Renovations & Improvements,” 1994.

Jail Cells: The two lattice-cage jail cells in the basement were installed within a year after the Town Hall was completed. (They do not appear in the blueprints.) They were used until ca. early 1950s.²¹

Renovations

The Town Hall has undergone three substantial interior renovations, each time with the goal of increasing office space and adding amenities.

In 1951, flush toilets were installed in the front hall of the entry vestibule, replacing part of the ticket office for the auditorium. Until this time, a two-seater in the back hall served as the privy.²²

In 1972, a major remodeling by contractor Norris Gilman altered the first floor in order to add office space. The platform in the former court room, was removed and the east third of the room partitioned to create an additional room for the library and more bathrooms. The remaining space in the court room became meeting space for the planning board. Upstairs, the auditorium balcony was closed off for failure to meet current fire code. As an energy-saving measure, acoustical tile was installed to lower the ceiling in the auditorium. Among other items addressed during this renovation, the heat system was improved, a dumb waiter placed in the kitchen, and the walls and ceilings were painted on both floors.²³

In 1977, the town constructed an addition on the rear of the building for a fire-proof vault to store town records.²⁴

In 1979, the crowded conditions of the library—its collection and public space—within the Town Hall prompted establishment of a building trust fund, contributed to by town appropriations and private donors. In 1982, the library trustees introduced an article to the town to renovate and expand the Town Hall in order to increase the library’s space. An architect drew up preliminary plans that would have effected some major alterations to the building, including removal of the stage, partitioning the auditorium, addition of an elevator, and construction of a one-story addition to the southwest corner of the building. The motion was rejected, and the plans were not carried out.²⁵

Crowding, not only for the library, but for the police and other town departments housed there, worsened with each year. In 1987, the current, stand-alone library building was constructed, relieving conditions in the Town Hall. In 1994, the town converted the auditorium into offices for the police department, an evidence room and a conference

²¹ Interviews with Dean Stimpson (2012) and Paul Gelinias (former New Durham Police Chief; communication via Town Clerk Carole Ingham, 2012); *New Durham Annual Report*, 1909. According to Mr. Gelinias, disuse of the jail cells occurred prior to 1954, when he started his employment in Town Hall.

²² Bickford, “Renovations & Improvements,” 1994; *New Durham Annual Report*, 1951:42.

²³ Bickford, “Renovations & Improvements,” 1994; *New Durham Annual Report*, 1972: 40-41.

²⁴ The 1975 town warrant included an article for \$5,000 to build a vault at the town hall. The outcome of the warrant is not clearly stated in the annual reports, though it is not brought up again in following years, and was likely built at this time. The annual report for 1978 notes \$1,254 for “town hall vault,” but exactly what that paid for is not stated. (*New Durham Annual Reports*, 1975-1978.)

²⁵ Hardy, 1988; Hersey, 1982.

room. The stage was closed off and the floor and walls refinished. Finally, in 2001, the town built a police station and removed that department from the Town Hall, relieving much of the strain of the shared space.²⁶

²⁶ Bickford, "New Durham Office Expansion," 1994; Hiatt, 1979.

Alvah T. Ramsdell, Architect

Alvah T. Ramsdell (1852-1928) was a leading architect in Dover, New Hampshire, from 1889 through the 1920s. He was born into a farming family in York, Maine, in 1852. He apprenticed to a builder there and worked as a carpenter before entering architect training in Boston. He worked for a time for the firm Beacon & Preston before moving to Dover in 1889 and setting up his own practice there. He held several political offices including state senator and mayor of Dover.²⁷

Ramsdell's many works in New Hampshire, Maine and Massachusetts include civic and commercial buildings, and private and group homes. Examples of his designs in Dover include the Romanesque style Strafford Banks Building (1895), Wentworth Home for the Aged (1897), Children's Home (1898), Dover High School (1904), the Gothic revival style Ricker Memorial Chapel at Pine Hill Cemetery (1912), and over seventy-five dwellings. Hiram Robert Grange Hall in Rollinsford was an early commission (1894). School Street School (1910) in Rochester and Woodsville High School (1913) are extant representative examples of Ramsdell's school designs. School buildings and town halls were his specialty: he designed at least eleven schools and four town halls. All four town halls are in New Hampshire, at Alton (1894), Wakefield (1895), Rollinsford (1894) and New Durham (1908).²⁸

New Hampshire architectural historian James L. Garvin considers Ramsdell's designs "more sophisticated, assured and dramatic" than those of his contemporaries. Ramsdell, Garvin noted in a letter to a news reporter, "always subordinated his use of detail or texture to a basic expression of the overall mass and function of his buildings....Ramsdell should be remembered as a great architect because he combined mastery of design with a sound understanding of materials. His innate command of the geometry, balance and functional expression needed to produce great buildings was combined with a solid knowledge of the materials and methods of construction," thanks perhaps to his early years as a builder and contractor.²⁹

Garvin has also drawn attention to Ramsdell's creative method of introducing more natural light into large interiors. Garvin notes that in several designs, including New Durham's, Ramsdell raised the ceiling of a second-floor auditorium above the eaves line and then added dormer windows. Thus, Garvin states, "the architect gained both a dramatic roof design on the exterior and a complex play of light against intersecting wall and ceiling planes on the interior."³⁰

This feature is seen in all four of Ramsdell's town halls, pictured below, which share several key design characteristics: two-story, hipped-roof form; four-story clock-bell (and in most instances stair, as well) tower capped with a steep, pyramidal, hipped roof; gabled

²⁷ "A. T. Ramsdell," 1916: 21; "New Hampshire Necrology, 1928; 380.

²⁸ "A. T. Ramsdell," 1916: 21; Garvin and Lawry, 1998; Miller, 1989; "New Hampshire Necrology, 1928; 380.

²⁹ Garvin, Electronic Letter to Emily Zimmermann, 2004.

³⁰ Garvin, Letter to Garrison Players, 2002.

dormers; transoms over second-story windows (the two brick town halls have arched transoms on the side walls); and an interior floor plan with offices on the ground floor and a public auditorium or opera house on the second floor.



Alton Town Hall (built 1894)



Wakefield Town Hall (built 1895)



Rollinsford Town Hall, photographed shortly after completion in 1894
Collection of Old Berwick Historical Society



New Durham Town Hall (built 1907)

These four buildings (as well as many of his schools) are all still in civic use—a testament to Ramsdell’s ability to build sound structures with enduring style. The New Durham Town Hall thus well represents and illustrates Ramsdell’s body of work and skill.

New Durham Town Hall Timeline

DATE	EVENT
1907	Land acquired and building constructed
1908	Dedication ceremony held February 6
1908	Cement walkway to front door installed (removed in 1984) ³¹
1908-9	Two lattice-cage jail cells added in basement (ceased functioning as cells by 1969)
ca. 1919	World War I Memorial stone set on the front lawn
1923	Electricity installed by Alton Electric Light & Power Co. and W. D. Sanborn
1923	Paint work done including outside painting and gilding and interior decorating and glazing
1951	Flush toilets installed in front hall replacing ticket office for the auditorium
between 1944 & 1962	Front doorhood altered ³²
by 1954	Town ceases to use jail cells
by 1954	Police office moved to former town clerk's room (NW room)
1961	Plaque to honor WWII and Korean War veterans added to the back of the WWI memorial
1963	Parking lot paved (hard top)
1967	Blue spruce tree planted on either side of the war memorial (one lost to vandalism before 1982)
1969	Clock tower reroofed and repainted
1972	Major renovations and repairs made, including: <ul style="list-style-type: none"> • new heating system and new wiring • court room divided to make a second library room, planning board room and toilets • large gas range (likely the one purchased in 1948) removed from kitchen • walls and ceilings painted on both floors • stage scenery discarded and new fire proof curtain installed • balcony closed • acoustical tile used to lower the ceiling in auditorium (covering the pressed-metal ceiling)
between 1976 & 1983	Clock repaired and cleaned by the Howard Clock Co.
1977	One story vault room added to rear of building
1980	Town Hall listed on the National Register of Historic Places
1982	Vietnam Memorial installed on front lawn
1984 or 1987	New glass doors installed at entrance (old doors removed; whereabouts unknown)
1987	Access ramp installed to front door

³¹*New Durham Annual Report*, 1909, notes that the expense of cementing the town hall walk (\$75) was paid for by a fund-raiser dramatic program at the 1908 Old Home Day

³²*New Durham Annual Report*, 1959, notes "repairs to entrance" at \$84. This may have been for the door hood, but no further information is given.

1987	Library removed to new building across the street Selectmen and town clerk moved into former library rooms
1988	New septic, east side of the building Water filter and alarm systems added Many rooms painted and carpeted
1990	Large interior door in main hall added for heat conservation and prevention of fire spreading
1992	Floor tiles laid in front hall Hall stairs carpeted Energy survey conducted New thermal windows installed on first floor (also see 1994)
1994	Major renovation and repairs to second floor, including: <ul style="list-style-type: none"> • conversion of upstairs auditorium into police department offices, evidence room and conference room • stage closed off • floor and walls refinished • heat and smoke alarm system updated • (probably at this time) a second story window elongated into a doorway leading to a wooden fire escape • windows replaced with double-pane insulated windows
1996 or 1999	Clock restored, original hands removed and placed in the vault
2001	Police Station constructed on the north side of lot, removing all police business from the Town Hall.
2004	Civil War monument erected on front lawn
2010	New asphalt shingle roof installed (including on tower)

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Maps & Plans

- 1750 Plan of New Durham, Masonian Plan Book 4, p84. Collection of the New Hampshire State Archives
- 1806 Map of New Durham, Collection of the New Hampshire State Archives
- 1856 *Map of Strafford County, New Hampshire* by J. Chace, Jr., Philadelphia
- 1871 *Atlas of Strafford County, New Hampshire, from Actual Surveys*, by Sanford and Everts, Philadelphia
- 1892 *Town and City Atlas of the State of New Hampshire*, Boston: D. H. Hurd & Co.

Photograph Collections

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New Hampshire Division of Historical Resources
New Hampshire Historical Society

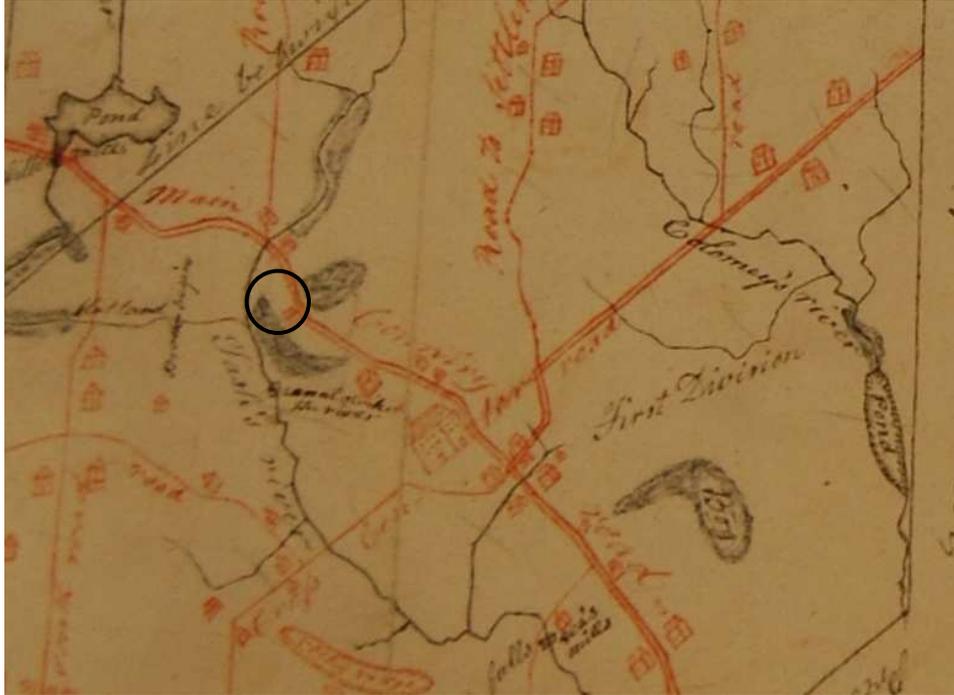
Interviews and Correspondence

Paul Gelinas, Sr., former New Durham Police Chief, via his daughter Carole Ingham
Christine Hadsel, Director, Curtains Without Borders
Catherine Orlowicz, New Durham Town Historian
Richard Patten, State Historian for the New Hampshire State Grange
Dean Stimpson, resident of New Durham since 1969, former selectman

