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The Dunbarton Town Hall & Theatre Restoration Project (DTHTRP)

Emergency Meeting Minutes

Friday, September 12, 2014

4:00 pm

Trustees Present:

<p>Tiffany Dodd, Chair/Treasurer Margaret Watkins, Vice-Chair Shelley Westenberg, Secretary Clement T. Madden Jon Wiggin, Fire Chief Travis James, Selectman Representative</p>
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- **Motions made:**
None

This emergency meeting was scheduled in response to an email from Line dated September 9, 2014 inviting members of the Town Hall & Theatre Restoration and or the Library Trustees to their next Board Meeting to discuss the legal response to a question involving the THTRC, Library Trustees and the Board of Selectmen, per Selectmen Vallieres. Correspondence was requested from Line regarding this matter so all would understand the purpose of this request. On September 9th, an email communication dated August 20th between Dunbarton Town Administrator Line Comeau and Stephen Buckley, Esq. of the N.H. Municipal Association was shared with all involved parties.

- DTHTRP trustees discussed Line's initial email to Esq. Buckley, and were unsure why she had questions, since we have attended several recent Selectmen's meetings (July 24th & August 21st) to ask for a motion to accept the recommendation from the DTHTRP to hire the Architect and the Construction Manager (CM) for Phase II after a formal RFP process.
- DTHTRP trustees Clem Madden and Shelley Westenberg both pointed out in the August 20th correspondence that the phrase "restoring our town hall library" could be misconstrued by Mr. Buckley to infer that it is the actual library that will be restored, as opposed to the 2nd floor of the town-owned Town Hall, in which the library is a tenant on the 1st floor.
- Discussion included a review of the additional points in the August 20th email:
 1. It was an oversight on the DTHTRP that the contract for the Architectural services did not include the signature of the Selectmen. DTHTRP trustees made a motion in July at the DTHTRP trustee meeting to recommend including both the DTHTRP committee chair and the Selectmen to sign the contract. The error is being addressed, as a new contract is being drafted for all signatures.

2. Trustees agreed that a discussion did need to take place with Selectmen to clarify how the payments to the Architect will be disbursed, since \$25,000 was sitting in the Capitol Reserve Fund and the remaining funds for the payment of architectural services are available in the DTHTRP checking account.
 3. Library Trustee chair Gregory Arce will be contacted and asked to attend this Selectmen's meeting to clarify the position of the library regarding the above contract matter.
 4. All DTHTRP trustees agreed that we have diligently invited Selectmen to attend various planning meetings regarding this project and encourage any and all parties in Dunbarton to attend meetings to be part of bringing back this community landmark. This is a community project to serve the needs of the community.
- A short discussion included the review of the preliminary design ideas from Dennis Mires in preparation for our meeting on Sept. 17th at 4:30pm.

*****NOTE: The minutes have not yet been officially approved*****