The Dunbarton Town Hall & Theatre Restoration Project (DTHTRP)
Meeting Minutes
Thursday, July 17, 2014

Trustees Present:

<table>
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<tr>
<th>Tiffany Dodd, Chair/Treasurer</th>
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<td>Margaret Watkins, Vice-Chair</td>
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<td>Shelley Westenberg, Secretary</td>
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<td>Clement T. Madden</td>
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Guests Present: Travis James, Selectman
Mark Antonia

- **Motion made:**
  Motion made by Tiffany Dodd to recommend Dennis Mires Architects to the Dunbarton Board of Selectmen as the architectural firm for Phase 2 of the Dunbarton Town Hall and Theatre Restoration Project. Motion seconded by Clem Madden. Motion passed.

- Agenda item # 1: Opening the bids from Construction Managers who are applying to work on the Town Hall Restoration Project.

  1. Three construction management firms sent in bids, all of which were received at the Dunbarton town offices on July 14.

  2. Each of the three firms sent 5 copies of their bids, per the RFP.

  3. The three firms were:

     - Milestone Engineering and Construction (Concord, N.H.)
     - Turnstone Corporation (Milford, N.H.)
     - AlliedCook Construction (Scarborough, ME.)

  4. A consensus was made among the trustees that the construction advisors should be shown the bids in order to assess the offer. It was also agreed that the architect will need to be a part of the selection process for the CM. The timeline will be adjusted to allow for this to happen: CMs will be interviewed on August 4.

  5. Tiffany Dodd and Clem Madden reported that clarification was made by the Local Government center that the DTHTRP has to fulfill the entire bid process for the CM position, including interviews, and, if at that point the DTHTRP is not satisfied that the correct candidate has come forth, we can start the whole process again and send out another RFP.

- Agenda item #2: Selection of recommended architect for Phase 2 of the DTHTRP.

  1. Tiffany Dodd and the selectmen will sign the contract with the architects if the selectmen have voted to accept the committee’s recommendation.
2. The recommendation of the committee will be brought to the Selectmen at their meeting on Thursday, July 24.

3. After reviewing all three architects’ proposals and comparing notes on their interviews and references, the committee chose to recommend the firm of Dennis Mires. Whereas all three of the firms that were interviewed seemed to be equally qualified, and the committee expressed their feeling that they would be happy to have any of the three work on the project, Dennis Mires had a combination of qualifications and communication skill, and they came in with the lowest bid. Two of their references noted that the architects has come in “under budget and ahead of schedule” on their projects.

- A motion was made by Tiffany Dodd to adjourn the meeting at 7:15, seconded by Clem Madden. The motion passed.