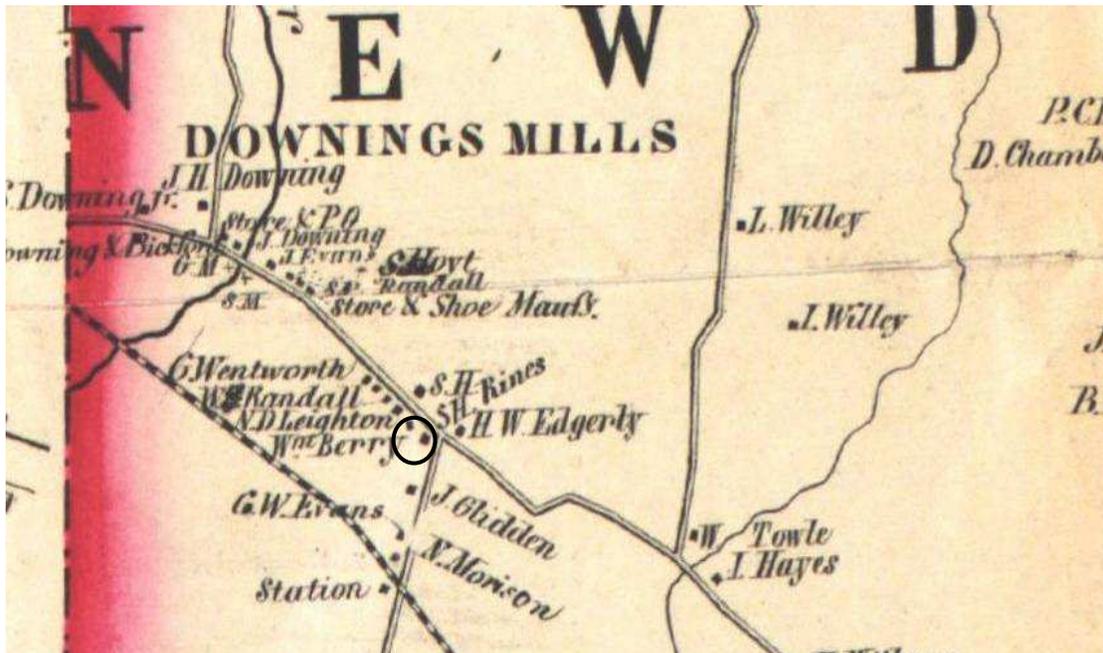
Historic Images

Maps and Plans

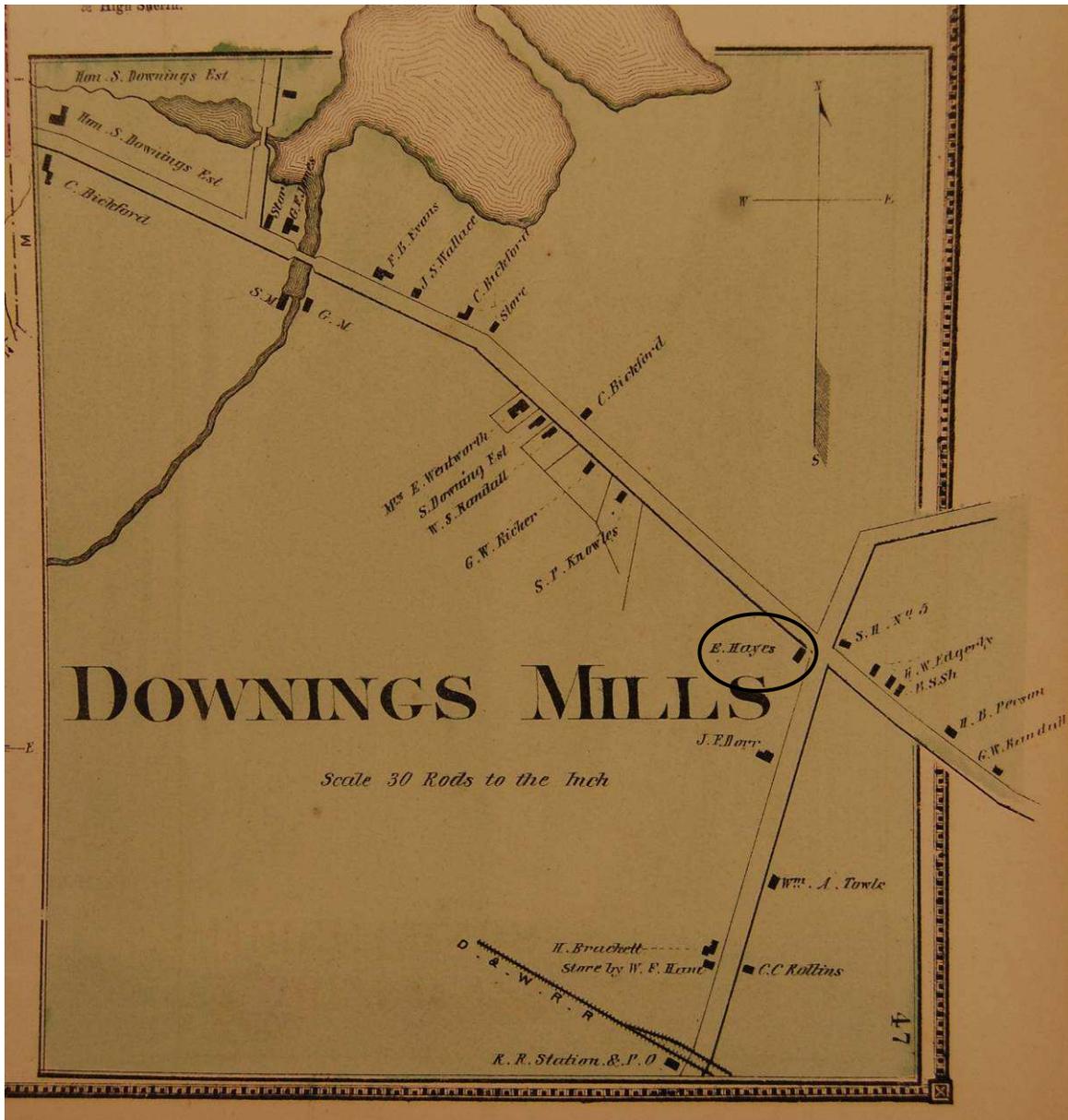
All maps and plans in this section: N ↑



Historic Image 1: Map of New Durham, 1806, detail. The future site of the Town Hall is within the circle. The 18th century Meeting House is the large building drawn at the center in the part of town called "The Corners." *Collection of the New Hampshire State Archives*

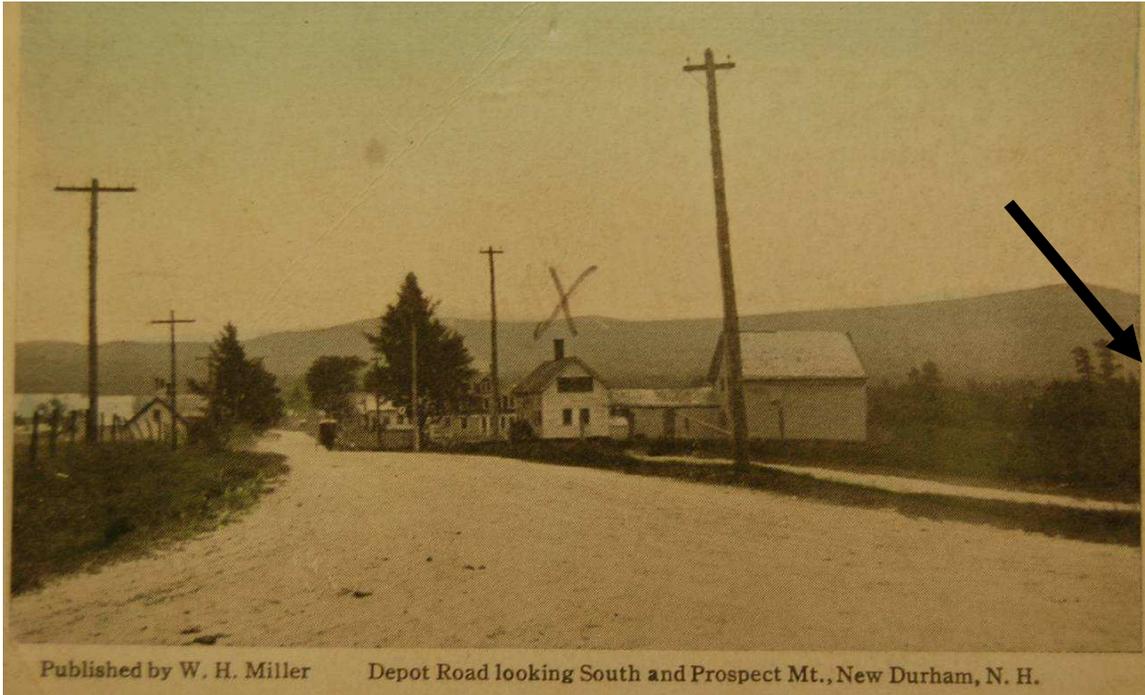


Historic Image 2: Map of New Durham, 1856, detail. A building owned by Wm. Berry is at the future site of the Town Hall.



Historic Image 3: Map of New Durham, 1871, Downings Mills inset. The building on the future site of the Town Hall belonged to E. Hayes; the residence of J. F. Dorr, the man who sold the lot to the Town, is to the south.

Historic Exterior Photographs



Published by W. H. Miller Depot Road looking South and Prospect Mt., New Durham, N. H.

Historic Image 5: Looking south on Depot Street. The Town Hall would be off the image to the right (see arrow). Undated. *Town of New Durham Historical Collection.*



Historic Image 6: Looking north up Depot Street toward Main Street. The Town Hall would be beyond the dark building left of center. Undated. *Town of New Durham Historical Collection.*



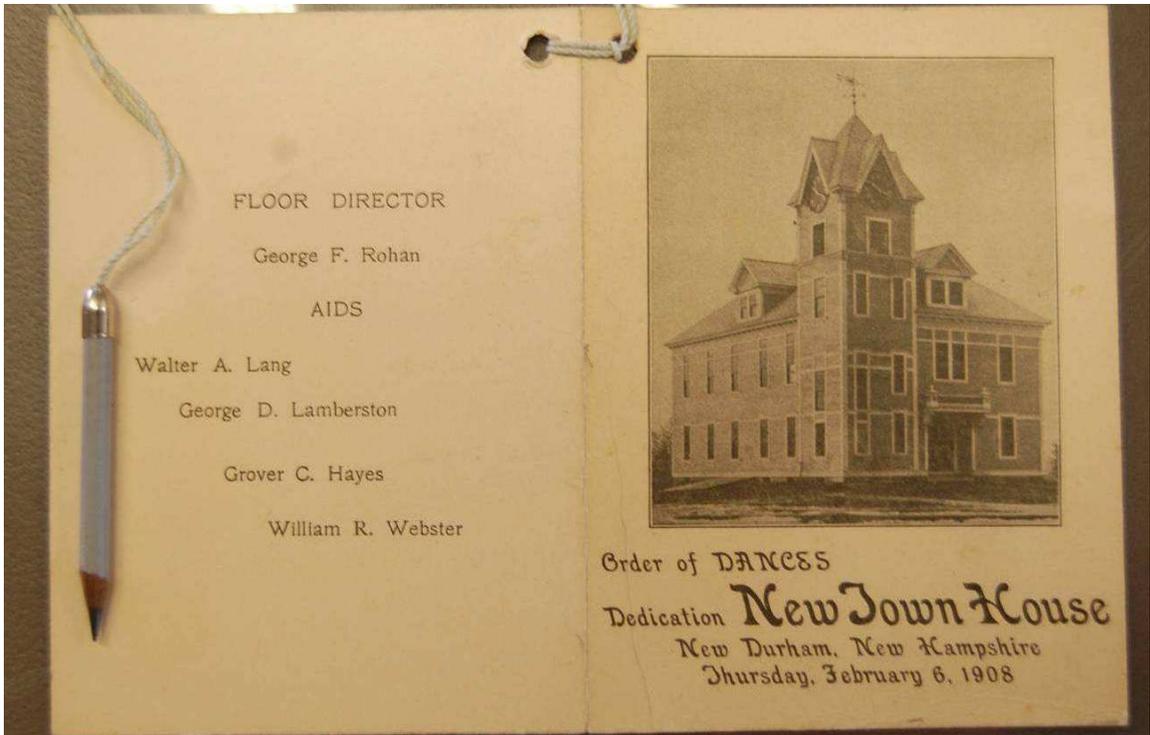
Historic Image 7: New Durham Town Hall under construction, 1907. The Free Will Baptist Church on the Plains (center) and village schoolhouse (right) are across Main Street. The schoolhouse is no longer standing.
Town of New Durham Historical Collection.



Published by W. H. Miller

Main Street looking West, New Durham, N. H.

Historic Image 8: Looking west on Main Street, with the Town Hall at left and the schoolhouse right of center. Postmark 1920. *Town of New Durham Historical Collection.*



Historic Image 9: Dance card from the dedication.
Town of New Durham Historical Collection.



Historic Image 10: Town Hall, photographed ca. 1908. *Town of New Durham Historical Collection.*



Historic Image 11: Looking west on Main Street, showing Town Hall on left. Undated.
Town of New Durham Historical Collection.



Historic Image 12: New Durham Town Hall. Undated postcard.
Town of New Durham Historical Collection.



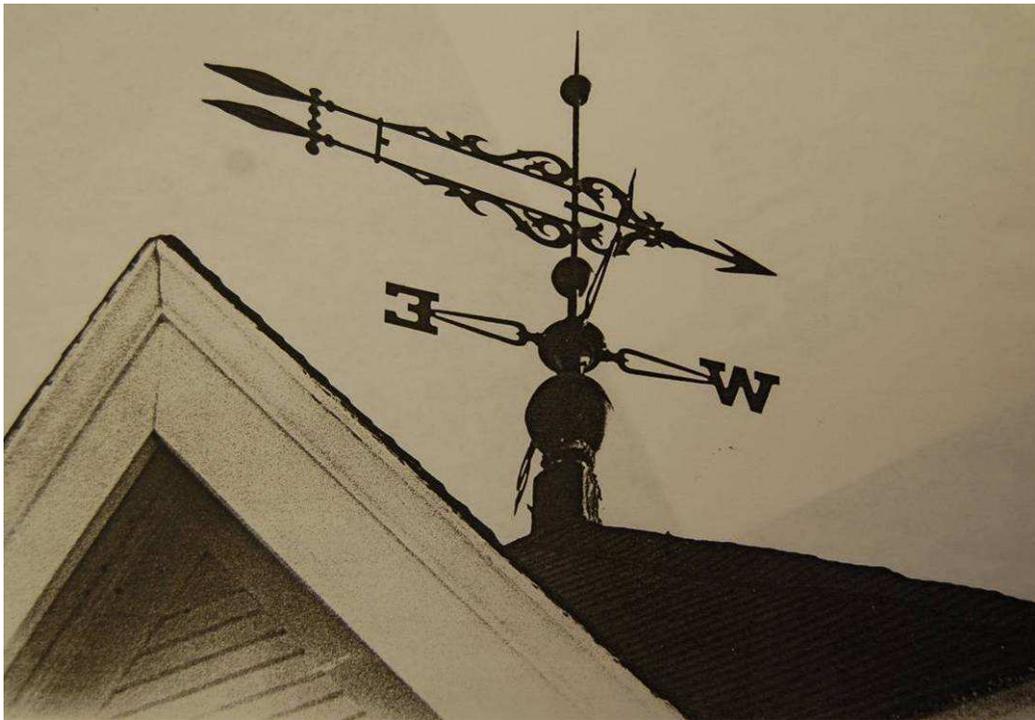
Historic Image 13: An event at the Town Hall during World War II.
Town of New Durham Historical Collection.



Historic Image 14: Town Hall and War Monument photographed by Earl Blake, ca. 1962.
Town of New Durham Historical Collection.



Historic Image 15: New Durham Bicentennial Parade passing the Town Hall, 1962.
Town of New Durham Historical Collection.



Historic Image 16: The original weathervane, photographed in 1976 by Dan Greenleaf.
Town of New Durham Historical Collection.



Historic Image 17: Town Hall, photographed 1979. The town garage at left is now gone.
From National Register nomination



Historic Image 18: Memorial Day, 1982 showing the WWI/WWII/Korean War Monument.
The Town Garage that stood on the property until at least 1979 is in the background.
Town of New Durham Historical Collection

Historic Interior Photographs



Historic Image 19: Old Home Day Supper in the first floor Court Room/Grange Hall, 1949. *Town of New Durham Historical Collection.*



Historic Image 20: Art exhibit in the auditorium during the Bicentennial events in 1962. The balcony was closed off in 1972 but remains in place. *Town of New Durham Historical Collection.*



Historic Image 21: Jail cell in basement of Town Hall, photographed 1976.
Town of New Durham Historical Collection.

Architectural Description and Character-Defining Features

The New Durham Town Hall was completed in early 1908 and today appears remarkably similar on the exterior. The interior, while it retains many of its original architectural features, reflects changes made to the first floor in 1972 and a more substantial renovation on the second floor in 1994 that subdivided the original auditorium.

The purpose of the following narrative is to provide information on the origins of the building's architectural features in order to make informed decisions on future repairs and alterations. The building's present appearance is described, with a focus on historic architectural features and alterations, their date/period, and where appropriate, the rationale for the alteration. Dates are based on physical analysis, coupled with research into town records and the original architectural specifications. To date, only two historic images of the interior have been located, each dating from the mid-20th century limiting the ability to interpret historic furnishings, finishes and colors.

