

## MINUTES

### Meeting of the Parmelee Farm Steering Committee

Thursday March 1, 2012 - Killingworth Town Hall

The following committee members were in attendance: Christine Cronin, Terry Doyle, Linda Dudek, Doug Ewers, Tim Gannon, Richard Pleines, Peg Scofield.

Absent: Robert Broach, Joseph Hutchins, Karen Milano

Guests: Bruce Dodson, Ethan Drain

Tim Gannon called the meeting to order at 7:08 p.m. and welcomed the guests.

Ethan Drain then addressed the committee on the progress of his Eagle Scout project, which is creating the new path in to the farm from the middle school. Ethan said that he hoped to finish removing the stumps from the path this weekend. He will also finish a small kiosk that will be located at the trail head. Peg Scofield will take care of the signage on the kiosk. Tim Gannon then brought up the fact that the school is going to drill a new well and will be using the path for access to the site of drilling. Ethan said that he would speak with Mike Destephano to make sure that they protect the culvert that he put in at the drainage ditch on the new path. Ethan also said that he would be happy to build a cedar gate for the trail at a later date as this is not a part of his Eagle Scout project. Ethan left after his presentation.

Tim Gannon then reported that he had spoken to Matt McCann on his Eagle Scout project. Matt said that he has raised the money and all he need are the poles and that he will keep the committee updated.

Tim said that Evan Segal is working on his picnic table project which was approved at the last regular meeting. He will be building 6 table/ bench units.

Tim reported that Tim Foreman had told him that he had not heard back from Dick Leighton yet on the pole barn. There were some issues with insurance that had to be worked out with the town concerning workman's comp and work done solely by volunteers. The committee will be updated when the issues have been resolved.

Peg Scofield reported that the community garden return gardener sign-up is March 4-6 and for new gardeners April 1-3. This year sign up will be at the community garden. Hours are on the community garden website. There was discussion about the community garden

Tim Gannon reported that Karen Milano is looking into the Dog Days event and meeting with people on that committee. There has still been no commitment to have the event at the farm this year. Karen will attend several of their events. It is not yet known if the work on the farmhouse will influence the ability to hold large events at the farm in the fall. Karen will keep us informed.

Peg Scofield had received a communication from Ann Nord re: holding a children's science fair sort of program at the farm for the school children beginning in April. They would like to utilize the farm. There will be more information on this to come.

Terry Doyle moved to accept the proposal of Ann Nord for a science program to take place on the farm, seconded by Peg Scofield, unanimously passed.

Tim Gannon stated that he had reported to Cathy lino that the committee's choice of architects for the STEAP Grant job was TLBA of Chester. A copy of their AIA standard contract has been forwarded to the BOS for review. We are waiting to hear from them.

Peg reported on her meeting on Tuesday February 28 with Mike Fortuna (TLBA), Dick Leighton, Jim Lally, and Tim Gannon. She said that the preliminary meeting went very well. There was discussion as to ADA requirements, bathrooms, building codes. etc. There was a lengthy discussion of the subjects covered at the meeting

Bruce Dodson then addressed the group reporting on the items that the Killingworth Historical Society is ready to start doing in the house. A copy of the document that the KHS prepared is attached Schedule A. There was lengthy discussion Schedule A.

Tim then reported on the school house roof. The Committee has received a second quote from Tim Forman for the trim work for the roof for \$3616 from CBCC, LLC. Tim will speak to Doug Williamson re: his quote for the trim work and get back to the committee. There was discussion of the trim work that needs to be done on the school house.

Peg Scofield moved to accept Doug Williamson's quote up to \$2000 for the trim work on the school house, seconded by Terry Doyle, unanimously passed.

Peg reported that she is seeking permission from Dick Leighton to be able to use the stone barn for storage for the community gardens. There was lengthy discussion on how this could be done. The committee will await Dick Leighton's opinion.

Terry Doyle moved that the committee approve the Community Garden's use of the stone barn for storage pending Dick Leighton's approval, seconded by Richard Pleines, passed. Peg Scofield abstained.

Tim said that spring cleanup will be held on April 14 and 15. The projects to be accomplished will be decided at the next meeting.

Tim said that the farm has received another tractor that was found in one of the town facilities. It is a John Deere X485. The town crew has worked on it and it is ready for spring. Tim announced that all of the mowers are now ready for the new season and a mowing workshop will be scheduled for those who volunteer to help mow the fields on the farm.

Terry Doyle moved that the minutes from the regular meeting on February 2 and the special meeting on February 15, 2012 be approved, seconded by Richard Pleines, unanimously passed.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Christine Cronin, Secretary

# Schedule A

## KILLINGWORTH HISTORICAL SOCIETY

### Parmelee Farmhouse Project Review

**February 8, 2012**

KHS Board Members Robert Broach, Bruce Dodson, Fran Dooley, Claudette Lagasse and Lew Scranton completed a review of the Farmhouse and developed the following list of projects to be completed by the KHS. This list was reviewed, modified (as follows), and adopted unanimously by the KHS Board on February 22, 2012.

