

Dunbarton Town Hall Restoration Citizens Committee (DTHRC)

May 26, 2020 Meeting Minutes

Dunbarton Town Hall Offices

Present: Margaret Watkins, Beth Boucher, Enid Larsen, Don Larsen, Sue Bracy, John Stevens, Dave Nault, Curt McDermott, Nora Lamarque, Shelley Westenburg, Cindy Pinard, Janet Casey

Meeting was called to order by Margaret Watkins at 7:05 PM

- 1) **Introductions of new members:** Janet Casey, Nora Lamarque, Cindy Pinard
- 2) **Motion to approve the edits and minutes** was moved by Shelley and seconded by Curt. Unanimously approved.
- 3) **Uses and Users of the Town Hall's second floor:** list created by Sue, Margaret and Enid is online and accessible to all DTHRC members to update.

Discussion:

- a. Appreciation expressed for the layout of the list, ordering from highest to lowest priority of users/uses of the space.
 - b. DTHRC should set and communicate space use priority groups to the public (e.g. Town-based committees and organizations). Clarify examples of priority groups and minimum group size expected for use (i.e. ≥ 12 during COVID emergency social distancing orders, or ≥ 20 when social distancing is no longer in effect).
 - c. Add "Old Home Day" to the list
 - d. DTHRC to determine who or what entity will oversee scheduling and administration of space usage, reservation, maintenance/cleaning, and calendar of events
 - e. Suggestion of a small DTHRC committee for oversight or potentially Dunbarton Town Recreation office in the future
 - f. Be sure to include Mary at the Dunbarton Library in the determination of second floor usage hours, duration, lobby access, etc.
 - g. Publicize what Dunbarton residents CAN do in the space and how they can sign up to use it
 - h. Space usage will evolve over time, but good to start with local resident use prioritization before opening up the space for external use.
 - i.
- 4) **Scavenger Hunt- Shelley:** Purpose is to raise awareness and familiarity with the Town Hall, especially among young and/or new families and residents.

- a. Collection of feedback on survey draft
- b. Prizes: Raffle for book and set of history tours of town; coupons to School Street Café for ice cream for up to 50 participants
- c. To be determined: how scavenger hunt surveys will be collected and prizes awarded
- d. Cindy will talk with School Street Café about potential ice cream discount and/or collection box for scavenger hunt surveys at the location
- e. DTHRC members will personally donate funds to subsidize ice cream coupon prizes

5) **FAQ List to add to the DTHRC website:** Beth will update current list of FAQs.

- a. Add: Timeline for construction (starting summer 2022, duration 4-5 months)
- b. Include tax rate implications, once they have been determined
- c. How did DTHRC cut costs for this project in half from when the restoration was first presented in 2015?
 - i. Reduced sq ft, lula vs full elevator, bathroom location, etc.
- d. Include: “we listened to your concerns...”
- e. Beth to email updated FAQs to Dave Nault for his support in providing context to the responses to each question.
- f. Add: what volunteer opportunities exist? (i.e. construction, painting, plumbing, etc.)

6) **DTHRC Outreach and Website:**

- a. Karen Cusano will create a PayPal account to add to the website to collect donations
- b. Curt will send the link to the online form of interested residents (email, addresses, and names)
- c. Ask other town organizations/groups if they would be willing to endorse this project (e.g. Garden Club)

7) **Treasury Update:** All payments have been made from the DTHRC account to the architect with a balance of: \$103,519.05
 Jeff Trexler is donating his time to the project.

Next meeting, June 23, 2020 at 7 PM.

Motion to adjourn, Enid, second Curt.

Adjourned 8:15 PM

Respectfully submitted by Beth Boucher