Site

The Town Hall occupies the east end of a 1.5-acre site shared with the fire station (constructed in two phases between 1969-1979) and police station (2001). The level site is at the southwest corner of the junction of Main Street-Old Bay Road and Depot Road-Birch Hill Road in the civic center of town. In front of and east of the Town Hall, the site is lawn, ending at a retaining wall constructed of rough-faced concrete blocks capped with a row of thick concrete slabs which sets the property off from Main and Depot streets. A wooden sign supported by granite posts is placed near the outer corner, identifying the Town Hall. West and south of the building, the site is devoted to parking.



The Town Hall as seen from the intersection of Main St. and Depot St., looking southwest.

Memorials

The northeast corner of the Town Hall lawn has been turned into a small, landscaped memorial park.



Memorial park on Town Hall lawn



The earliest monument dates from ca. 1919, when the town voted to erect a monument commemorating the veterans of World War I. It is a bronze plaque topped with an eagle and set in a rough-cut granite slab. In 1961, a second bronze plaque was inserted into its back, listing and honoring those from New Durham who served during World War II and the Korean War. The newer plaque replaced a wooden World War II honor roll that was on the lawn but proved difficult to maintain. In May of 1967, the selectmen planted a blue spruce tree on either side, one of which survives.

The Vietnam Memorial marker, a six-sided granite monument with rough-cut edges, was dedicated July 5, 1982. A low stone bench of polished granite remembers Jim Wheeler (Nov. 21, 1957-August 21, 1998).

The newest monument was erected in May, 2004. A low granite marker, it was dedicated to those from New Durham who fought in the Civil War.

On the west side of the Town Hall there is a granite bench dedicated to Douglas J. Scruton, "Our Beloved Police Chief and Friend."

Exterior

The Town Hall is a 2 ½ story, wood-frame, hipped-roof building measuring 64' x 39'. A four-story tower, located at the northeast corner, is a focal point. A one-story concrete storage vault is connected to the rear (south) elevation via a short, enclosed passageway. While the latter was added in 1977, it did not impact any significant architectural features.



North (front) elevation



East elevation



West elevation



South (rear) elevation, showing 1977 storage vault

Foundation

The building rests on a granite-block foundation; a single row of block is exposed above grade. Below grade, the foundation is mortared field rock and boulders.



Detail view of granite block on foundation

Roof, Chimneys and Dormers

The roof is currently covered with asphalt shingles. (Originally, it was sheathed in cedar shingles.) A single brick chimney rises from the lower portion of the ridge between the west and south roof faces. It is slightly tapered at the top.



Detail of chimney and cornice trim

A gabled dormer is found on all but the rear roof face. The dormers have heavily molded cornices with end returns that jog inward to form a simulated pediment. Two small windows are found in each dormer; those in the east and west dormers have 6/1, wooden, double-hung sash, while the north dormer has 1/1 sash. The dormer window sash is some of the only original sash that survives anywhere on the building.



Detail of east dormer, showing original window sash

Walls and Trim

Walls are covered with clapboards; most appear to be the original clear spruce clapboards specified by the architect. A multitude of trim details lend distinction to the building. Corners and fascias are trimmed with flat boards. A molded belt course extends around the building at the height of first-story window heads, and a flat belt course at the level of second-story window heads. Below each window sill, a cut-away horizontal board simulates bracketed feet. The vertical sections of second-story window casings continue up to the fascia board, above which there is an elongated and modified dentil course. Flat modillion blocks ornament the open eave. A molded water table also encircles the building.



Window detail, typical, showing molded belt course creating a hoodmold above the window

The original architect's specifications did not specify paint colors, but an historic photograph taken shortly after the Town Hall was constructed indicates the clapboards were painted a light color and the trim was white, creating only a subtle contrast.³³ Currently, the clapboards are painted white and the trim a gray-blue; the contrast does justice to the building's architectural features.

³³ Several of the early postcards show a more marked contrast between clapboards and trim, but the images were hand-colored and probably exhibit some artistic license.



Town Hall ca. 1910, showing original paint scheme.
Town of New Durham Historical Collection

Window Openings and Sash

With one exception, all of the existing window openings are original to the building. The one opening that has been altered, probably in 1972, is at the south end of the east elevation, where the window was lengthened to accommodate an emergency exit that leads to the fire escape.

Between 1992 and 1994, virtually all of the window sash was replaced with vinyl, 1/1, double-pane sash. The original sash was wooden, 1/1, single-pane sash, with the exception of the sash placed in the east and west dormers which was 6/1—and remains in place. The front dormer, which is slightly narrower, always had 1/1 sash, which also remains in place. The sash in the upper levels of the tower are also original.

The cellar has original, wooden, three-pane sash along the side elevations. Window openings are now covered with rigid insulation and plywood, and each window has a concrete well with a wooden top.



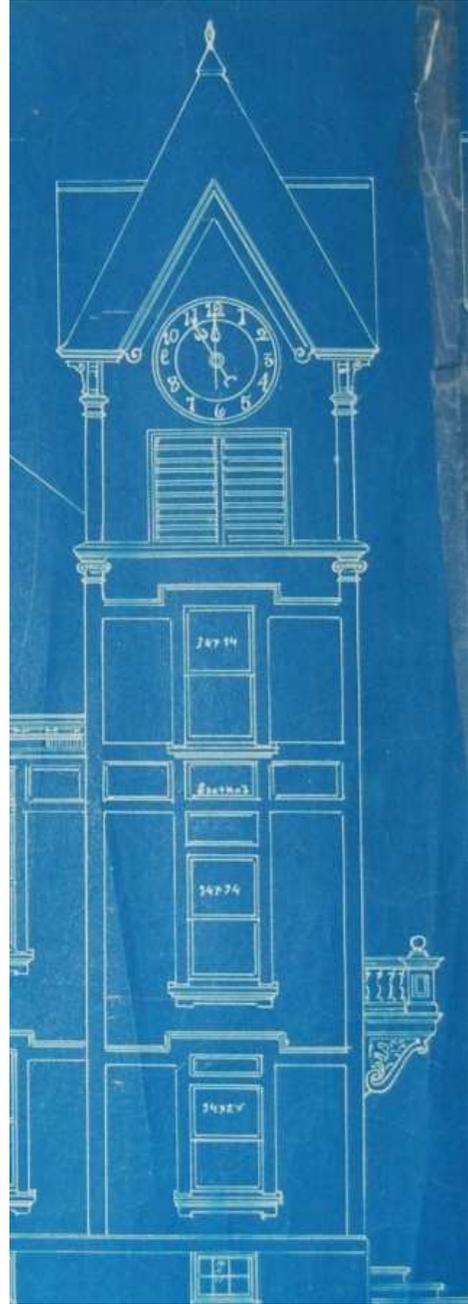
West elevation, showing granite foundation and cellar window wells

Front Entrance

The front entrance, located on the north elevation, has continuously served as the primary entry into the building. It has always been protected by a door hood, but the existing pedimented gable hood was installed sometime between 1944 and 1962 (possibly 1959). It replaced a flat-roof hood surmounted with a balustrade with paneled outer posts and turned balusters. The door hood is still supported by the original, over-sized, jig-sawn brackets.



Front entrance doorhood, added ca. 1959



Architect drawings showing the original double doors, transom window and door hood at the front entrance

The original doors were replaced in the mid-1980s with bronze, single-light, double aluminum doors and a single-light transom above. The original doors were 2”-thick pine, double-leaf, with solid, molded panels in the lower half and a glazed molded panel in the upper half. The transom window had four panes. Unlike the replacement doors, the original doors filled the width of the entrance and, with the divided transom window above, complemented the overall architecture of the building.

In 1987 a concrete ramp with a poured-concrete retaining wall was constructed from the west parking area to the front entrance to provide full access into the first floor of the Town Hall. Previously, wooden steps accessed the doorway.



Replacement doors and transom window installed in mid-1980s; the loss of wooden panels and divided lights in the transom creates a starker, more reflective appearance than the original entry features did.



The ramp was added in 1987.

Secondary Entrances

The Town Hall has two secondary entrances, one in the rear of the building and one on the second story.

The rear entrance is located directly opposite the front entrance; the doorway, interior casing and the wood-and-glass paneled door, are original, though the door has been re-hung to swing outward. The entrance no longer leads directly outside, as it is within the connector that leads to the storage vault.



Rear entrance door, viewed from the exterior

The second story entrance, located in the far left bay on the east elevation, was originally a window. At some point, likely in 1994 when the second story was renovated, the opening was elongated into a doorway leading to a wooden fire escape, thus providing a second means of egress from the second story.



When the town converted a second-story window opening into an emergency egress, it carefully worked within an existing opening and left the transom in place.



View of converted window opening for emergency egress, seen from the interior

Tower

The four-story clock tower is the most prominent feature of the building and a hallmark of architect Alvah Ramsdell's town halls. It rises a full story-and-a-half above the eave line of the main building and terminates in a steep, pyramidal roof with a gabled facade dormer on each face. Within each dormer there is a clock dial made of flush pine boards painted black with gold Roman numerals and hands. Per the original specifications, each dial has a hinged door. The clock is a Howard clock that was installed during original construction. The roof peak is crowned with a ball finial from which rises a weathervane that is original to the building. The weathervane has directional arms below a foliate pointer.

Below its roof, the tower is accentuated with corner pilasters and five molded belt courses at both window sills and heads. The lower levels have stair windows—elongated on the north (facade) face, while the top level has a single, louvered opening in each face.



Each of Alvah Ramsdell's town halls has a clock-bell tower, but only New Durham and Alton's has steep gabled wall dormers on each face

Storage Vault

The storage vault was added in 1977, carefully linked to the main building so as not to disturb any significant architectural features. It is a single-story, rectangular structure constructed of concrete block painted white. The hip roof is covered with asphalt shingles. Designed for long-term storage of town records, it is both fire-resistant and climate-controlled. Entry is through a steel door on the north wall that is within a gable-roof connector attached to the rear of the main building. Currently town clerk and the Town of New Durham's archives and historical collections are stored within.



New Durham early on recognized the need for a secure storage spot for town records

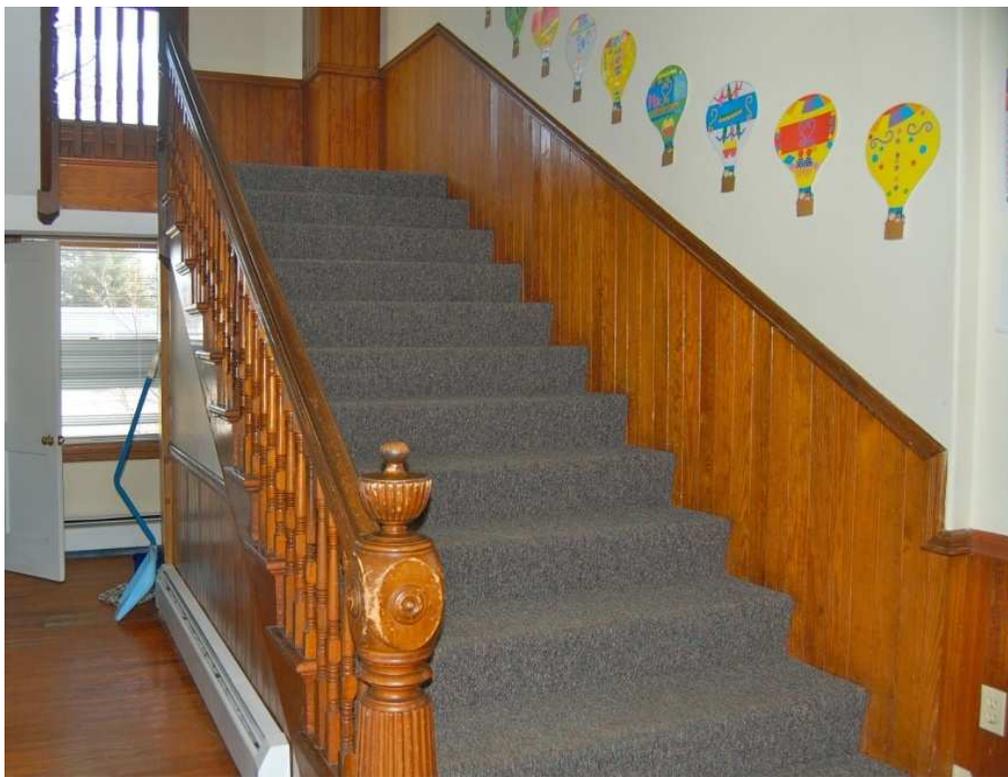
Interior: First Floor

A key to the interior photographs appears on the sketch floor plans (see pp. 109-111). The interior of the Town Hall has undergone far more alterations than the exterior, primarily to the floor plan. In 1972 the first floor court room was partially subdivided, and in 1994 the auditorium on the second floor was fully subdivided into offices with a center hallway. Despite these changes, the interior retains nearly all of its historic architectural detailing as described and illustrated below. During both of these renovations, the town took care to install doors and casings in the new partitions that were similar to the historic ones.

Throughout the building there are original molded door and window casings with corner blocks and paneled doors, all unpainted. (The architect's specifications called for treating the woodwork with a preservative.) All of the original walls, including the stair walls, have beaded-board wainscot. Both the main staircase and the staircase to the balcony have turned posts and balusters and molded handrails.

Vestibule and Main Stairway

The vestibule is immediately inside the front entrance. Straight ahead it leads into the main portion of the first floor; historically open as far as the courtroom, the hallway is now enclosed with a single door just past the stairway. The east end of the vestibule was originally occupied by a ticket office, which was removed in 1951 to make way for two bathrooms. (Previously, there was only a two-seater in the back hall, which may have been added after 1908, as it does not appear on the original plans.)



1. The main staircase, including newel post, balusters, handrail, wainscot, is a highly distinctive feature.



2. The doorway, including casing and door, from the vestibule into the main portion of the building was added in 1990 to conserve heat and prevent the spread of fire



3. These two bathrooms off the front vestibule were added in 1951, replacing the ticket office for events in the second floor auditorium.

Northwest Room

Designed for the town clerk and used by the police department from ca. 1954-1970s, this room retains its original proportions. The assessor currently uses the space. A pass-through to the west room was once a closet in the latter room.



4. Looking west at the door to the northwest room



5. Northwest room, looking northwest

West Room

This room also retains its original dimensions. It was designed for the selectmen and town treasurer/clerk and thus outfitted with a vault. The room remained in such use until 1987 when they moved across the hall into East Rooms A and B. The police department, which used the northwest room for a time, apparently spilled over into this space, as well, using it until the auditorium was subdivided for their use in 1994. (After the existing police station was constructed in 2001, the department left the Town Hall altogether.)



6. The original vault and a closet occupy the north wall of the west room, used by the selectmen until 1987, and shared with some police department services for a time.



7. South wall of the west room; looking through the window into the court room. The window and counter, clearly a later alteration, are thought to have been installed within the past twenty-five years.

Court Room

This room originally extended the full width of the building and was used by the local police as its court room, by the grange for meetings and for community suppers and other small gatherings. It had a platform built into the west wall, with a single step at each end, directly below the window. All of its walls, including those now within other spaces, retain beaded-board wainscot of North Carolina pine, capped with a molded chair rail.

