

Campbell Farm Committee  
Minutes  
January 5, 2017

The Meeting was called to order at 7:07PM

**Present:** Betty Dunn, Chair

Wendy Williams, Vice Chair

Margaret Case, Secretary

Peter Griffin, Jim Finn, Lisa Ferrisi, Derek Williams,

Excused: Kathleen DiFruscia

Guests: New Hampshire Preservation Alliance (NHPA) Members:

Beverly Thomas, Jennifer Goodman and David Choate

HDC: Frank Farmer

Members of the Public: Devin Swett, Amy Regan, and Mr. and Mrs. Regan.

The Members of the NHPA discussed the draft of the RFP for a historic curatorship lease strategy, (4 pages attached). The committee had many questions which were mostly answered. Beverly Thomas stated that she would reply to the unanswered questions, to Betty Dunn.

The committee also needed answers to some legal questions and Lisa Ferrisi, Chair of the Conservation Commission gave Betty Dunn authority to ask Dave Sullivan for permission to contact the Town Attorney on this matter.

The NHPA members left the meeting at 9:05PM.

Motion made to approve the December 1, 2016 minutes by Peter Griffin. Motion seconded by Jim Finn.

Voted Unanimous

Repairs: The gray water problem has been resolved.  
The chimneys will be serviced in the next week.  
The committee is waiting for roof quotes.

The committee discussed doing an inventory of items left in the farm house and what would be done with the items if we signed a long term lease. Amy Regan the current lease holder volunteered to complete the inventory. The committee thanked Amy.

Amy Regan and Devin Swett spoke about a few items that need repair. They will make a list with costs to be given to Betty Dunn, Chair.

Motion was made to adjourn at 9:45PM by Jim Finn. Motion seconded by Peter Griffin.  
Voted Unanimous

Margaret A Case, Secretary

Worksheet for 1/5/17 meeting's goal:  
Drafting an RFP for long-term lease for the Campbell Farmhouse that features  
preservation goals, building needs and Town objectives

Background: Historic Curatorship Lease Strategy  
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.

Process: The Preservation Alliance will work with the subcommittee to develop a RFP that meets preservation goals, building needs and Town objectives. The RFP will be distributed by the Alliance and responses collected by the subcommittee for up to 6 months. Regular communications between the Alliance and the subcommittee will allow for updates and adjustments as needed.

## DRAFT Outline of RFP for review by subcommittee

### Part 1:

- A. Purpose of RFP/Goals of Campbell Farm project (see draft)
- B. Community profile
- C. Site location and description
- D. Historic significance with preservation priorities (see draft)
- E. Description of assets associated with site (demographics, access/proximity information, zoning, incentives)
- F. Proposed lease structure

### Part 2:

- A. Proposal submission requirements (see draft)
- B. Description of proposal evaluation and selection (see draft)

### Part 1 A: Purpose of RFP/Goals of Campbell Farm project

The Town seeks proposals for rehabilitation and continuing use of Campbell Farmhouse that will meet community and preservation goals. Accordingly, the Town seeks to identify and select a partner who:

- Will be sensitive to the historic nature of the building and its features that define its historic character;

- Understands and accepts the challenges of rehabilitating an old building;
- Is committed to the preservation of the Campbell Farm on a long term lease basis;
- Has the experience and ability to rehabilitate an old, yet structurally sound, building to 21st century standards and needs;
- Has financial capacity to undertake the rehabilitation and maintenance of the property.

The Town will respectfully consider all proposals and is most interested in proposals with terms of X to Y years, a financial investment of ? , and a respect for the historic integrity of the farmhouse.

The Town's guiding principles for Campbell Farmhouse's continuing use are:

1. Property will be preserved and remain an asset within the community, continuing to represent an important family and time period of the town's historic past.
2. House will be used in a manner that positively contributes to the character of its neighborhood and surroundings.
3. House will be rehabilitated and occupied as soon as practicable.
4. Strategies that maximize the chances that the house continues to be well maintained, well stewarded, and well preserved.
5. Use of house must be compatible with the purposes and uses of the surrounding conservation land.
6. The structure will be preserved and maintained insofar as possible in accordance with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties.
7. Project and property use will not pose an undue financial burden on the Town of Windham.

## Part 1 D: Historic significance with preservation priorities

In determining preservation strategies for a historic property, it is important to identify the features that define or contribute to the historic character of the property. The design of this Italianate house is unusual, reflecting “both the wealth and intellectual curiosity of its builder, Deacon Samuel Campbell Sr. (1819-1902).” It is characterized by high-quality building materials, and innovative design and technology. While “the single detriment to the building’s integrity of design is the loss of the original front porch... the building should retain eligibility for listing in both the State and National Registers of Historic Places.” (Notes on the Campbell Farmhouse, James L. Garvin, January 24, 2015)

### Preservation Priorities:

#### Highest priority to preserve:

- Basic form of the house including roof
- Setting and footprint of the house
- Granite foundation and underpinning stones
- Major elements of floor plan
- Original exterior features of the house such as cornice and roof brackets and engaged corner pilasters
- Original window sash, casings, and glass
- Some interior features of the house, particularly on first floor
  - o Interior front hall and staircase including front door and doorbell
  - o Doors and casings

#### Also very important to preserve:

- Landscape features including retaining walls and barn and porch foundations
- Lawns, adjacent fields, other stone walls and larger trees
- Original exterior materials of house
- Kitchen chimney and what remains of parlor chimney

#### Areas where more flexibility/change is possible:

- Existing garage (new garage could be possible)
- Front porch may be rebuilt

- Ell floor plan and materials may be altered
- Kitchen and bathrooms may be changed
- Secondary staircase may be changed

A preservation easement is being considered for the property that reflects these priorities.

## Part 2 A: Proposal submission requirements

Name and contact information to include mailing address, telephone number, fax number, and email address.

Please provide a narrative summary of the concept. Describe how the proposed use is compatible with the long-term preservation of Campbell Farm and the historic value of the property.

Applicants must specify how they intend to carry out the preservation phases of the project. Please include a general schedule with milestones. A more detailed schedule will be required before signing a lease agreement. It is suggested that applicants consult with the Windham Building Inspector for help interpreting building code and ADA issues and to become familiar with the flexible allowances for historic properties as appropriate. For more information see the NH Division of Historical Resources website:  
<http://www.nh.gov/nhdhr/code.htm>.

Provide a narrative summary of experience and qualifications (yours or those whom you will hire) to undertake, implement, and manage the preservation, use and maintenance of the property. Include references

and contact information for any other similar projects. Describe any specialized skills in historic preservation.

Provide evidence of financial capacity for rehabilitation and maintenance of the property.

#### Part 2 B: Description of proposal evaluation and selection

The Town will evaluate each proposal based on the documentation requested herein, using criteria that include, but are not necessarily limited to, or in the order of, the following:

A. The proposal's responsiveness to the RFP (format, capabilities, approach, clarity, etc.).

B. How well the proposal matches the needs and values of the community.

C. The qualifications and experience of personnel committed to the project.

D. In its evaluation process, the Town may request additional information or clarifications.

E. The Applicant's ability to verify financial competency to complete the project as proposed in a timely manner agreed to by both parties.

Proposal logistics to include:

- Preliminary Proposal/Expression of Interest due 2 months from RFP date, final due in 4 months from RFP date;
- Schedule of on-site visits and interviews.

