

# Zechariah Boodey House Committee Meeting Minutes



Approved  
as amended  
11/27/16  
CED

Boodey House Committee Nov. 12, 2016 Meeting

Present: Fran Frye, Cathy Orlowicz, Tatiana Cicuto, Crissa Evans (Joined the meeting at 12:30pm), and Sherry Cullimore. Our meeting commenced at 10:00am at the New Durham Town Hall. Hal and Crissa put the Boodey House sign back up after it had fallen. They also were able to re-stain the framework of the sign. In doing some recent research Cathy came upon Zechariah Boodey's elected as a selectman in 1788.

During the November 7<sup>th</sup> Board of Selectman's meeting, Tatiana Cicuto was appointed to the Boodey House Committee. The newest updated and amended "Right to Know" Laws were passed out. Cathy also gave a brief explanation of the town's ownership of the Boodey House and our position within this structure for our 2 new members, Fran and Tatiana. The minutes of October 23, 2016 meeting were reviewed; Taty's last name was corrected. Fran moved to accept the amended minutes, Cathy Orlowicz 2<sup>nd</sup> the motion and it was passed unanimously. Copies were immediately left at the town hall and for the Town Administrator, Scott Kinmond.

We are still trying to get our funds reconciled. Cathy has been working with Jennifer Correia, the town finance person. Jennifer wrote a letter to the Selectmen asking permission to transfer funds, totaling \$285, to be put into the Boodey House fund. This is the amount of the missing funds earned during "Music on the Ridge" in 2014. Our records show the money coming in but town records cannot show where it was deposited. This transfer will correct the problem. We are awaiting an answer.

Cathy has sent a hard copy of our plans to Michael Kender this week, to ensure he has received it. Have not received any email conformation that he received the electronic copy sent previously. This is because Michael's first estimate did not include the addition of the barn to the plans. We hope to hear from him in a few weeks.

The current Business Plan was passed out, dated Oct. 18, 2016. We went over the changes from the last meeting. We are now on to "Strategy and Implementation". Taty suggested bullet point layout instead of written paragraphs. The Committee agreed and moved forward.

## Phase I - Planning

### \*Presentation

BOS consensus and buy in for the project

### \*Funding

Crowd Funding

Grants

Donations

Gifting Campaign

### \*Generate Construction Drawings

Septic Design

Planning Board review

### \*Generate Materials List

Structural Assessment

Eligibility for state Historical Places

### \*Develop RFP

Seek bids

### \*Award Bid

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## **Phase II- Pre- Construction**

- \* Implement Promotions and Fundraising
- \* Award contracts and agreements
- \* Down Payment
- \* Any additional permits
- \* Any additional land clearing  
    BOS approval
- \* Well hookup with the cemetery
- \* Fund raising & PR
- \* Breaking Ground – CEREMONY!!!!

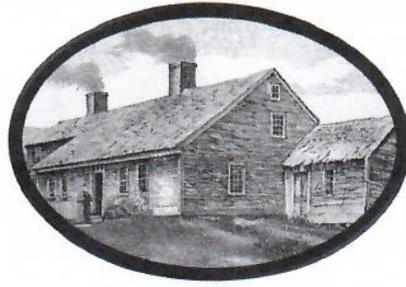
## **Phase III- Realization**

- \* Move storage trailers
- \* Get temporary services on site  
    Contact Eversource/ NH Coop re lighting.
- \* Security light
- \* Porta Potty on site
- \* Construction starts
- \* Develop educational programs
- \* Develop furnishings plan
- \* Fund raising
- \* Publish news releases, PR on updates, etc.
- \* Parking areas  
    Finish at site and across the road  
    Access to overflow parking
- \* Light installation
- \* Fundraising & PR

## **Phase IV- Completion**

- \* Interior Furnishings & finish interior of house and barn  
    Furnishings  
    Lighting  
    Sound system  
    Final Inspection "Clerk of the Works"
- \* Staffing
- \* Booking events
- \* B.A. Celebration – invite everyone!!!
- \* Acceptance of as built plans
- \* Ongoing PR and Marketing.
- \* Open Doors

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## **Phase V – Operations**

- \*Shop Planning
- \*Fund raising and PR
- \*Event Planning and schedule
- \*Monitor status
- \*Maintenance, cleaning, trash pickup, seasonal yard work.
- \*Administration
  - Bills
  - Booking

The next meeting will be November 27, at town hall at 10 am.

Respectfully Submitted,  
Sherry Cullimore, Scribe