In 1972 the town subdivided the east end of the room to create a second room for and adjacent to the library, a hall with two bathrooms, and a janitor's closet off the back hall. The court room is now used for evening meetings of town boards, commissions and committees and on a daily basis by citizens reviewing town maps and the Town Hall staff for lunch.



8. Court room, looking north; original wainscot is glimpsed along west and north walls.



9. Looking northeast at ca. 1972 reproduction doors closing off court room from hallway. The window with counter at left was installed at date unknown. The doorway at right, which leads into east room B, was created in 1972 and reuses an original door.



10. Court room, looking southeast, showing east room B (now used by finance officer and assessors' clerk), hall and bathrooms carved out of it in 1972. Door at far right is original and leads to back hall and vault.

East Room A

The east room originally housed the town library, which remained here until 1987. Since then, it has housed the town clerk.



11. Looking west in east room A. The door and casing are original; the window with counter was added for the town clerk in 1987.



12. Looking south through the 1972 doorway from east room A into former library annex room (east room B).

East Room B

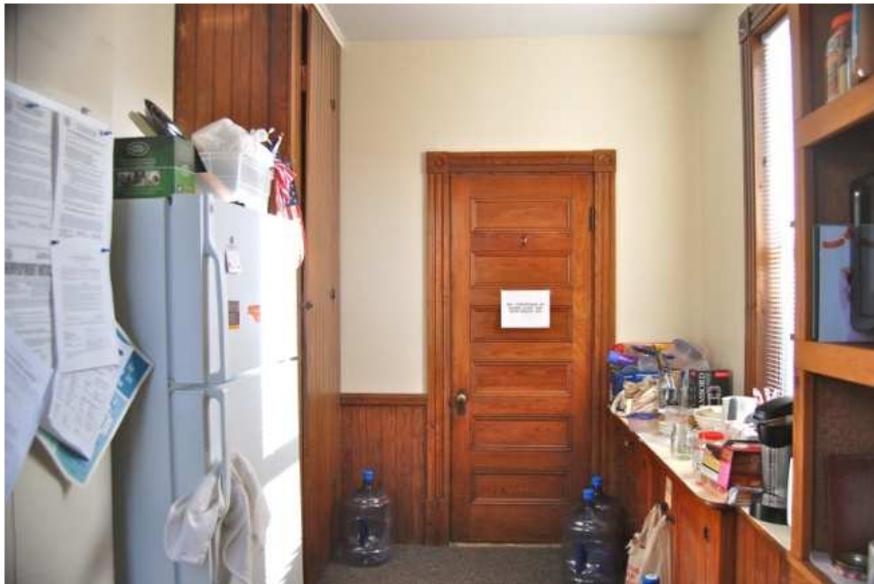
This room was created in 1972 from the court room (see above) to provide additional space for the town library. After the library left the Town Hall in 1987, the selectmen moved in. It is now used by the finance officer and assessors' clerk.



13. The town sensitively used a relocated door to hang in the more public doorway into the court room (left) and a reproduction door to hang in the internal doorway (right)

Kitchen

The kitchen is part of the original design and retains its original dimensions. All of its walls have beaded-board wainscot of North Carolina pine, capped with a molded chair rail of lesser dimensions than that in the court room.



14. Looking east in the kitchen at an early—probably original—floor-ceiling cupboard at left and original wainscot and door.



15. Looking west, showing original finish materials (wainscot and window casing)



16. Detail of early—perhaps original—cabinetry beneath sink

Back Hall, Stairs and Rear Entrance

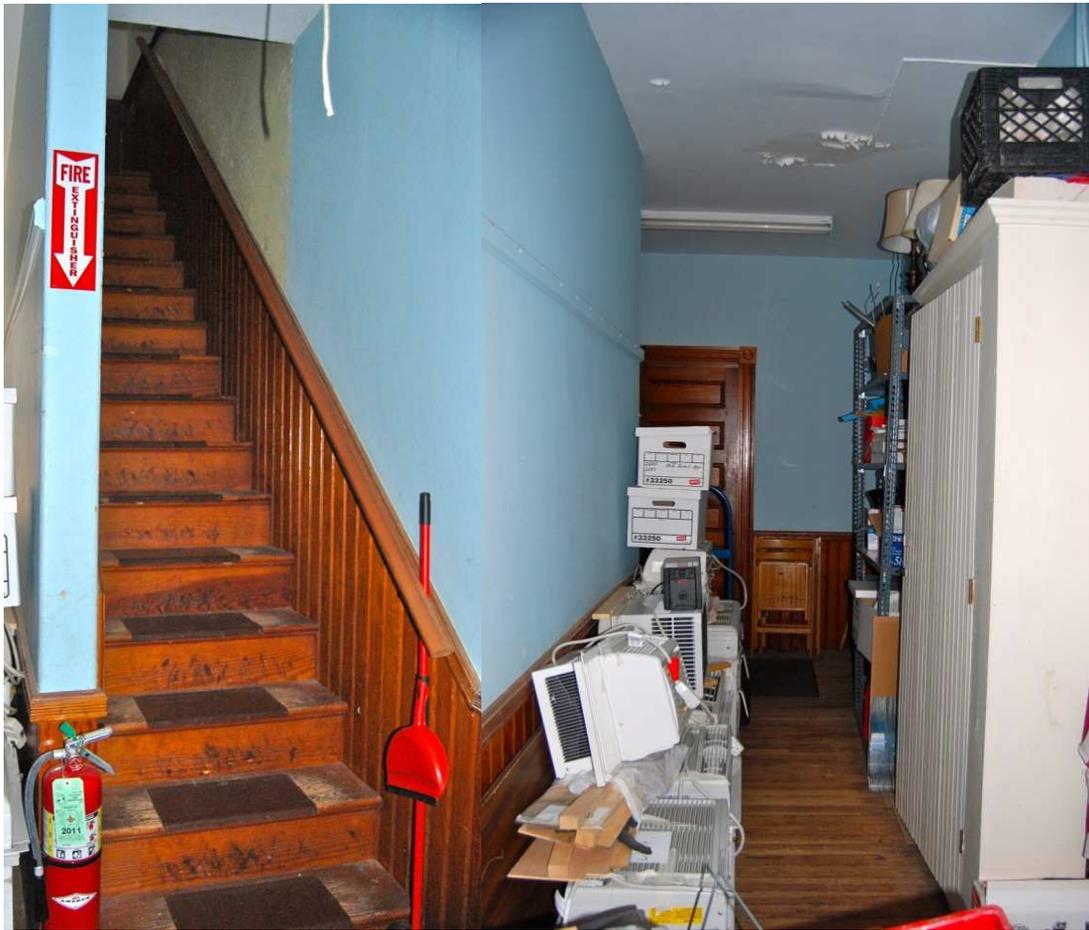
The back hall and stairs are unchanged from original construction, though a doorway that once led into the courtroom now accesses a closet created in 1972. The rear entrance and its glass-and-wood-paneled door are both original, although the door has been re-hung to swing outward.



17. Original door and casing at rear (south) entrance



18. Looking east, showing doorway to janitor's closet (created 1972) left of center; back stairs are at right



19. The back stairs led to the stage. Note original wainscot, treads and risers.

20. Looking west, showing original doorway into kitchen and historic wood finishes in the hall.

Interior: Second Floor

Lobby and Coat Room

The main staircase led to the auditorium lobby. Though now an anteroom to the second floor offices, it retains nearly all of its original finish, including wainscot, paneled doors and casings. The room in the northwest corner was the coat room, and is currently the office of the Parks and Recreation Department.



21. Looking south at double doors that led into auditorium; note the unusual paneled casing on either side. The right door had an opening or a glass panel at some point; the shadow line of a hinge suggests it also had a counter. The newer flush door at far left leads to the balcony stairway, which was originally fully open.



22. Lobby, looking west at former coat room, which retains its original door



23. Former coat room in northwest corner of building, looking toward lobby

Auditorium/Offices

Most of the second floor was originally occupied by an auditorium that measured 37'x41.' At the far (south) end, there was a curved stage, 20' wide and 12' deep, with access provided on both sides--through an ante room to the right and stairs to the left; each access point was closed off to the auditorium with a door.

In 1994, to gain needed office space, the town subdivided the auditorium into four offices with a central corridor. While the original spatial configuration has been lost, all of the historic finishes were saved and remain visible within each office. The stage also remains, though hidden beyond a new partition wall; it is used to store records.



24. Hallway, looking south, showing new office partitions on either side. The wall at the end closes off the stage. The door was reused from within the building (location unknown).



25. When the new offices were created, the town carefully selected doors and casings, such as this one, that resembled the original details used in the building.



26. Conference room, west side of second floor hall. The lower section of the original balcony railing is visible just past the window.

The dropped acoustical tile ceiling was added in 1972 to conserve heat, but it covers the original, handsome, pressed-metal ceiling that is still visible from the stage and the balcony. The ceiling also unfortunately covers the transom windows that are above each of the windows in the side walls.



27. Town Administrator's office, looking east. The original wainscot and window casings are visible within each of the offices, though the window transoms are concealed by the dropped ceiling. The casing used on the sliding closet doors dates from 1994, but reflects the original.



28. A narrow corridor in front of the stage retains circulation, despite the closure of the stage from the rest of the auditorium.



29. The stage, looking west. Note the original pressed-metal ceiling that survives throughout, above the dropped acoustical tile now in the offices and hallway.



30. The ante room in the southwest corner that served as a dressing room. Note that the metal ceiling did not extend into it.

Balcony (also known as Gallery)

The balcony spans the width of the north end of the Town. It has a sloped floor that originally had rows of deacon benches for seating. Sections of the straight railing with turned balusters remain. The town closed off the balcony in 1972 due to fire code regulations.



31. Detail of staircase leading to balcony



32. The window sash in the upper levels of the tower are some of the only surviving original sash



33. Looking west at balcony, lit by front dormer, showing original pressed metal ceiling



34. Some of the original wooden seats remain in the balcony, as well as remnants of the balcony railing.



35 & 36. Details of pressed-metal ceiling in the balcony



37. Original suspended lighting fixtures that lit the auditorium, still visible in the space between the acoustical tile and metal ceiling

Interior: Cellar

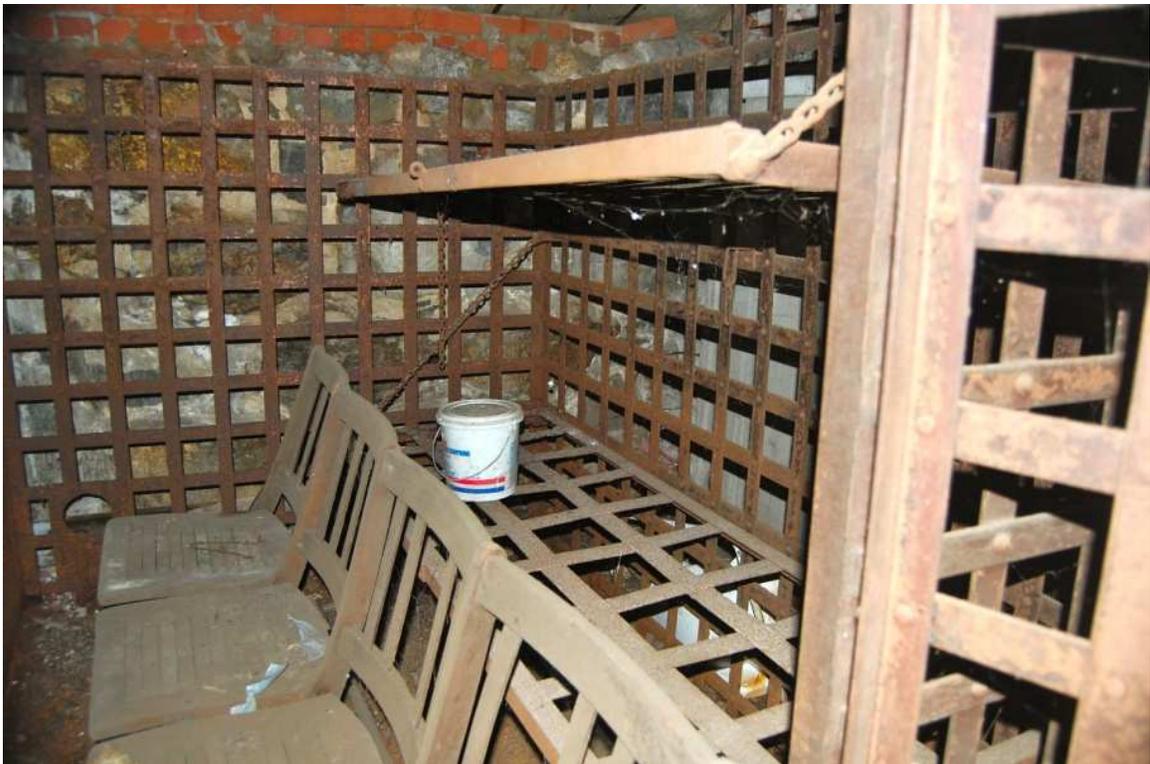
Access to the cellar is from the hallway off the front vestibule. It is unfinished, with a dirt floor. Two jail cells are at the north end, in place within a year of the Town Hall's completion; they remained in use until sometime in the mid-20th century and possible as late as into the 1960s.



38. Both granite posts and brick piers support the carrying timbers.



39. The two steel lattice-cage jail cells were installed during the first year the Town Hall was in use.



40. Each cell had two hinged sleeping benches. The cells have not been used at least since 1954.

Existing Conditions Survey

Site

The Town Hall property is relatively flat with soil types that provide good drainage. However, there are several areas that are collecting water off the roof and diverting it directly into the cellar area. Over the years, the grass has built-up around the perimeter of the building, preventing water from pitching away from the building. Instead, this water, especially during the winter months when the ground is frozen, goes directly towards the foundation and subsequently into the cellar.



The area along the west side illustrates the build-up of soil and negative grade at the foundation.

Along the west side of the building, the problem is most severe. There is a build-up of soil at the foundation that creates a negative grade. Water enters and collects in the cellar and is then pumped outside by a sump pump. Yet, once on the surface, it is directed back towards the foundation a second time, rather than being diverted away.



Note the exit piping from the sump pump lying along the west side foundation.



This view of the north side of the building, where the concrete ramp meets the front entrance, shows evidence of water collecting near the foundation and being diverted directly into the cellar.

Structural Systems, Foundation and Cellar

Overall, the structural systems appear to be in reasonable condition.

The major problem in the cellar, as already noted, is water infiltration from improper surface drainage, resulting in serious moisture and mold problems. This excessive moisture and deteriorated wood accumulated on the dirt floor have led to unhealthy conditions.

The sills on either side of the front door ramp are beginning to show signs of deterioration. This rot likely began when the concrete was poured for the new access ramp in 1987.

The bottom of the stair stringers of the stairway leading from the cellar to the first floor show signs of water damage, where the moisture from the floor has wicked into the wood.

The piers that support the major carriers in the cellar appear to be serviceable, with minimal deterioration, but do need some minor work. The foundation appears to be in reasonably serviceable condition.



