

## MINUTES

Special Meeting of the Parmelee Farm Committee

Monday January 13, 2014 - Killingworth Town Hall

The following committee members were in attendance: Robert Broach, Christine Cronin, Bruce Dodson, Terry Doyle, Linda Dudek, Tim Gannon, Karen Milano, and Peg Scofield

Visitor: Guy Vecchitto

Tim Gannon called the meeting to order at 7:05 p.m. and welcomed the guest.

Terry Doyle moved to accept the minutes from the meeting of December 5, 2013, with one correction – the date in the heading should read “December 5, 2013 not 2012”, seconded by Bob Broach. Passed. Karen Milano abstained.

Bob Broach reported that the town has been invited to submit an application to the Connecticut Trust for Historic Preservation for a grant to fund the replacement of the sill on the east side of the farmhouse. This application will require an estimate from a contractor. Jeff Klausen will be asked to provide the estimate. There was discussion of the grant.

Bruce Dodson then gave an update on the progress of the Historical Society’s work on the interior of the farmhouse. He said that the painting has been completed in the upstairs. The Historical Society has compiled a list of furniture that they will need and are in the process of shopping for it. Shelves were delivered today and will be installed upstairs soon. The security system is now partially operative with respect to carbon monoxide and fire. The next room that will be addressed is the small room next to the restroom on the main floor. There was discussion.

Bruce said that Roger Nemergut has agreed to provide the necessary documentation for the handicapped ramp for the farmhouse. Steven Holmes has agreed to provide the required architect’s drawings meeting statutory guidelines for the ramp. They will be meeting with Roger next week. There was discussion. The Historical Society has a plan in place for their move in to the farm house. Furniture for the second floor will have to be brought in through an upstairs window as the stairs are too narrow. As furniture is collected it will be stored in the garage until such time as the equipment in on site to hoist the furniture in. This will probably happen in the spring.

Tim called for the election of committee chairman, co-chairman and secretary for the coming year.

Peg Scofield nominated Tim Gannon as Chairman, seconded by Linda Dudek. Unanimously passed.

Bruce Dodson nominated Peg Scofield as Co-Chairman and Christine Cronin as Secretary, seconded by Linda Dudek. Unanimously passed.

Tim Gannon then gave an update on the progress on the stone barn and restrooms. The power was connected to the restrooms and the stone barn a couple of weeks ago. With power available Terry Doyle will be able to install the cabinets and work benches in the stone barn. The installation sheetrock has been completed in the restroom, by a group of volunteers. It has also been painted and sealed. The

tile has been chosen and John Edwards of John Edwards Tile has volunteered to donate the installation of the tile. There was discussion.

Terry Doyle moved to recommend purchase of the tile, grout and thinset not to exceed \$2500, seconded by Bruce Dodson. Unanimously passed.

Karen Milano reported on the Krier. Karen said that there is not always news to report for each month in the Krier and that rather than be repetitive, the article on the farm should perhaps only run every other month. Karen will write a small block to appear every month that will be informational about the farm. She will show it to the committee. There was discussion.

Tim Gannon then gave an update on the progress on the pole barn. Tim said that the boards have been purchased for the exterior to close in the west end of the pole barn and create the room. This outer sheathing is rough cut ship lap. Once this is completed the end will be tarped until the doors are built. The boards are now ready for staining. The stain and brushes are stored in the stone barn. There was lengthy discussion.

Tim reported that the Venuti's have agreed to donate labor and equipment for the preparation of the parking lot and handicapped parking space to the north of the farmhouse. Bruce Dodson showed the committee the drawing from the Master Plan of the parking lot. There was lengthy discussion.

Tim Gannon reported that he had asked Dick Leighton what would be required to get a Certificate of Occupancy for the pole barn. Dick had responded that there would have to be a handicapped parking or drop off spot and a road to get there. The committee reviewed the Master Plan for the location of the access to the pole barn. There was also discussion of the possible usage of the pole barn and the various requirements of possible events.(catering truck and portalets) Tim will speak to the Venuti's about the turning radius for the access road. There was lengthy discussion.

Tim said that it is time that the committee develops a policy and procedures manual for the pole barn, including a fee structure. The committee who will look into this is made up of Tim , Peg and Linda. They will work on a draft and then report back to the committee. There may have to be several special meetings to complete this project. Bruce said we will have to have further information such as availability of the premises, where will the revenue go and will there be any limitation to the events. These questions will need to be answered by the Board of Selectmen and the town attorney.

Meeting adjourned at 9:14 p.m.

Respectfully submitted,

Christine Cronin

Secretary