

MEMORANDUM

DATE: 29 January 2003

TO: Fannie Gabriel, Pres.
Wintonbury Historical Society

FROM: Eloise Marinos, AIA

PROJECT: Wintonbury Historical Society – Captain Oliver Filley House Rehabilitation Project
NO: 98-200

MESSAGE:

The following list represents items to be addressed by WHS, as per recent discussions, meeting with Lynda Costen of DECD on 01/10/03, Umbrella Committee Meeting of 01/15/03, and 01/17/03 meeting with Suzanne Lazar and Cliff Gurnham of Town of Bloomfield:

ITEMS THAT WILL BE REQUIRED BY DECD LEGAL REVIEW FOR UAG:

1. **Project Agreement Between the WHS and the Town of Bloomfield:** Document, to be prepared by Attorneys for the WHS and the Town of Bloomfield, which outlines agreement parameters and responsibilities between the Town and the Society for the Captain Oliver Filley House Rehabilitation Project; note that this agreement shall be loosely based on the "Letter of Agreement" between the State of Connecticut - DECD, and the Town of Bloomfield for the Urban Action Grant for the project.
2. **Fund Raising Plan – WHS for Project:** Must be prepared by WHS and submitted to DECD for Project Fund Raising (DECD would like good draft by mid-February). Plan shall include fundraising to date documented by quarters, and split into categories as defined by committee (Site Fund; Grants; Bequests; Memorial Funds; Annual Events; Special Events; Proceeds from Sale Items; Fund Drive). Appendix and attachments to Plan should include Summaries of completed project works such as the "Structural Stabilization and Wood Shake Roofing" for the Southwest District School; Old Farms School Project Completion and Maintenance Plan; Summary of In-Kind Materials and Services Contributions to the Filley Project (and separate summary for the SWDS project), etc.
3. **Letters of Good Standing for WHS:** WHS to verify with State of Connecticut that it is in good standing with Secretary of State and Department of Revenue Services.

4. **Letters of Good Standing for T.O.B.:** C.F.O. for Town of Bloomfield to issue own report for Town; item requirement reviewed with Suzanne Lazar at 01/17/03 meeting.
5. **Environmental Reports & Compliance:** Letter required from Town of Bloomfield Town Planner, Tom Hooper, stating that the property/project site is in compliance with environmental requirements, with attachments of environmental reports/findings for project site (if any).
6. **Appraisal:** Full current appraisal required for building (updated for 2002/2003); request of Peter Marsele, Assessor, Town of Bloomfield.
7. **Insurance:** Certificates of Insurance and full copies of policies held by WHS for the project (includes Directors' and Officers' Insurance; General Liability Policy; Museum Policy, etc.) and for the WHS organization shall be transmitted to Balder Zimmer, Risk Manager for Town of Bloomfield, and shall be kept on file in Risk Manager's office for access by State of CT when requested; note that as these policies are renewed or modified, it shall be the responsibility of the WHS to submit new or updated copies of all policies to the risk manager on a regular basis.
8. **Insurance: Builder's Risk Policy.** WHS to call H.D. Segur to generate status of new Builder's Risk Policy for Filley Project. In addition to this policy being activated and on file prior to start of spring construction, it is noted that the issues of insurances and project liability shall be clearly spelled out on the required "project agreement" between the Town of Bloomfield and the WHS (see item 1).
9. **Reporting Items: Financial – T.O.B.:** Semi-annual Financial Statements: un-audited balance sheets shall be issued to DECD semi-annually by the Town of Bloomfield;
10. **Reporting Items: Financial - WHS:** Un-audited balance sheet for the entire WHS organization shall be issued every six months;
11. **Reporting Items: Financial – T.O.B. & WHS :** quarterly accounting statements for the project shall be issued, beginning with the first quarter of the fiscal year 1999-2000. Deposits shall be made by the WHS to the T.O.B. Challenge Fund Account via a check issued on the last day of each quarter by WHS Assistant Treasurer, Mike Swan.

ITEMS THAT WILL BE REQUIRED AS PROJECT GOES INTO CONSTRUCTION AND GRANT FUNDS ARE APPLIED FOR/REQUESTED:

12. **Project Construction Compliance:** all bid documents and bid logs must be submitted to DECD; a copy of the Meeting Minutes from the Town Council Meeting stating adoption of State Bid Procedure for the Project must be submitted to DECD; WHS to obtain from Marguerite Philips, Town Clerk.

13. **Project Construction Compliance:** during construction phase, Architect shall submit all bid documents (indicating bonding and insurance requirements), bid logs, copies of contracts, list of project contractors, and associated construction administration forms – ie. Applications and Certificates for Payment; Schedule of Values; Change Orders, etc., to DECD prior to construction. Upon completion of contracts, submission of Requests for Release of Funds shall be submitted to DECD; note that only construction costs will be eligible to be considered for expenditures for the UAG monies. Also, future monies may be requested on a projected schedule – approx. every next six months out cycle in advance.
14. **Reporting Items: Financial:** refer to items 9., 10., & 11., above; these items will be required for the duration of the project, projected end date of 12/31/06.

COMMENTS/RECOMMENDATIONS TO WHS FROM SUZANNE LAZAR, T.O.B.:

15. **Transfer of Funds From WHS to T.O.B. Challenge Fund Account:** Suzanne Lazar noted that NO funds have been transferred by the Society into the Challenge Grant Fund for quite some time; perhaps no funds were transferred to date for the current fiscal year. The WHS MUST transfer monies on a quarterly basis, as per agreement with Town.
16. **WHS Annual Request to Town Council for Matching Funds for Challenge Grant Fund:** the WHS is to be reminded that it MUST apply to Town Council for matching funds for the current fiscal year (begun 7/1/02 – 6/30/03) as well as have monies allocated in the Town's projected budget (being formulated now!) for next fiscal year (2002-2003). It is unclear whether or not all previous deposits have been credited with matching funds, as the WHS did not apply to Town Council for some monies to date. This must be clarified. WHS must adhere to regular schedule for deposit/transfer of funds to Challenge Grant Fund and must apply to Town Council on a regular basis for transfer of matching funds.

COMMENTS/RECOMMENDATIONS TO WHS FROM LYNDA COSTEN, DECD:

17. **Fund Raising:** Note that INDIVIDUAL donations to non-profit groups and projects are up, in the form of stocks, bonds, gifts, bequests, etc., and that CORPORATE and GRANT funding are down, due to present weak economy. Please keep this in mind when establishing and projecting fund raising plan.
18. **WHS Project Consultant to handle State required paperwork:** consider soliciting a qualified retiree with state contract background, vs. a consulting company; this could save the WHS money.

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pc: M.V. Hallisey, WHS; W. Granger, WHS; M. Swan, WHS