A view of the cellar showing the foundation, granite posts and brick piers, flooring system, and moist floor. The stairway to the second floor is at the far end.



The furnace room has severe mold issues that need to be addressed immediately

The sump pump is an area of concern relative to the water penetration issue mentioned above. The primary problems being inadequate pitch around the building and the sump pump exit pipe laying too close to and directed at the foundation. Thus, the sump pump is continually circulating the same water over and over again, wasting electricity as well as causing premature failure of the pump due to overuse.



As water comes in, it washes across the debris-filled floor and then dumps into the containment area for the sump pump, seen in the photograph. This could lead to clogging the pump.

Exterior

Trim and Clapboards

The trim and clapboards are in overall good condition, though there are some areas of concern as illustrated below. These areas of concern are primarily issues of moisture, particularly where there are features attached to the main building (the doorhood and rear connector), and loss of paint. The paint is in good condition on the east, west and south sides of the building, however, the north wall is in need of attention as noted below.



Along the front (north) wall, where the doorhood meets the clapboards, there is water damage.



The water damage then proceeds down the wall to the left of the ramp.



The damage continues all the way to the trim at the sill, left of the ramp.



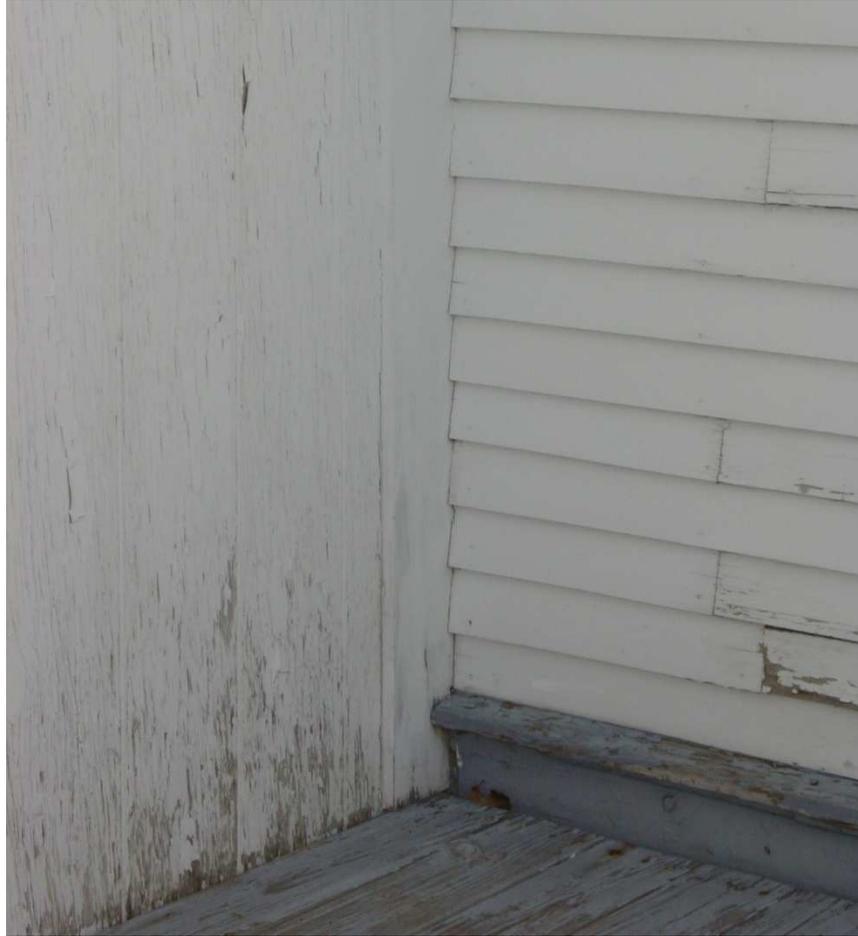
There is also damage/rot to the clapboards next to the first floor window, left of the front entrance, most likely from water infiltration at the window header. The damage surrounds the window trim and sill.



Where water has found its way behind the trim, the trim protecting the sheathing and sill has rotted. This image shows the southeast corner of the building, where such damage needs repair, especially at the water table. Because the trim is compromised, there may also be damage to the sill on this corner.

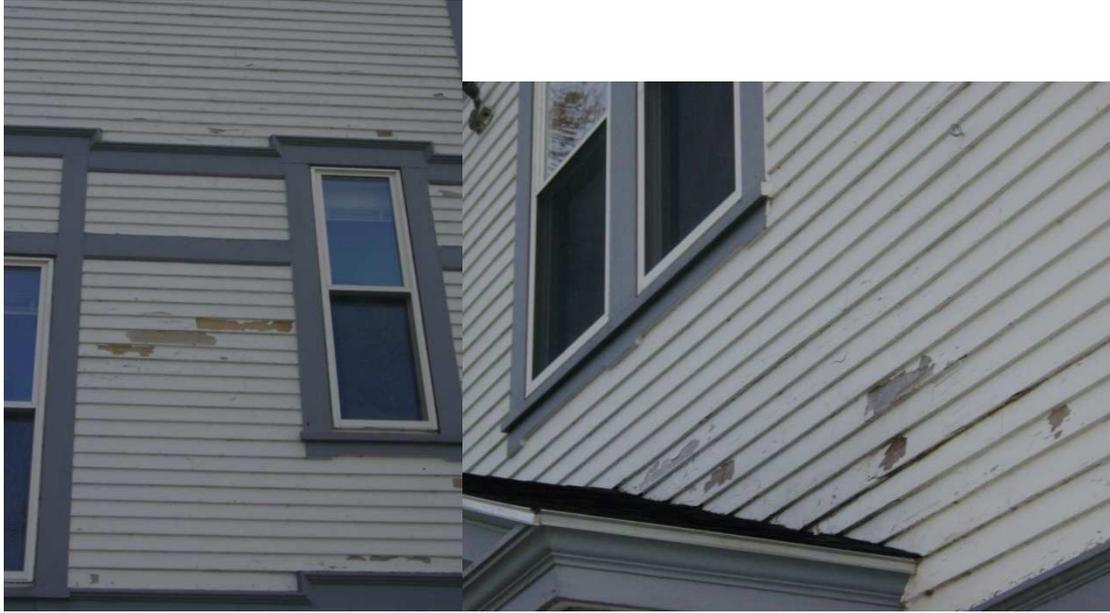


Clapboard and trim deterioration due to water infiltration can also be seen on the south wall, where the connector to the vault meets the main building.



Walls on the east side of the connector and the south face of the main building are in need of repair and paint. This is likely due to a combination of water getting in and poor paint preparation.

Where there are problems with peeling paint, and after any repairs/addition of new wood siding, it is very important that the new paint application follow careful preparation of the surface. After that, a good quality paint should be applied. It is possible some of the current paint issues were caused by substandard preparation work and/or paint product.



Areas of concern regarding paint on the north elevation.



Paint loss on the north elevation.

Windows

The vast majority of the existing windows, as mentioned earlier, are vinyl replacement windows installed in the 1990s. These windows, while still functioning, are showing signs of fatigue.



While most of the storm windows appear to close properly, there are some that are not (left) or are broken (right). The storm windows along the second floor, while still functioning, are of an older style and are not nearly as energy efficient as the newer models on the first floor.



The three-light cellar sash are not functional at this time and most have been blocked-off. The covers over the window-wells (seen in this photo) are in need of attention so that they will continue to keep water out of the window-wells, and thereby keep the cellar drier.

Bulkhead

The bulkhead, while effectively shedding water, needs to be resealed/painted and should be insulated from the inside.



The bulkhead, on the east side of the building.

Fire Escape

The wooden fire escape at the southeast corner of the building shows signs of deterioration due to exposure to inclement weather. Although this fire escape has been “grandfathered,” it does not meet current life-safety code requirements. Current code requirements would require the fire escape be built out of fireproof materials and also be covered and or enclosed. Also, the glass in the first-story window underneath the landing needs to be changed to prevent exploding glass from a fire in that area. Expanded public use on the second floor would require these upgrades to the fire escape.



The fire escape on the southeast corner of the building.

Chimney

The chimney is used by the furnace in the furnace room. Overall, the chimney appears to be in good condition, with the exception of the chimney area above the roofline. The cap (on the top of the chimney) has failed and the bricks and mortar of the chimney itself have been patched several times. The chimney should be rebuilt from the roofline up.



There is some staining in the ceiling around the chimney stack on the first and second floors, caused by improper flashing and/or moisture penetration in the mortar joints or through the brick itself. This damage may be old and has been since resolved with the new roofing and flashing, but given the condition of the chimney cap as noted above, additional damage could occur at any time.



Damage to the ceiling near the chimney.



Water stains on the plastered chimney face.

Roof

The building was re-roofed with asphalt shingles in 2010 and appears to be in good condition.

Tower

The tower's exterior elements appear to be good condition. The roof was re-shingled along with the roof of the main building in 2010.

Inside the tower, on the deck level where the sidewall vents are located, some of the asphalt roofing protecting the floor appears to be out of place and not installed properly. While this area is generally protected, the deck floor is pitched towards the bottom of the vents so that any wind-driven rain can be directed out and away from the tower, such that water will not puddle and collect on the deck.



View of the deck inside the tower. At left is one of the vents where water can escape. The light-colored material on the deck floor is asphalt roofing. The piece in the top right of the image has shifted out of place.

Interior

The Town Hall is favored with a high level of interior architectural integrity and overall good condition of its interior architectural features, such as doors, casings, and wainscot. As the building is over 100 years old, it is reasonable to expect signs of normal wear and tear to these features, especially with the number of use changes and remodelings.

While several significant architectural features have been covered over, due to shifting uses (such as the conversion of the second floor auditorium to office space), virtually none were removed; instead they were merely covered over or are hidden out of site. Thus they can be readily visible in the future if and when the building uses change.

Jail Cells

The survival of the two jail cells in the basement is highly unusual and contributes to the architectural significance and integrity of the Town Hall. While sections of the rear lattice walls were cut out during the ramp construction in 1987, most of the walls survive, as well as the inner benches. Controlling the moisture issues in the cellar will assist in preventing further deterioration to the metal.

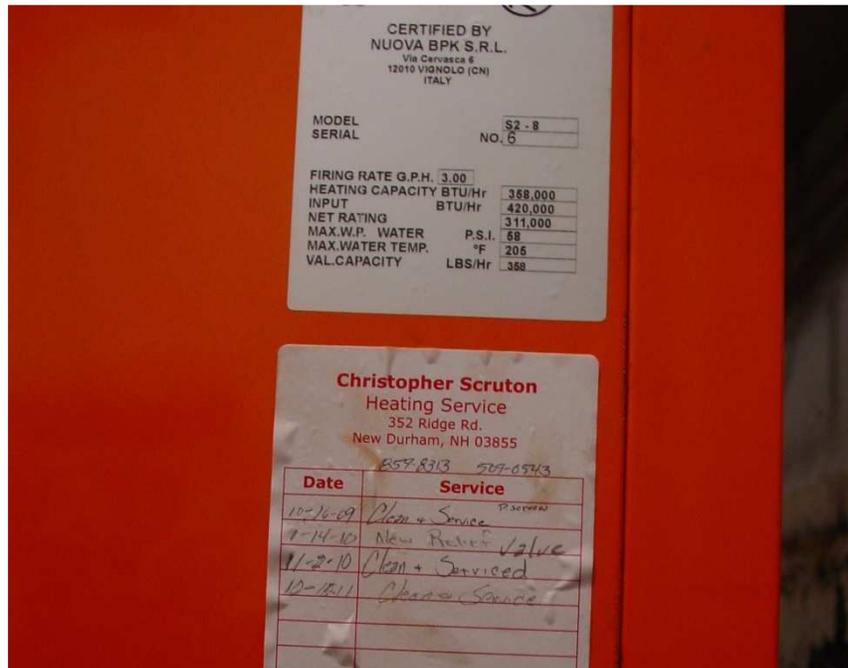


When the front entry ramp was installed in 1987, the rear sections of the cell walls were cut away.

Mechanical and Electrical Systems

Heating and Plumbing

The area around the furnace is of major concern. Anyone working in the furnace room, above the furnace room and/or adjacent to the furnace is highly susceptible to exposure to mold and the physical problems that it can cause.



The boiler appears to be in good working order has been serviced regularly.

Baseboard heating throughout the building appears adequate, but it should be noted that greater energy efficiency and comfort would be achieved if furniture, files and general clutter is moved away from the baseboard heating wherever possible.

Domestic water for the building appears adequate and potable. Wastewater lines appear to be functioning properly. An area of concern is that the water used for cleaning, especially for mop buckets, is taken from the kitchen sink and then disposed of in the kitchen sink. A separate slop sink should be located in another area away from any food and food preparation.

Bathrooms

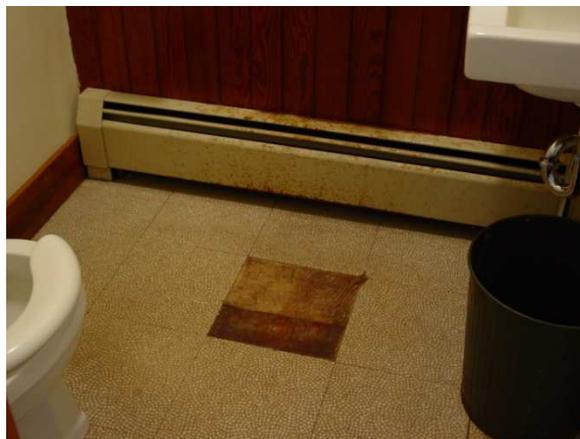
The two bathrooms near the front entrance are small, in need of work and fail to meet ADA compliance in terms of their doorways and size. The accompanying sink is located outside the bathrooms within the adjacent hallway by the main stairway. The entrance to this hallway is also not ADA compliant.



The hallway leading to the sink and two bathrooms at the front of the building is not ADA compliant.



The photograph at left shows the hallway and entrances to the two bathrooms near the meeting room. The photograph below shows some of the repairs needed to these bathrooms, such as the deteriorated floor with missing tile and rusted baseboard heating. The location of these bathrooms is not ideal, as they open up directly into the meeting space.



Air Conditioning

There is no central air conditioning in the building. The current practice is to use a multitude of individual window air conditioning units.



When the air conditioning units are removed during the fall and stored in the building, they are stored in hallways and other spaces that should be kept clear for safety reasons.

Electrical and Alarm Systems

The electrical service, as well as the phone and internet services, enters the building from the east wall near the fire escape. The smaller sub panel is located in the first floor janitor's closet off the rear hallway. The larger 200-amp panel is located at the top of the back stairs, just east of the former stage. The alarm system consists of three wireless panic buttons installed beneath a desk.

ADA compliance

The ramp at the front entrance provides ADA access into the building. However, the existing replacement front doors lack automatic door openers.



The concrete ramp that provides ADA access for the front entrance

Inside the building, there are no ADA-compliant bathroom facilities, nor is there ADA-compliant access to the second floor.

