The Dunbarton Town Hall & Theatre Restoration Project (DTHTRP)
Meeting Minutes
Wednesday, July 23, 2014
7:00 pm

Trustees Present:
Tiffany Dodd, Chair/Treasurer
Margaret Watkins, Vice-Chair
Shelley Westenberg, Secretary
Clement T. Madden
Jon Wiggin, Fire Chief

Guests Present: Travis James, Selectman

• Motions made:
  o Motion made by Tiffany Dodd to accept the minutes from July 9 and 10, 2014. Motion seconded by Jon Wiggin. Motion passed.
  o Motion made by Margaret Watkins to accept the minutes from July 17, 2014. Motion seconded by Clem Madden. Motion passed.
  o Motion made by Margaret Watkins to accept the July Treasurer’s report. Motion seconded by Jon Wiggin. Motion passed.
  o Motion made by Tiffany Dodd to appoint Travis James as Trustee of the Dunbarton Town Hall and Theatre Restoration Project. Motion seconded by Margaret Watkins. Motion passed.

• Treasurer’s report discussion
  - Tiffany Dodd has answered a number of questions sent to the Project by the auditors. Many of the questions centered on making sure that donations are being properly accounted for and recorded. Tiffany is confident that her record-keeping is exact and that she answered the auditor’s questions completely and satisfactorily.
  - The trustees would like to see a few line items added to the Treasurer’s report for August: Namely, a line showing pledges that are coming in, as well as a page showing Project-to-Date fundraising and expenses dating from 2011.

• Update from Construction Advisors
  - Construction Manager interviews have been pushed out to August 4. One of the CMs did not cite their fee, which Clem Madden will address with them. The Project architect will be asked to be present at the CM interviews.
  - A meeting between the Trustees and the Project architect will take place Tuesday, July 29 or Wednesday, July 30 for the purpose of addressing how we will proceed with this next design phase and what priorities the Trustees see as most necessary to the restoration.
  - Clem Madden stressed that the Trustees and the town need to be excited to work with the chosen CM, or the process will not work. He emphasized that there is time to find the perfect fit for the Project.
Fundraising Update

- The Project is the recipient of a $6,000 grant from the Hart Fund for Phase 2!
- Informational house parties will take place in a number of neighborhoods during the next 2 months. The purpose of these parties is to familiarize people who may not have heard of the restoration effort with the need for the restoration as well as the progress to date.
- The Project is searching for a big-name act it could attract to do a fundraiser at the Palace Theatre in Manchester in February of 2015.
- Shelley Westenberg volunteered to create an email list of people who are interested in the project, to keep them abreast of the progress being made and the timeline for finishing the Project. She will open a new Gmail account for this purpose.
- The Trustees will ask the Project architect to fashion a sign to be placed in front of the Town Hall to familiarize passers-by with the restoration effort.

- The August trustee meeting had been cancelled. A series of meeting with the architect will begin in early September.

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