

Campbell Farm Committee
Approved Minutes
November 9, 2016

The meeting was called to order at 6:15pm.

Present: Betty Dunn, Chair

Wendy Williams, Vice Chair

Margaret Case, Secretary

Kathleen DiFruscia, Jim Finn,

Derek Williams, Peter Griffin.

Excused: Lisa Ferrisi

Guests:

NHPA Members: Beverly Thomas, David Choate and

Jennifer Goodman

HDC Frank Farmer

Conservation Commission: Wayne Morris and Dave Curto

The NHPA reviewed there updated report of October 6, 2016.

(See attached)

The NHPA received needed information from the CF committee in order to write a RFP regarding a Curatorship Lease for Campbell Farm.

After a lengthy discussion a motion by Peter Griffin to recommend that the Conservation Commission enter into an agreement with the NHPA for phase 1 seconded by Jim Finn Vote was unanimous. Beverly Thomas will send the agreement to the Con Com meeting on Thursday 11-10-2016 for approval. The Members of the NHPA left the meeting at this point.

Discussion on the roof repairs: The companies that were contacted have not responded. Margaret Case noted that perhaps the Company that repaired Searles Roof might be interested. She will call them tomorrow. The committee would like to have this done by winter.

Minutes: A motion by Jim Finn to approve the minutes of 9-29-16 and seconded by Peter Griffin. Voted unanimous.

Meeting Date: The committee discussed trying to find a set night to meet. A motion by Jim Finn to meet on the first Thursday of the month seconded by Peter Griffin. Voted unanimous.

Next meeting will be December 1, 2016.

Motion to adjourn at 8:25pm by Peter Griffin and seconded by Jim Finn.
Voted unanimous

Margaret A Case, Secretary

Phased Services Proposal to
Windham Conservation Commission's Campbell Farm
Subcommittee for Historic Curatorship Lease Strategy for
Campbell Farm

September 16, 2016; updated Oct. 6, 2016

The N.H. Preservation Alliance submits this proposal to assist the Campbell Farm Subcommittee of the Windham Conservation Commission in proceeding with a historic curatorship lease strategy as recommended in our Campbell Farm Report, dated September 8, 2015.

Long Term Lease with Rehabilitation Requirements

Overview and benefits: This strategy allows the Town of Windham to retain ownership of the property for a defined amount of time and lease the property in exchange for certain terms. Historical curatorship leases are typically long-term with specific rehabilitation requirements.

Program development phase, part one:

The Preservation Alliance will work with the Subcommittee to develop preliminary lease option concepts with varied terms. Building needs, Town objectives and requirements, and market conditions will shape options. We will develop a Request for Proposals (RFP) and market the property for 6 months.

Budget estimate, schedule and personnel: \$4,500, 4-6 weeks to develop options and RFP. Plus 6 months of marketing and communications with interested parties. This budget does not include advertising costs. Preservation Alliance staff will work with real estate, legal, marketing and construction advisors. Our scope excludes on-site showings; we suggest this is

handled by a subcommittee member or real estate professional.

Deliverables: Leasing scenarios with financial terms and potential market information. RFP to market property. Information on responses to RFP.

WCC Subcommittee will:

During 4-6 week period:

- Provide the Alliance with summary of town objectives and requirements, generated as part of meeting conversation
- Be available to meet with the Alliance 1-2 times to discuss town objectives, lease options and terms, RFP
- Work with Alliance to determine lessee qualifications sought
- Review draft RFP and offer suggested revisions
- Distribute RFP to local networks

During 6 month RFP period:

- Receive RFP proposals, screen proposals with assistance from the Alliance, and manage communications with respondents
- Be responsible for the scheduling and showing of the property to RFP respondents
- Keep Alliance updated on RFP activity and interest
- Be available to review results/progress with the Alliance after two and four months to determine if adjustments are necessary

At the conclusion of this step, the Subcommittee to determine whether to proceed with subsequent steps or refine plans. The Preservation Alliance or other parties may provide additional or alternative strategies.

Program development phase, part two:

The Preservation Alliance will help develop materials needed to execute a lease: historic curatorship lease template, concepts for candidate screening and a Conditions Assessment with preservation guidelines and priorities (that will guide the future tenants' work and the owner's assessment of lease performance).

Budget estimate, schedule and personnel: Baseline documentation and assessment: \$2,500.

Other lease-related documents. \$2,000; 4-6 weeks; Preservation Alliance staff will work with real estate, legal, marketing and construction advisors.

Deliverable: Condition Assessment with preservation guidelines and priorities and other lease-related materials.

Execution phase:

The next phase of work is to select and secure a tenant. We suggest that the Subcommittee is aided by a real estate professional in this phase. The Preservation Alliance can provide technical support and preservation advice on an hourly basis.

Deliverable: Signed lease.

On-going management phase:

The Preservation Alliance recommends that management of the lease become a function performed by the Town if the Town has appropriate personnel, or performed under contract between the town and a qualified property manager with preservation skills or a preservation consultant/contractor team. The Preservation Alliance can provide technical support and preservation advice on an hourly basis.

Deliverable: Signed management contract.