Preservation Guidelines for Needed and Recommended Work

Overall Approach to Treatment

The New Durham Town Hall retains a high level of architectural integrity. Although its interior spaces have been somewhat altered to suit a changing needs through the decades, a remarkable amount of historic fabric has survived these transformations. This is in part due to thoughtful stewardship during major renovations, which led to covering up, rather than removing, original material.

The continued use of the building as a Town Hall and civic focal point are important. While it is understood that interior spaces must shift periodically to meet contemporary needs, it is the strong recommendation of the consultants that any future work aim to preserve the building's 1908 appearance, which is still largely intact.

Accordingly, we recommend that any work program follow The Secretary of the Interior's Standards for Rehabilitation, as outlined in Appendix A. In essence, protection, maintenance and repair of historic fabric, such as trim, wainscot, doors, plaster, metal ceiling and so forth, is emphasized, while replacement is minimized. If it becomes necessary to replace a material, it should be replaced with like materials. Prior to undertaking work, a plan to document all proposed alterations should be developed.

Work Steps

The following work steps are arranged by priority and include costs when applicable. Since these steps have been prioritized with regard to current issues and needs, their order may need to be altered to address other issues as they arise.

Step 1. Address mold in the cellar

There is a great deal of mold in the cellar, though generally confined to the area of the furnace room. This is a potential major health concern and should be addressed immediately.

Procedure: This mold can be highly toxic and should be removed by qualified workers familiar with mold removal.

- Remove up to at least four feet of sheetrock (or above any moldy sheetrock) and insulation.
- Inspect the framing. If the framing is rotted, remove and replace with pressure treated material. If the framing is not rotted, clean and spray with an appropriate mildew removal agent. Allow to dry.

- Re-insulate the cleaned frame work.
- Install new moisture-resistant sheetrock. Tape and finish the sheetrock and apply a mildew-resistant primer and finish paint.
- Install 6mil vapor barrier and pour a concrete floor.
- There appears to be an old flex-duct in the ceiling that may or may not lead to the kitchen above. Make sure that this duct is sealed off in the ceiling of the furnace room.
- Install a quality de-humidifier with a pump, and plumb the exit line into a drain or outside and away from the building.

Estimated Cost: While it is difficult to determine the extent of the damage from the mold until the walls are actually opened up, a cost range between \$6,000 and \$8,000 should be planned (includes the price of the de-humidifier.)

Step 2. Clean out the cellar

It is important that any and all debris in the cellar be removed. This material, especially wood debris, can retain moisture and cause additional mold issues. It is important *not* to disturb the jail cells, as they are significant historic features.

Estimated Cost: \$300

Step 3. Re-grade around the building

Re-grade around the building so that the land pitches away from the building wherever possible. This is especially important along the west and north sides of the building. Even if there is adequate perimeter drainage, during the winter time when the ground is frozen, water run-off still needs to be pitched away from the building.

The area on either side of the front ramp, especially the right side, has a depression that should be filled in so that water and accumulated melting snow will run off away from the foundation.

Make sure that the sump pump in the cellar is in good working condition. Also, make sure that the exit hose is extended far enough away from the building so that the water can drain away and not simply cycle back into the cellar.

Estimated Cost: \$1,500

Step 4. Clear the paths to emergency exits and create efficient storage areas

As illustrated in the photo below, the pathway to the emergency exit and fire escape on the second floor is being used for storage. All of these stored materials should be removed from the pathway to the fire escape. This is a *serious* safety issue that should be resolved immediately.



These items should be stored in designated storage areas and definitely not in an emergency egress hallway

In general, there should be a more effective and efficient storage system. Currently, files are comingled within various departments, etc. Existing storage areas (including, but not limited to the areas behind and in front of the stage, hallways, the former balcony, and various closets) could be better organized by installing shelving.

Estimated Cost: \$2,000 to \$2,500

Step 5. Make immediate energy-saving improvements

There are a number of energy saving items can be accomplished immediately. Additional energy-saving improvements are outlined in the energy report by Margaret Dillan, dba S.E.E.D.S., as part of the New Hampshire Local Audit Exchange Program, January, 2012.

Procedure:

- Repair any broken storm windows on the building.
- Make sure that all storm windows are closed properly for the winter season.
- Insulation in the ceiling of the second floor should be checked. The current insulation appears to have been shifted, possibly when electrical work was done, and not put back properly.
- Check all weather stripping to make sure that it is functioning properly. Replace where needed.
- Replace existing exhaust fans that are not functioning properly.
- Insulate the underside of the bulkhead door.

Estimated Cost: \$2,700 to \$3,300

Step 6. Repair and paint the front (north) side of the building

Water infiltration above the windows and next to the doorhood over the front entrance should be checked for proper flashing. Replace only the clapboards that are in need of repair. All new clapboards should be spruce and back-primed and painted before installation. All existing clapboards should be scraped, sanded and primed with a high-quality primer. Finally, the entire façade should be painted with a high-quality paint such as Sherwin-Williams Duration.

Estimated Cost: \$12,000- \$15,000

Step 7. Resurface the tower deck

Properly install new asphalt roll roofing on the tower deck that will shed water to the outside vent in the event of wind-driven rain.

Estimated Cost: \$350 to \$500

Step 8. Repair and repaint the three remaining exterior walls

Following the same procedure described for repair and painting the front of the building, the clapboards and trim of the east, west and south walls should be repaired and painted. This work includes but is not limited to window well covers, clapboards, bulkhead and trim.

Estimated Cost: \$4,500 to \$6,000

Step 9. Replace chimney above the roofline

After carefully photographing and measuring the chimney to ensure its accurate replacement, the chimney should be taken down at least to the roofline and rebuilt with restoration, water-struck brick that match the original in size and color. The size and color of the mortar joints should also match the original. The new chimney and cap should be sealed with masonry water repellent, which should be good for ten years. It is important to have it sealed with water repellent and NOT water proofer.

Estimated Cost: \$3,200 to \$3,800

Step 10. Improve ADA access into the building

The ramp to the front door currently provides ADA access into the building, but an automatic door opener with remote switches on each side of the doors should be installed.

Estimated Cost: \$1,800 to \$2,200

Step 11. Provide an ADA compliant bathroom

An ADA compliant bathroom (for staff and public use) can be readily provided in the northwest room (currently, the part-time assessor's office) on the first floor.

Procedure:

- Carefully remove the existing door and trim. Do not discard, but label, save and store on site. Reframe a door opening that would accept a finished door opening of approximately 36 inches. There is an original door stored now in the second floor rear hallway leading to the fire escape that appears to be of adequate width; if so, it would be ideal for this widened doorway.
- Build an ADA complaint bathroom. Since the space is larger than required for the bathroom, create additional storage space by installing cabinets and/or closets.
- Make new jambs, install removed trim with new header trim to match and hang door. If an original door cannot be used, custom-make a new one to match—this is highly recommended, given the high visibility of this doorway.

Estimated Cost: \$7,000 to \$9,000

Step 12. Remove the existing bathrooms near the front entrance

After the new ADA compliant bathroom is completed, remove the two existing bathrooms at the front entrance and create a single storage room with shelving for records.

Estimated Cost: \$2,500 to \$3,500

Step 13. Reconfigure the existing bathrooms near the meeting space and improve janitor's closet

Given the mediocre condition of these two bathrooms and the fact that their doors open into the meeting room area, it is recommended that they be rebuilt into one ADA compliant bathroom, accessed from the rear hallway. Since the existing doorway between the meeting room and the hallway is already wide enough to meet ADA requirements, no alteration would be necessary.

As part of this work, the existing janitor's closet created in 1972 off the rear hallway can be expanded and vastly improved by adding a slop sink and shelving.

Estimated Cost: \$9,750 to \$13,200

Step 14. Expand first floor office space

After an ADA compliant bathroom has been provided in the rear of the first floor, the existing hall in front of the two existing bathrooms will become wasted space. The east-west partition wall along the north side of the hall (added in 1972) can be fully or partially removed to expand the adjacent office (east room B) into this area.

Estimated Cost: \$3,000 to \$3,800

Step 15. Review the air-conditioning situation

Have at least two independent air-conditioning companies with demonstrated experience in meeting the Secretary of the Interior's Standards for Rehabilitation review the possibility of converting to a more centralized air-conditioning system. This would eliminate the continual issue of removing, storing and then reinstalling individual air-conditioning units.

Estimated Cost: To be determined by RFP bidding process after the designs are considered.

Step 16. Collect and archive original architectural material

The town has carefully saved original architectural features that are no longer in use, such as doors, balcony seating and railing, and original clock hands. These pieces should be labeled with their original location and date of removal, as well as any other pertinent information and stored on site in an area free of moisture. (If storage on site is not possible, their location in another public building should be recorded in town records.)

Step 17. Expand second floor use & provide ADA access

If any substantial additional use of the second floor is contemplated, ADA compliance, as well as meeting life safety codes, would be required. No such work should be undertaken without a careful, well-thought out plan that has no or minimal impact on the character-defining architectural features of the Town Hall.

A project of this magnitude might include:

- Removal of the fire escape and installation of an elevator/stair tower. The best exterior location for a tower is on the south elevation, just west of the rear entrance. A tower in this location would allow access into the main building through the existing kitchen on the first floor and from the small room right of the stage on the second floor. An interior location for a new elevator/stairwell should also be explored. However, the needed headroom for the elevator above the second floor may not be available within the existing hip roof, and the cost of reconfiguring that space, as well as the costs when working within an already constructed building, may prove prohibitive.

- Installation of additional handrails on the existing and main staircase to the second floor. These handrails could be sensitively designed to allow the existing handrails to remain in place, while meeting the height required by current code.
- If the auditorium balcony is ever brought back into use, its features, such as the staircase, turned balusters on the railing and the pressed-metal ceiling should be reused or replicated as appropriate under the Secretary of the Interior Standards for Rehabilitation.

Estimated Cost: \$170,000 to \$230,000 *(NB: While this number is a reasonable number to use for general planning purposes, it is suggested that a qualified historical architect, familiar with a project such as this, be engaged to work on an exact plan so that more definite numbers can produced.)*

Ongoing Schedule of Maintenance

Once the majority of the work noted above is completed (exclusive of Step 17), the ongoing scheduled maintenance of the building is fairly basic. Normal wear and tear to the building is not necessarily deterioration that needs to be addressed, however, it is always easier (and less costly) to fix minor problems before they become major ones. For example, doors that have loose hinges or drag should be repaired so that their continued use will not cause further damage that might mean a major repair and/or a complete door replacement.

Examples of ongoing scheduled maintenance:

- Have the exterior and interior of the building reviewed by professionals that are familiar with maintenance of older structures. These professionals could lead a committee, along with the building inspector, on a walk-through to identify problems/concerns before they become bigger problems with costly repairs.
- Generally speaking, if you keep water out and away from the building, YOU WIN! The existing roof, while new, should be planned to be replaced in about 25 years. After the initial regrading noted in Step 3, the grass around the structure may have to be re-graded in about 10 years.
- The existing replacement windows are showing signs of fatigue. They will probably have to be replaced in the next 5 to 10 years. When it comes time to replace the existing replacement windows, new wooden sash with more efficient storm windows should be considered. It has now been proven scientifically that well maintained wooden sash with high quality storm windows are as efficient as vinyl replacement windows and will last for up to 6 times longer. The average vinyl replacement window is only guaranteed for approximately 15 years. The remaining original windows left in the tower should be inspected and repaired as needed.
- The boiler, while still functioning, should probably be replaced in the next 5 years or so. It is always better to replace a boiler/furnace before it breaks down in the middle of the winter and becomes an emergency situation with emergency pricing. A “System 2000” is a tried and true option and should be considered.
- Repainting should be accomplished before the paint is in bad condition. It is not unusual to paint a side or two at a time as needed to help spread the cost over several years. It is extremely important to understand that the proper preparation work as well as an excellent paint product such as Sherwin-Williams Duration paint, will ensure that the paint will last as long as possible. Note that the primary cost of any major painting project is in the labor, not the paint product itself.

Appendix A: Secretary of the Interior's Standards for Rehabilitation

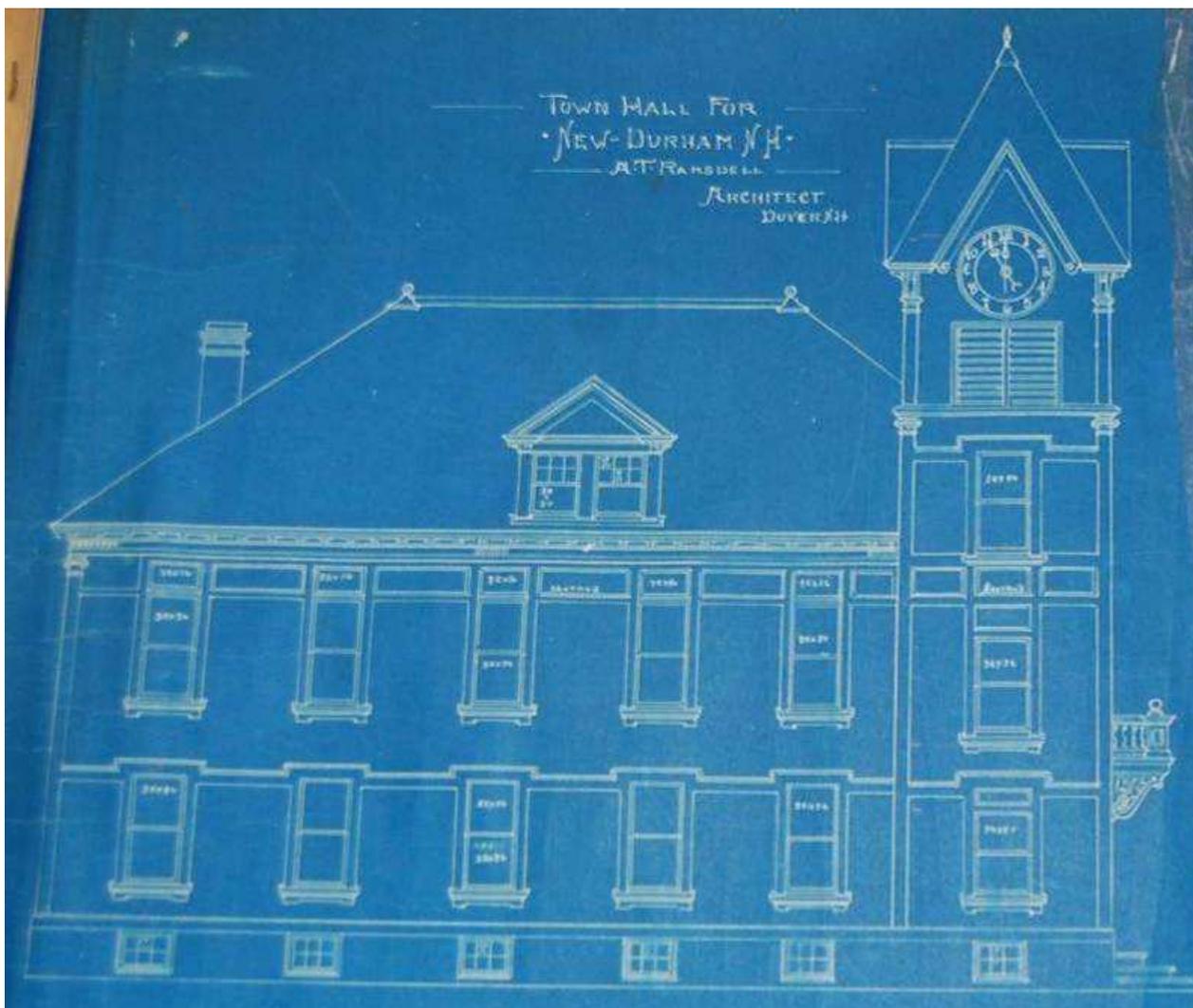
Rehabilitation may be considered as a treatment when repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate. Prior to undertaking work, a documentation plan for rehabilitation should be developed.