These recommendations assume the Town of Killingworth/Parmelee Farm Steering Committee (PFSC), will upgrade the mechanical systems of the Farmhouse including the electrical, plumbing, septic and heating systems, and will complete any necessary structural repairs and modifications needed to meet ADA accessibility requirements.

#### **RECOMMENDATIONS BY ROOM:**

##### **KITCHEN:**

- (1) Cover floor with heavy drop cloth/tarp (taped down), to protect during restoration;
- (2) Cover cloth/tarp with carpet over "traffic path" (Lagasse to pursue donation);
- (3) Buy new stove (if suitable stove not available at KVFD auction);
- (4) Move safe to one of back rooms;
- (5) Hire carpenter to adjust exterior door;
- (6) Remove paint from inside of door - preserve original grain painting if possible;
- (7) Remove new shelf on east wall near fireplace.

##### **GREAT ROOM:**

- (1) Cover floor with heavy drop cloth/tarp (taped down), to protect during restoration;
- (2) Remove cabinets (move parts to garage for possible re-use);
- (3) Remove vertical sheathing;
- (4) Remove old wallpaper;

- (5) Remove baseboard heating hardware;
- (6) Fill space around edge of ceiling;
- (7) Spackle and sand old plaster walls and woodwork;
- (8) Hire carpenter to replace particle board patch in floor with matching oak flooring;
- (9) Adjust cabinet/closet doors on fireplace wall;
- (10) Install (possibly temporary), handrail on stairway;
- (11) Hire carpenter to repair/adjust exterior door and frame;
- (12) Investigate recommendation for stair enclosure;
- (13) Clean (only) and wax floor after refinishing/painting, etc

**FRONT HALL:**

- (1) Cover floor with heavy drop cloth/tarp (taped down), to protect during restoration;
- (2) Sand/fill woodwork;
- (3) Clean (only) and wax floor after refinishing/painting, etc.

**PARLOR:**

- (1) Cover floor with heavy drop cloth/tarp (taped down), to protect during restoration;
- (2) Hire carpenter to repair floor where rotted/insect damaged;
- (3) Investigate installing fireplace insert and/or period stove (Dodson to donate);
- (4) Remove baseboard heating hardware;
- (5) Remove ceiling lighting fixture (cap electrical wiring for possible future use);
- (6) Remove ceiling/wall crown molding if practical;
- (7) Sand/skim coat plaster ceiling for smooth surface;
- (8) Spackle and sand old plaster walls and woodwork;
- (9) After restoration is complete, sand and refinish floor.

**BATHROOM:**

- (1) Remove bathroom fixtures;

- (2) Remove new wall and doorway between bathroom and parlor;
- (3) Remove interior side of south wall if investigation proves prudent;
- (4) Remove new floor if investigation proves prudent;
- (5) Spackle and sand old plaster walls and woodwork;
- (6) Evaluate floor for appropriate treatment.

**REAR ROOM:**

- (1) Cover floor with heavy drop cloth/tarp (taped down), to protect during restoration;
- (2) Remove cabinets;
- (3) Remove painted wallpaper;
- (4) Remove baseboard heating hardware;
- (5) Replace ceiling fixture;
- (6) Spackle and sand old plaster walls and woodwork;
- (7) Clean (only) and wax floor after refinishing/painting, etc.

**UPSTAIRS:**

- (1) Cover floor with heavy drop cloth/tarp (taped down), to protect during restoration;
- (2) Remove baseboard heating hardware;
- (3) Remove tub;
- (4) Replace tub with soapstone laundry sink (in cellar);
- (5) Spackle and sand old plaster walls and woodwork throughout.
- (6) Save old glass from former exterior door – discard door.

**ADDITIONAL COMMENTS:**

- (A) A qualified carpenter should be hired to repair front and rear doors and the floors in Great Hall and Parlor, probably before the STEAP Grant project begins.
- (B) A recommendation for treating the back stairs needs to be developed - qualified architect(s) should be consulted.
- (C) Acceptable/unobtrusive ceiling fixtures need to be identified for the front hall and back room (the ceiling fixture will be removed from the parlor which will be used as a period display room).

(D) The review team recommends discarding the old heating “octopus” in the cellar since it is incomplete, in poor repair, and is an obstruction (it was noted that Tom Paske had recommended keeping it as an example of an old heating system).

(E) These recommendations should be presented at the PFSC March 1, 2012 Regular Meeting.

Prepared by:

Bruce Dodson, Director