

MINUTES

Special Meeting of the Parmelee Farm Steering Committee

Saturday, December 17, 2011 - Killingworth Town Hall

The following committee members were in attendance: Robert Broach, Christine Cronin, Terry Doyle, Linda Dudek, Tim Gannon, Joseph Hutchins, Richard Pleines, Peg Scofield.

Absent: Doug Ewers, Karen Milano.

Visitor: Cathy Iino.

Tim Gannon called the meeting to order at 9:20 a.m. and welcomed the visitor.

There was then a lengthy discussion of the latest draft of the RFP. (Request for Proposal) Various topics discussed were the restrooms, qualifications of prospective architects and engineers, the mandatory walk through of the house, the list of documents to be supplied to the architects, the bidding procedure.

The schedule that was set up is as follows:

January 6 – House walk through

January 11 - Written questions to be received by the committee

January 20 - Written answers to architects questions delivered to all candidates

January 27 - Proposals are due

February 13 -17 - Interviews of finalist candidates

February 27 – Bid Awarded by BOS

March 1 – Work to commence

Terry Doyle announced that the Lions have voted to approve release of up to \$34,000 to work on phase one the pole barn. This will be done in two phases. The first phase is to secure the structure and put in a crushed stone floor. Phase two will be to install a paver floor when the monies become available.

Peg Scofield will put the following documents on the town website so that the architects submitting proposals will have ready access to the documents:

Noyes-Vogt House Survey - November 2009

An Historic Landscape Master Plan by Elmore Design Collaborative - January 2011

An Historic Fabric Assessment by Thomas Paske - January 2011

Killingworth Historical Society building use and possible programming info

CAD drawing

Tim announced that Bruce Dodson was taking a leave of absence from the committee and Bob Broach would be taking his place.

Linda Dudek swore in all committee members present for the 2012 term.

Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Christine Cronin, Secretary

Meeting was reconvened at 12:25p.m.

Linda Dudek made a motion to accept that latest draft of the RFP, seconded by Richard Pleines, passed. (Terry Doyle and Christine Cronin absent)

Meeting adjourned at 12:28.p.m.

Respectfully submitted,

Linda Dudek, Acting Secretary.

List of Item to be Discussed at Walk Through

Electricity - viability of existing wiring especially on the second floor.

New restroom building could have separate electric meter

Water system to service - house , new restrooms and community garden.

Pump

Hot water on demand

Noyes- Vogt Report structural issues (list to be made)

ADA back door exemption

Door into main room

Upstairs bathroom

Heating system with zones