1. A property shall be used for its historic purpose or be given a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, shall not be undertaken.
4. Most properties changes over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For more information, visit the National Park Service's website on Rehabilitation:
http://www.nps.gov/history/hps/tps/standguide/rehab/rehab_index.htm

**Appendix B:
Architect's Plans**

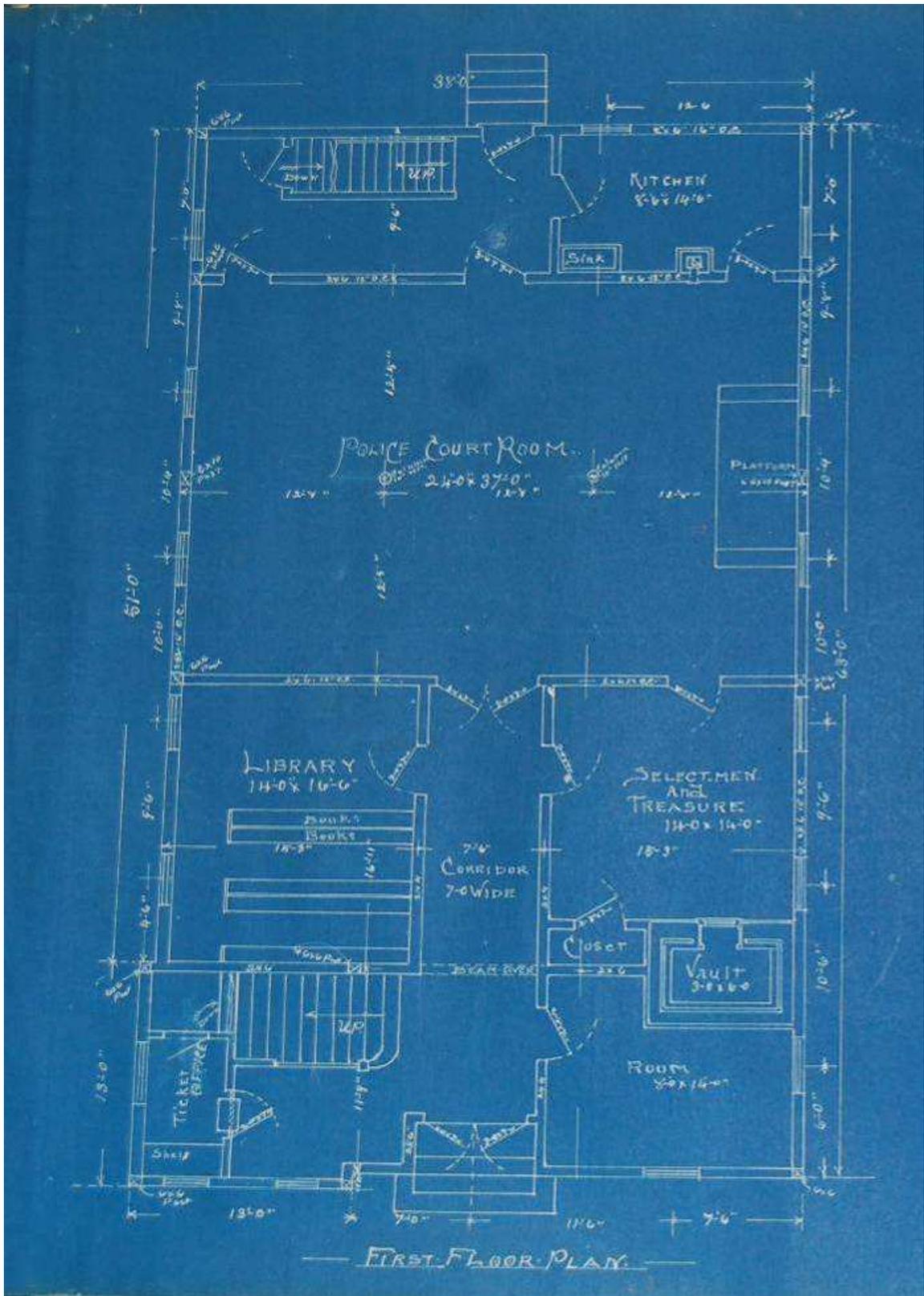
Alvah T. Ramsdell, Architect, 1907
Town of New Durham Historical Collection



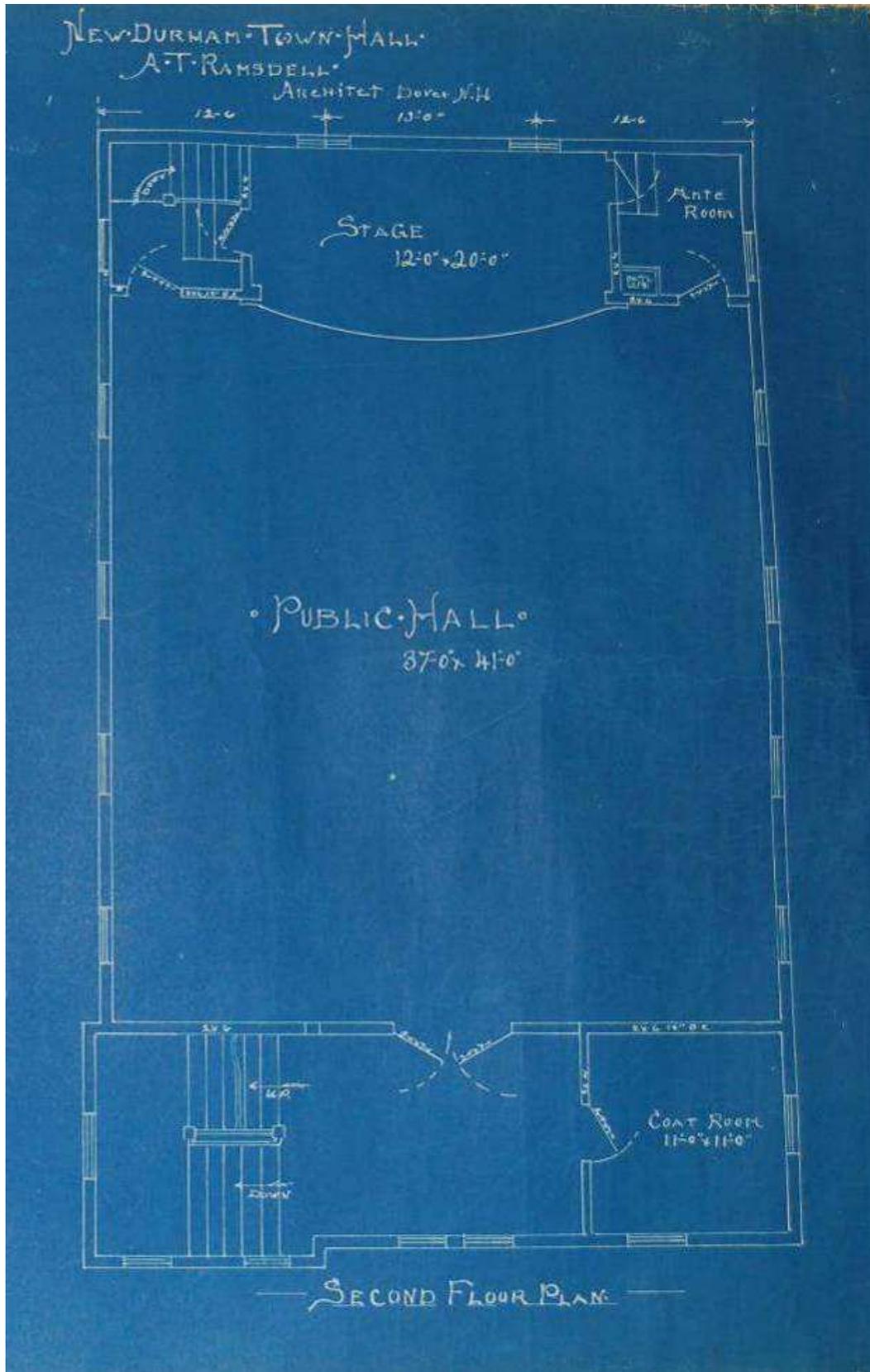
East elevation



North (façade) elevation

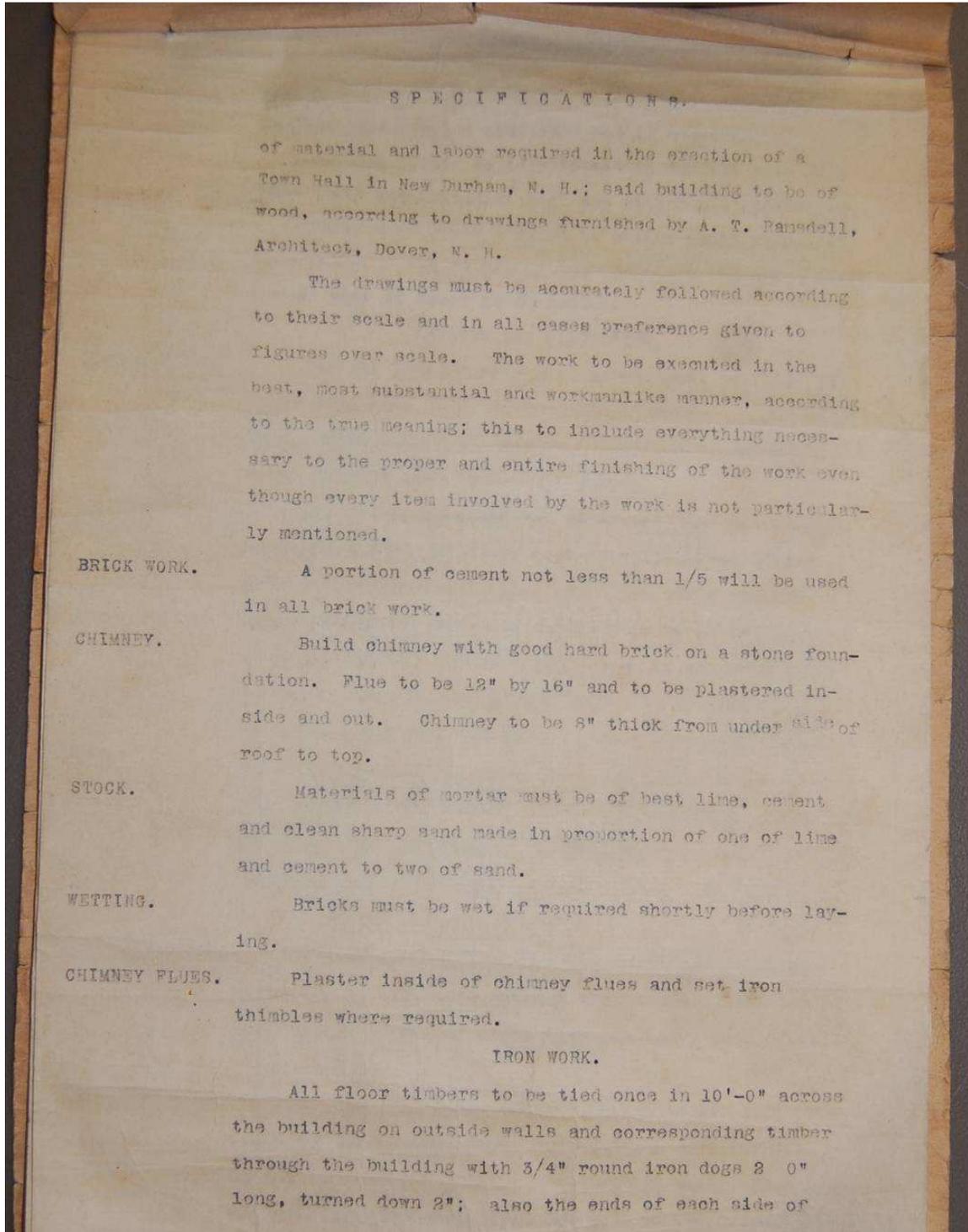


First floor plan



Second floor plan

Appendix C:
Architect's Specifications
Alvah T. Ramsdell, Architect, 1907
Town of New Durham Historical Collection



girder when meeting on piers or partitions; put 3/16" wrought iron staples over each end if required.

Ceiling joists solidly spiked to rafters with 30 d wire nails and bolted at each end with 2-1/2" bolts.

Rafters of tower secured to corner posts with 3/4" iron bolts. Hip rafter of main building running against corner post of tower to be bolted.

LATHING AND PLASTERING.

SPRUCE LATHS.

Lay the surface of walls, partitions, ceilings and stairways, with good spruce laths, laid well open, with butt joints carefully broken. Laths to be nailed at every bearing with heavy lath nails.

PLASTERING.

All walls, ceilings and stairways that are lathed to be plastered one heavy coat of well-haired mortar made of pure unslaked lime, and clean sharp bank-sand (free from loam) and best cattle hair to be thoroughly mixed by continued working and stack in the rough at least six days before putting on. To be properly put on and applied with sufficient force to secure strong clinches; put on even and flush with 3/4" corner beads and grounds, scoured down to an even surface, and smoothed up in lime whitewash. Plastering to start from under floors except where there is sheathing. In this case it will start from the grounds.

BACK PLASTERING

Back plaster on the boarding on all sides of the building, in all space between the studding from top of sill to under side of plate with one heavy coat of well haired mortar.

REPAIRS.

The plasterer will repair damages to his work previous to acceptance of the building and will furnish cloths and frames and stop all openings while plastering, and will furnish staging except such as the carpenters may leave for their own convenience.

CARPENTER WORK.

The carpenter is to do all wood-work, cutting, etc. for other craftsmen on the building, for heating, plumbers, masons, etc., to provide and set centre on which to turn arches. To furnish suitable protection to keep out the cold and rain, and hang doors, so the building can be locked up.

TIMBERS.

The whole of the timber used in and throughout the building is to be the best of its kind and quality specified well seasoned, and free from sap, large and loose knots, shakes and other imperfections impairing its durability or strength.

FRAMING TIMBER.

All the frame to be of best quality, Spruce, clear and straight grain. Floor timbers to be size figured on plans. Ceiling joists over main hall solidly spiked, bolted at each end to rafters with two 1/2" bolts, to have washers, and hung from rafter by six 1" x 8" solidly spiked. Exterior studding 2" x 6" 16" on centres ^{2-2" x 8" Plates} ~~6" x 6" caps.~~ Posts, floor timbers, rafters, etc., size marked on plans. All to be framed together in the most substantial manner with mortice and tenons, using oak pins. Frame to be well braced.

