

## **Windham Depot Advisory Committee**

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February 1, 2008

#### Minutes

# Friday February 1, 2008; 4:00 pm, Bartley Administration Building

Attendance: Dave Sullivan, Mark Samsel, Dick Forde, Carolyn Webber, John Mangan, Carol Pynn, Wayne Morris

Accepted previous Minutes: October 19, 2007, November 30, 2007, December 28, 2007

#### Old Business:

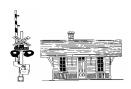
o Eagle Scout project interest – There is a Scout who met with Mark to look at possible Eagle Scout projects along the trail; he is interested in finishing the Caboose floor. He will present his plans at a future meeting.

Other possible Caboose Eagle projects to concider:

- Salt Shed roof
- Cellar hole clean out; plantings inside, trails around cellar hole
- Fence back of Depot parking lot
- o Pelham caboose visit Will need to schedule and post as a committee meeting
- o Selectman approval to pay move balance
  - Move donations received Use towards other caboose costs. For money WRTA is holding, when needed cut check to Town with letter.

### New Business:

- Stabilization Project Project Management; discussion with Karl Dubey
  - Priority High
    - Stabilize buildings; Depot, Freight, Salt shed
    - *Electricity*
    - Security
  - Priority Medium
    - Wood fence along back of parking lot
    - Level parking on unpaved section
  - Priority Lower
    - Trail section within parking lot
    - Flume overlook
    - Water Tower rebuild
    - Improved Parking
    - Level parking on unpaved section



- Stabilization Project Engineering Phase kick off items
  - We need to create RFP for architectural work. (Dave will check with Ram for a copy of another Towns RFP for similar work)
  - We need to determine what plans require engineering stamps (Dave will check with Ram M)
  - Frank Whitmore (contractor on similar projects) will visit the Depot on Friday February; 2pm to offer suggestions to get started.)
  - Wayne will contact Bernie Roulliard and Phil LoChioto for assistance and possible participation on the project.
  - Carol will contact Jim Garvin from DOT for State Historical Committee advice.
- o Stabilization Project Admin
  - We are 2 months into a 9 month "use up" project cost allocation
  - We need to check with grant application from time to time to ensure we are in compliance.
  - 33K is available for architectural work engineering work; 13K from Town appropriation, 20K from State grant.
- o Status of Building Lease Dave distributed for review at next meeting.
- o Handicap Access We discussed the need for handicap access. Challenge is the caboose door width is not wide enough for a wheelchair. Possibility of keeping a book with pictures somewhere outside for viewing if access is an issue.
- Reviewed Goals and Objectives for 2008
  - Stabilization Project
  - Caboose work
  - Landscaping work
  - Fundraising
  - Public Events

Other:

Next Meeting: TBD