

**The Dunbarton Town Hall & Theatre Restoration Project**

Meeting Minutes

Wednesday, May 28, 2014

7:00 P.M.

**Trustees Present:**

<p>Tiffany Dodd, Chair/Treasurer          Margaret Watkins, Vice-Chair          Shelley Westenberg, Secretary          Clement T. Madden          Jon Wiggin, Fire Chief</p>
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• **Motions made:**

- Margaret Watkins made a motion to approve the April Minutes. Jon Wiggin seconded. Motion passed.
- Margaret Watkins made a motion to approve the April Treasurer's Report of the Operating Budget. Jon Wiggin seconded. Motion passed.
- Jon Wiggin made a motion to approve the April Treasurer's Report. Clem Madden seconded. Motion passed.

• **Update from the Construction Advisors**

Mark Antonia has offered his civil engineering expertise at no charge to the Town.

The RFP drawn up by the sub-committee makes it clear that the Phase I schematic design is to be used only as a reference for the new architect.

Shelley Westenberg suggested adding the requirement for a contact person at the architect's firm to the RFP.

Accessibility is the primary focus and requirement of the restoration.

A list of volunteer jobs needed for the completion of the restoration will be forthcoming. These jobs will take place after the majority of the construction has been completed.

A timeline for the RFP and the selection of an architect and Construction Manager is as follows:

**2014**

June 5, Selectmen review and approval of design firm RFP

June 6, Distribution of RFP

June 19, Design firm pre-proposal site meeting at Dunbarton Town Hall 4 PM

June 26 (approx), Selectmen review and approval of Construction Manager (CM) RFP

June 27, Design firm proposals are due

July 7, Committee discussion of prospective interviewees for design firm \*must be 5:30 or earlier

July 8, CM pre-proposal site meeting at Dunbarton Town Hall 4 PM

July 9/10, Design firm interviews \*no day time meetings on July 9

July 14, CM proposals are due

July 14 or 15, Final discussion and selection of design firm by Committee \*No day time meetings on July 15 or 16  
July 16, Call professional references for selected design firm  
July 23, Regular meeting of DTHTRP and Committee discussion of prospective interviewees for CM  
July 24, Selectmen approval of design firm  
July 25, Notification of design firm selection  
July 28/29, CM interviews  
August 4, Final discussion and selection of design firm by Committee \*must be 5:30 or earlier  
August 5, Call references for CM  
August 7, Selectmen approval of CM selection  
August 8, Notification of selection

\*\* Two weeks, and then establish first meeting with design firm and CM to speak to meeting schedules, logistics etc.

December 1, Guaranteed Maximum Price (GMP) Established  
\* Financing plan must be identified shortly after GMP is established.

## **2015**

January 1, Warrant article finalized and submitted to selectmen  
February, Public Bond Hearing  
March 10, Town meeting bond vote  
May 15, Ground Breaking  
September, Substantial Completion for Dunbarton's 250<sup>th</sup> Celebration at Old Home Day.

- **Update from the Development Advisors**

An informational party will be held at Tenney Hill Rd. in June at the house of the Nickersons.

- **Update from the Friends of the Town Hall**

The Dunbarton Arts on the Common was successful and generated over \$6,000 for the Project.