The Dunbarton Town Hall Restoration Committee  
Meeting Minutes  
Tuesday, February 21, 2017

Officers:
Margaret Watkins, Co-Chair  
Clement T. Madden, Co-Chair  
Tiffany Dodd, Treasurer (absent)  
Enid Larsen, Secretary (absent)

Committee Members present:
Beth Boucher  
Bob Martel, Select Board Representative  
Dan Morin, Advisor  
Nancy Rosen  
John Stevens  
Matthew Wilson  
Shelley Westenberg (Acting Secretary)

Also present:
Dan Morin, Construction Advisor

Motions:
1. A motion was made by Clem Madden to amend the minutes of the January Meeting with the following edits:  
On page 2, the architects’ name should be spelled “Dennis Mires” and the word “paired” should be changed to “pared.” In the last paragraph, Mr. Belanger’s first name should be corrected to “Jacques.” The motion was seconded by Matthew Wilson. MP

2. A motion was made to approve the town-wide survey as written and to distribute the survey electronically on March 7th and on paper at the School District Meeting on March 11 and the Town Meeting on March 14, with a deadline for participation set as March 31. Bob Martel seconded. MP

Discussion:
Margaret reported that Ron Slocum was unable to attend the meeting, but that he has been investigating crowd-funding that matches our mission as closely as possible.

Bob reported that he presented the survey to the Board of Selectmen two meetings ago and that they have not yet reported any objections to anything in the survey.

John Stevens raised the question of whether the town’s insurance would cover events in the Town Hall once it is opened up. Shelley, the School Secretary, reported that when the Community Center is used by out-of-town groups, they must provide proof of insurance. John will look into the town’s umbrella policy to see what it does and doesn’t cover.
Kurt McDermott and Both Boucher are applying for an “Artspace” grant, the deadline for which is February 22, 2017. Margaret reminded Beth that the 501(c)(3) has over $80,000 at hand, which can be reported to any foundation awarding grant monies.

**Construction:**
Clem has spoken to architect Dennis Mires, and he will furnish the Committee with an estimate of what it would cost to finish the construction documents, including full MEP specifications, framing design, flooring specs, siding and roofing. He also asked Jacques Belanger to furnish us with the report on the septic system which he presented to the Planning Board last year, showing the septic is good for 9 employees and up to 125 transients per day according to a 2008 plan.

**Survey:**
Beth and Kurt completed the survey and the committee agreed on the plans to send it out and gather the data generated by Survey Monkey, the vehicle for the survey. It was agreed that distribution cold include, but not be limited to: the town web site on Hot Topics, the PTO, the school email letter sent by the administration every week, the Garden Club, the Library email list and web site, the Town Crier” column in the Concord Monitor, and, in paper form, the Library, Town Offices and School District and Town Meetings. Shelley will design posters for the paper copies, and Margaret will provide boxes to collect the finished surveys.

Matt asked what the intention of the survey was, specifically. Committee members clarified that it is to raise awareness of the project and the need for meeting space for the Town. The data collected will help to shape the finer points of the design of the restoration to meet the needs of the community.

John wanted the clarification on how much funding the Town gives our Committee for operations. The answer was “0”, as the Project is completely self-funded by the 501(c)(3).

It was agreed that there will have to be a follow-up after the survey to explain what the results were. Keeping people engaged is paramount. Reports from various Committee members are that some townspeople felt that the project was simply “thrust upon them” at the 2015 Town Meeting. Committee members want to avoid the same feeling cropping up among townspeople again.

Shelley reminded Committee members that our presence should be felt at Dunbarton Arts on The Common, as this is a fundraiser for the Project. More specific ideas for “getting the message out” will be discussed at the next Committee meeting on March 21 at 7 pm at the Dunbarton Elementary School Library.

Motion to adjourn was made and approved unanimously. Meeting adjourned at 8:17 pm.

****These minutes have not yet been approved.*****