FURRING.

Fur the stairways and ceilings with 1" x 2" strips of spruce 12" on centres thoroughly nailed.

BRIDGING.

Bridge all floors and roof with 1" x 3" (except over police court room, 2-1/2 x 2") cross bridging nailed at each end with 3 9d nails. Bridge all partitions once in their heights, bridging full width of studding, nailed at each end with four nails. All door openings to be double studded and trusses.

BOARDING.

Cover the floor timbers, roof, and side of building with dry hemlock boards not over 8" wide nailed at each edge on each bearing.

Use 9d cut nails for all boarding, furring and outside finish

EXTERIOR FINISH.

All exterior finish to be made as per detail drawings of good clear northern pine.

CORNICE.

Main cornice to have 18" projection, 6" crown moulding, 3" facie, 3 1/2" bed mould, 14" plancher, 6" jig sawed brackets, covered with 7/8" to have plain and sheathed panel frieze down to bottom of transom. Sheathing to be 1/2" beaded.

Tower cornice to have 6" crown moulding, 3" facie, 3 1/2" bed-mould, 14" plancher, to have 6" jig sawed brackets covered with 7/8". Dormer to have 5" crown moulding.

CORNER BOARDS.

For main building and tower to be 1 1/4" thick with jig sawed and moulded capitals as shown. Corner boards for Dormer 7/8" thick.

WATER TABLE.

To be 10" wide, 1 1/4" thick, moulded cap.

BELT COURSE.

To extend around the main building 7/8" x 6" to be flush with window casings.

DOOR HOOD.

Build door hood as shown; to be supported on two 8" jig sawed brackets; to have panel post, 4" turned baluster and rail; heavy rail built up. Cover rail and caps with six oz. canvas lapped one inch and nailed with galvanized tacks. Canvas to be painted two coats of lead and oil.

STEPS.

Build the steps as shown of 2" stringers not over 2'-0" on center; 7/8" risers, 1-1/2 steps, round nosings with moulding under.

CLAPBOARDS.

Cover the sides of building and tower with 5 1/2" c clear spruce clapboards laid 3 3/4" to the weather, under laid with I X L rosin sized paper. All casings corner boards and sheathing underlaid with beaver brand tarred paper.

WINDOW FRAMES.

CELLAR.

Make the windows of 2" x 8" plank, 2" sills, 7/8" casings, 1 1/2" x 1 3/4" staff bead, fitted upon the inside with 1 1/2" sashed hung and fitted with wrought iron hinges, to have fastenings at ceiling with catches complete.

All other frames to be made for double hung sash, 7/8" hard pine pulleys stiles to have parting strips and pockets accessible, sills 2" thick, x 6" casings. Second story window frames in main building to have transoms for top-lights. Window frames on first story to have moulded cap.

Make four frames for clock and bell openings in tower of 2" x 8" plank. Fluted plasters at sides 2" x 10" with jig sawed and moulded capital and large circular moulded hood as shown. Make four dials of 7/8" x 4" matched pine with cleated ends. Each to have a door 2" x 10" neatly hung with hinges and catches complete.

SASHES.

Fit each window with a pair of 1 1/2" sashes hung with 2" steel axle pulleys with milled faces, best hemp sash cord, iron weights of accurate balance and strong bronzed iron spring fasts. Sash for second story window at sides to have top-lights. Sash to be of best quality put together in best manner and divided according to drawings. Put two bronze iron lifts on lower rail of each bottom sash.

TINNING.

Tin the bell-deck in tower with M. F. tin well soldered and lapped to make a tight job.

FLASHING.

Flash all hips, valleys, and around tower and dormers with 9 oz. zinc well bedded in slater's cement. Flash Chimneys with heavy lead.

SHINGLES.

Shingle all roofs with clear cedar shingles, not over 4 1/2" to the matter, nailed with heavy cut nails. Points well broken.

GLASS. Best quality. All windows to be glazed (except cellar windows) with first quality double thick glass. for all large lights. Cellar windows to be glazed with second quality glass. All glass must be carefully bedded and back-puttied with putty--all damage repaired and the glass left whole and washed and left clean upon completion of the work.

DOORS. Size marked on plans. Main entrances; to be 2" thick, 7/8" panel raised moulded, glass in top. All doors to be good #2 pine doors.

STOCK. All stock for doors must be thoroughly kiln-dried.

FRAMES. Door frames to be of 2" plank, rabbeted.

PANELS. All doors to be panelled; and the panels moulded. 2" Oak Sill for outside doors. Inside doors to be 1 3/4" thick. Door in corridor first floor to have glass panels.

INSIDE FINISH. Inside finish to be of best quality ~~white~~wood, N.C. Pine, kiln-dried, hand smoothed and sand papered. All inside finish to be made as per detail drawings.

ARCHITRAVES. All window and door casings to be 7/8" x 5", moulded casings, 1" turned corner blocks. Windows in basement and cellar to be cased and finished.

SHEATHING. Walls of main hall, hall ways and entrances, stairways, kitchen, police court room and public hall to be sheathed, 3 0" high with 7/8" x 3 1/4" beaded sheathing; capped with 3" x 7/8" moulded cap. Vestibule cell to be sheathed, also to be sheathed at sides, to extend to ceiling with 4" cornice in angles.

FLOORS. Under floors to be laid with sound seasoned hemlock boards, square edge, mill planed, laid close and thoroughly nailed at each bearing and each edge with 9d nails.

UPPER FLOORS. Finish floors to be N.C. matched rifted Pine not over 3" wide, the best to be laid in principle rooms;

to be laid smooth, the joints well broken; to be blind nailed with 8 d nails every 16". The public hall to be smoothed to make a perfect surface. All other floors the points to be smoothed off. Lay all landings for stairs the same as floors.

BELL DECK.

FLOOR. Floor of bell deck to be double boarded and to have 1/2" pitch to the foot. To be built so water will run over the stool of louver window, and covered with six oz. canvas, well lapped and nailed. All to be made tight. Paint two coats.

CLOCK FLOOR.

FLOOR. To be a double floor.

BASE. Put down 8 3/4" base with 2" moulded cap in all rooms not sheathed.

STAIRS. (Detail drawings.) Main stairway to have 2" x 12" spruce stringers, five to each flight solidly bridged, work to be done in best manner. Riser 7/8", treads 1 1/8", nosing to return with moulding under. Stairs to be finished in N.C. Pine. To have three 1 1/2" turned balusters on a step, to be 2" apart on second and balcony floors. ^{2" x 3 1/2" moulded rail} Main flight of stairs 2" round rail on inside secured by heavy iron brackets every 4 ft. Post at start to be 8" turned and curved. Other posts to be 5" square moulded turned. All landings to be framed solid.

Back and cellar stairs to have four spruce stringers 2" x 12", 1" tread, risers 7/8" of pine ^{2" round} rail at side secured strongly by iron brackets. Back stairs on second floor to have 4" turned posts and 1 3/8" balusters moulded rail. Build steps as shown to stage. Build a stout flight of steps from balcony to bell deck. Frame a scuttle sufficient to pass through in each floor as may be directed.

STOPS.

Put rubber tipped stops where required for all doors.

HARDWARE.

Outside doors to be hung with 3 4" x 4" butts, Boston finish; hardware for main outside door to cost \$4.00. Inside doors hung with two 4" x 4" Boston finish butts, ball tipped. To have dark bronze metal knobs. Hardware for inside swinging doors to cost \$2.50 for each door. All hardware to be selected by the Committee.

BALUSTRADE.

In balcony to have 2 1/2" x 3 1/2" moulded rail, 1 3/4" turned balusters 2" apart. Moulding under nosing of floors on hall side.

Make stands for sink, sheath under and hang doors with catches complete.

P A I N T I N G.

Furnish all material and perform all labor for the full completion and proper painting and finishing of the building, exterior and interior, the color as may be directed. The materials and labor to be of the best description; cover all sap, knots, etc., of exterior woodwork with a good coat of strong shellac before priming; putty all the woodwork smoothly after priming with white lead putty.

EXTERIOR.

All exterior woodwork to be painted two coats of pure linseed oil and Boston white lead, colors as may be directed.

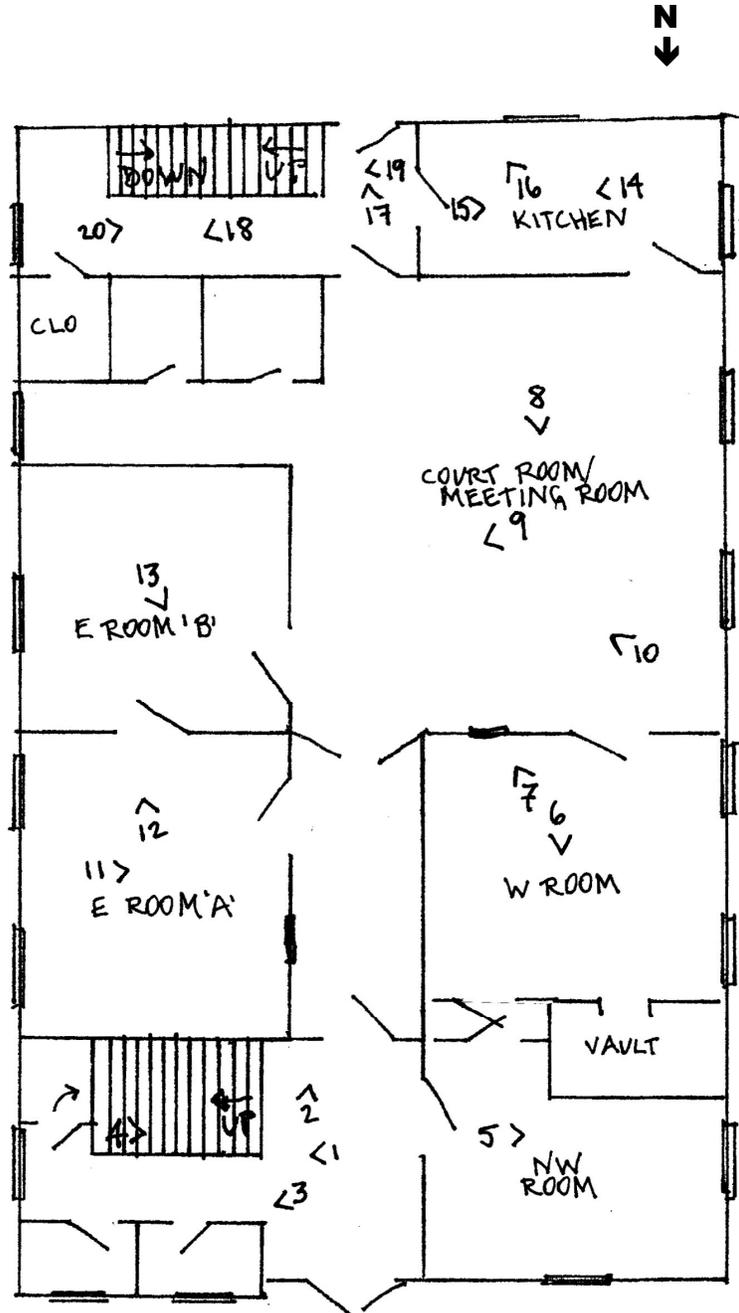
INTERIOR.

All standing finish to be filled in and left in its natural color; to be treated with two coats of #1 Crockett's Preservative. Do any other painting to fully complete the job.

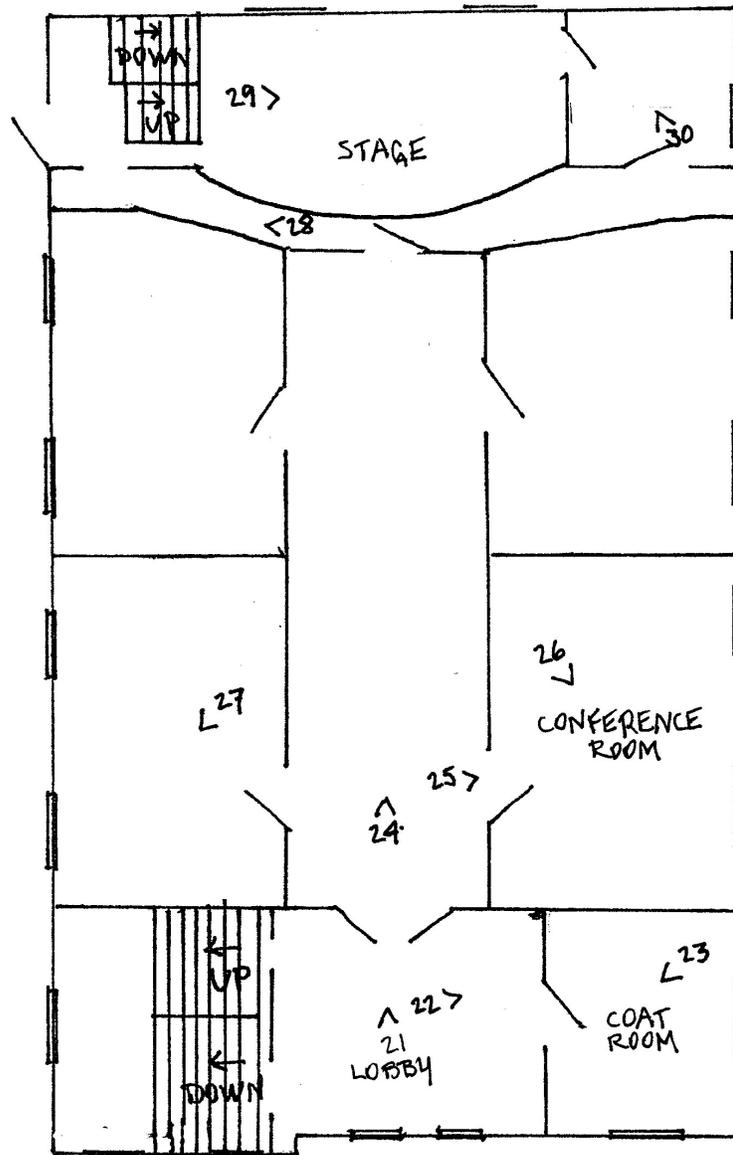
The painter must see that the woodwork is perfectly clean, putty up all nailheads and other defects, using care to match the putty in all natural wood and to sand-paper smooth and properly prepare all work. Floor to be oiled one coat.

Appendix D:
Sketch Floor Plans & Interior Photo Key

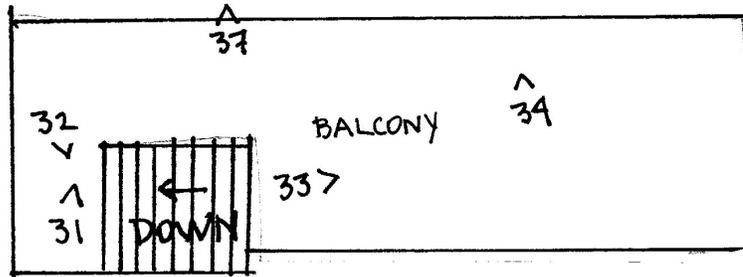
First Floor



Second Floor



Balcony



Cellar

