The Citizen's Committee meeting was called to order at the Dunbarton Elementary School on January 17, 2017 at 7:00pm by Margaret Watkins, Chair.

The following Dunbarton Town Hall Restoration Committee members and citizens were in attendance:
Margaret Watkins, Chair
Shelley Westenberg, Secretary
Tiffany Dodd, Treasurer
Clem Madden
Enid Larsen
Bob Martel
John Stevens
Ron Slocum
Curt McDermott
Peter Weeks
Michael Kaminski
Sharon Kaminski

The minutes of the last meeting were presented and read, Clem Madden made a motion to accept them, and they were approved by all.

Margaret distributed a draft for the town report that talks about both the 501(c)(3) and the Town Committee. She explained that there are basically two groups involved in the Restoration Project: A Town-sanctioned group of citizens to direct the project going forward and a Board of Trustees of the 501(c)(3) who are charged with fund raising and maintenance of the funds raised for the project. Committee members felt that relationship needed to be clarified in the report.

Committee members were then asked to identify steps needed to move the project forward so at some point we can determine when we might be able to once again present it to be voted on.

Some of the first issues that need to be addressed are as follows:
A new needs assessment is needed to identify the various uses for the space. This might be accomplished by an on-line survey. Ron Slocum said he would do research on using Crowd Pleaser. John Stevens said we might need to consider some way to entice people to fill out the survey; he suggested gift certificates or something similar.

Bob Martel said we would need to go to the selectmen to determine if there might be restrictions on how the space could be used.

Parking and the septic system were also issues that need to be researched further. Tiffany said she has documentation on the parking. Jacque Belanger also has information on the septic system. Margaret said we need to make sure people are on board with the design, and we will need current construction drawings to get more accurate cost estimates. A decision will have to
be reached if Dennis Meyers will once again be retained to do the renderings, the thought being some money could be saved since he wouldn't have to start all over again, some of his existing work could be used. However, the contract will likely need to go back out to bid.

Curt McDermott said it’s crucial that we present the most pared down, but realistic version to be accepted by the public. Clem noted that the current renderings show everything that is necessary: sprinkler system, three-phase power, generator, HVAC, two handicap bathrooms, an elevator (could be a LULA), and storage area for the library.

Curt said he would be willing to do research on the Art Space Grant that funded a project in Putney with which he’s familiar. The subject of volunteers to do finish work once the main structural work has been done was brought up. In the past various local tradesmen have offered their services at reduced rates for such things as electrical, drywall, cabinetry, etc. It is felt that they will stand by their offers whenever the project reaches that state, and volunteers could certainly be tapped for painting, work finishing off the kitchen, and the like.

At some point a decision will have to be made whether to hire a construction manager or a general manager for the project.

Immediate tasks were identified as: Needs assessment – Tiffany will send Curt information from previous meetings with community groups; septic adequacy – Clem will check paperwork that’s been prepared on this and figures for per hr/per day capacity; Bob will talk with selectmen re. use limitations, including situations that would require user to have insurance. It was suggested that the Restoration's website* www.restoretownhall.wordpress.com be publicized so citizens can have access to information pertaining to the project such as floor plans, meeting dates and times for the project, etc. Clem said he would be willing to be the committee contact on this and have his phone number listed.

Shelley said she would be sure we were on the town calendar.

Margaret informed everyone that the Planning Board will be putting on a Master Visioning session for the Master Plan Update next Wednesday January 25 at 6:30 in the school gymnasium.

In the absence of volunteers Margaret and Clem said they would be willing to co-chair the Town Committee.

The next Town Committee meeting will be Tuesday February 21 at 7:00 in the Dunbarton Elementary School.

The meeting was adjourned at 8:19pm.
Respectfully submitted by Enid Larsen