



Town Common Beautification Committee Meeting Minutes

Meeting Date: **November 12, 2015**
Location: **Bartley House, Windham, NH**

Time: **7:40am**

Attendees:

Joel Desilets	<u> X </u>	Dave Paulson	<u> </u>
Kathleen DiFruscia	<u> X </u>	Maureen Spooner	<u> X </u>
Frank Farmer	<u> X </u>	Dave Sullivan	<u> X </u>
Peter Griffin	<u> X </u>		<u> </u>

Meeting Minutes

General Discussion Items:

Project Funding:

- We discussed potential options on how the project will be funded. One lump sum or a phased approach. No conclusions, we need to have the plan more solidified.
- Additional discussion points were around soliciting donations.

Project Items:

- We discussed looking at a phased approach for the project again budget driven.
- We discussed the need for landscape lighting/accent lighting. With support from the Landscape Architect we should be able to address this.
- We discussed the availability of “as-builts” of the Common Area. Dave S. stated he would contact Peter Zodi and Karl Dubay on any known as built plans for Town Center. For our next meeting we would also have an aerial plan available to review.
- Kathleen asked how would or could the Village District project compliment this project.
- Signage for the Town was discussed. Are we in sync. With the other sub-committee, if needed, on town signage? Suggestions such as: Welcome to Windham and Entering Windham Town Center were discussed.
- Dave S. suggested that for our next meeting we should start to layout some “bubble diagrams” capturing ideas (e.g. first draft of a conceptual plan).
- Discussed the Gazebo on the Common. The committee was informed that the Gazebo needs to be looked at and perhaps repaired or replaced depending upon its structural condition.
- We recapped the need to replace the fence and bridge on the Common.
- We discussed the Veteran’s memorial rock in the corner of the Common and how we should address it under the scope of the project.
- Discussion on Indian Rock. The site is currently owned by the state, this occurred for the highway project. We may want to contact our State Rep. to see if the state will donate or sell it back. No action required at this time.
- Dave S. mentioned that a portable ice rink has been donated to be put on the grass area of the Common, the town would need to keep it snow free but the set-up and take down would be taken care of. The ice rink would be for skating *not* hockey. It was also discussed that we might want to place a few benches and a fire pit there.

Agenda Items:

1. Quick Recap of the Kickoff Meeting held on 10/29/15
 - a. Review walkthrough of the grounds
 - b. Reviewed the need for a plan to be developed
 - c. Review Town Pound and discussed options for it
2. Go Forward Meeting Schedule.
 - a. Review meeting options and agreed upon every other Thursday with the exception of Thanksgiving. Maureen committed to publish the schedule.
3. Landscape Architect Options.
 - a. Dave S. is looking at options leveraging existing Town contractors – No reply yet
 - b. Maureen mentioned she would contact a few past associates.
 - c. Dave S. mentions that we would be able to appropriate funds for a Landscape Architect if we stay below \$5k. If not we will need to put together an RFP.
4. Confirm Scope of Project (How much is encompassed)
 - a. Review the total scope under the project. It includes the original town complex, the Town Common up to Rt111 and down past the Senior Center.
 - b. The Old Fire Station was discussed and how it could be better utilized; such as residing the building and fixing up and cleaning up the right hand bay. This should be included in the scope and budget for the project.
5. Marketing/Publicity for the Project
 - a. Discussed a variety of options for increasing awareness of the project.
 - b. Peter suggested that we contact Brad Dinsmore for information on Town Center History and perhaps invite him to a future meeting.
 - c. It was discussed that we may want to have a write up in the Windham Independent to let the residents know about the committee and the plan.
 - d. Discussed how we get a page set up on the Town website for the Project. Dave S. mentioned that Wendy was in the process of creating one. The page will house all the information on the project, meeting minutes, meetings, other relevant activities.

Next Meeting is on December 2, 2015 at 7:30 am at the Bartley House

Action Items:

#	<u>Item</u>	Owner	Target Due Date
1	As-Builts of Town Common Area	Dave Sullivan	12/2/15
2	Publish "Go Forward" meeting schedule	Maureen	11/13/15
3	Contact Brad Dinsmore	Peter	12/2/15
4			