

**Hancock Meetinghouse Oversight Committee**  
**Meeting Minutes**  
**Friday, January 20, 2023**  
**DRAFT**

**Members Present:** Neal Cass, Dave Drasba, Tom Shevenell, Ginger Smith, Amy Wilson

**Member Absent:** Gary Ryer

**Staff Present:** None

**Others Present:** None

**CALL TO ORDER**

Dave Drasba called the meeting to order at 9:02 in the Town Hall (lower level of the Meetinghouse).

**APPROVAL OF THE MINUTES**

Mr. Shevenell moved to approve the meeting minutes from August 26, 2022. Ms. Smith seconded the motion.

**VOTE:** Voting in favor, Drasba, Shevenell, and Smith; no votes against; abstaining, Cass and Wilson. **Motion passed 3-0-2.**

**CHAIR AND MINUTE TAKER FOR 2023**

2023 is a year where the Church is responsible for providing the chair for this committee. The Church Representatives designed Mr. Drasba as the chair for the coming year. Mr. Cass will serve as the minute taker.

**TOWN CLOCK UPDATE**

Mr. Drasba reported on the visit and work of Tony Gazzana (?), an expert on tower clocks. Her reported the following:

- The clock is now working.
- Great education was done showing additional areas for maintenance
- The Town will order supplies to improve on-going maintenance including special oils and applicators.
- A major cleaning and adjustments have not been done in over 50 years. The cost for this is approximately \$5,000.

**RECOGNITION OF THE HISTORY OF THE MEETINGHOUSE**

Mr. Drasba reminded those present that there has been discussion of a display in the Town Hall to recognize the history of the building. The estimated cost is \$3,000-\$4,000. There was no commemoration of the buildings 200<sup>th</sup> anniversary due to the pandemic.

**REQUEST TO HANCOCK IMPROVEMENT ASSOCIATION (HIA)**

There was discussion of requesting funds from HIA for the three Town Hall items that are listed on the budget, shades for the windows, project and screen, and adjustments to the stage lights.

HIA will also be asked to collect donations for the improvements to the clock and for the building history presentation. For the next meeting, Mr. Drasba will draft documents for committee review on all three of these HIA items.

**2022 ANNUAL BUILDING ASSESSMENT REPORT**

Mr. Drasba and Mr. Shevenell prepared the Building Assessment Report which has been provided to LCHIP.

**2023 PROPOSED BUDGET AND WORK PLAN**

Mr. Drasba provided this Proposed Budget and Work Plan for 2023.

**Hancock Meetinghouse Oversight Committee**

**Proposed Budget for the 2023 Work Plan**

Updated: December 5, 2022

Item	Description	Estimated Cost	Town's %	Town's Est. Cost	Church's %	Church's Est. Cost
3.01	Replace exterior door north end first floor	\$3,500	100%	\$3,500	0%	\$0
3.02	Repair siding at north wall	\$2,000	50%	\$1,000	50%	\$1,000
3.03	Refinish first floor lobby floor	\$1,800	50%	\$900	50%	\$900
3.04	Repair kitchen ceiling	\$1,200	50%	\$600	50%	\$600
3.05	Consulting with Margaret Dillon of S.E.E.D.s	\$500	50%	\$250	50%	\$250
3.06	Secure main entry door closers	\$1,000	50%	\$500	50%	\$500
3.07	Shade for first floor meeting room	\$2,200	100%	\$0	0%	\$0
3.08	Projection screen, Projector & Cabinet	\$3,550	100%	\$0	0%	\$0
3.09	Adjust stage lights	\$1,000	100%	\$0	0%	\$0
	Sub-total	\$16,750		\$6,750		\$3,250
	Contingency at 10%	\$2,000		\$850		\$500
<b>Total Estimated Cost</b>		<b>\$18,750</b>				
<b>Town's Estimated Portion</b>				<b>\$7,600</b>		
<b>Church's Estimated Portion</b>					<b>\$3,750</b>	

Discussion took place concerning this plan.

- Due to a lift issue, Melanson was not able to replace the two missing slates this past year. Mr. Drasba reported that he checked in the attic and everything is dry at this point. This repair needs to happen in 2023 at a cost of \$2,000, unless the lift has to be rented for a full day which will increase the cost to \$3,000.
- There needs to be investigation into why the siding on the north side is rotting so quickly.

- The lobby floor boards have worn from originally being 1 inch down to a ½ inch so a new floor will be needed in the near future. The recommendation is to lay a new floor over the existing. There is no subfloor. It was the consensus of the committee not to refinish the current floor at this time.
- There is some water damage to the kitchen ceiling.
- The consulting by Margaret Dillion has to do with the moisture that is coming from the basement. Two years of moisture data is now available. Mr. Drasba would like to do additional review before bringing in a consultant.
- An addition to the list would be the installation of additional lumber to provide safer access to the faces of the clock.
- Two wood spires were replaced this past year, and there is a need to replace the other two.

Ms. Wilson noted that the emergency light over the organ in the sanctuary is remaining on and the floor at the top of the stairs has become even more squeaky than it was. Tyler Howe will be notified of the light issue as we have a maintenance contract on the lights.

It was decided that the committee will meet next on Friday, February 17, 2023 at 8:00 a.m. in the Meetinghouse.

There being no further business, the meeting adjourned at 8:55 a.m.

Respectfully submitted  
Neal Cass