

Dunbarton Town Hall Restoration Committee (DTHRC): Meeting Minutes
July 22, 2020

In Attendance: Committee Members Margaret Watkins, Enid Larsen, Don Larsen, Beth Boucher; Selectman Representative, Dave Nault; Advisor, John Stevens

Dunbarton Town Hall Office

Meeting open: 6:07 PM

1. Review and approval of minutes from June 24, 2020:

Margaret: Suggested changing Beth's involvement in LCHIP grant development from "as needed" to "Margaret and Beth will ... " Regarding the reference to the LCHIP grant that Margaret and Beth offered to write for funding to help fix the cement front steps/wall, the submission time for 2021 projects is closed. Will consider applying for LCHIP money in 2021 for 2022 if it works for maintenance timeline.

Waiting for an estimate on the cement steps/wall/porch. Dave will look in to a company that can give an estimate and the group is considering putting this off to 2021-22.

Dave: question about minutes- "rebuilding of steps down to the basement will not be part of the scope..." (second paragraph on Mark's presentation). Change to: Rebuilding of the steps to the basement is actually a part of the scope construction.

Change paragraph: "Existing structure heating system... will only be upgraded as a town maintenance item ONLY IF IT DOES NOT sufficiently heat the downstairs/library.

The town will work on the duct work items as the need arises.

Approval of last meeting minutes from June 20, 2020: Motion made by Don, seconded by Enid. All in favor of approving the minutes.

2. Miscellaneous Topics/ Pre-Agenda Discussions

Cleaning of the second floor: need to clean up after the work CCI did to improve the roof structure to support the new slate roof weight. Steel that was unused is gone now. Dumpster is still available for our group to use until the end of the week. Dave will ask Line if the dumpster can be kept in place until the end of July.

Enid, Don and other members volunteered to clean up the upstairs space (walls, floors, windows) and be sure historic items are preserved and re-hung if necessary. DTHRC members will send out emails to other residents to request support in this clean up.

Enid or Margaret will talk with Mary at the Library to see if there are things upstairs Mary no longer needs, and make use of the dumpster.

John brought up the moisture in the basement and suggested the select board put in a vapor barrier downstairs and address the exhaust fan, as well as the cement wall/steps.

3) What can we now do to reduce the overall cost of the construction?

First Item: Fundraising

Dave: Consideration of local companies/residents with experience with elevators and Lula to get equipment/material cost and installation. Also consider other local residents in construction/plumbing/electrician trades who may want to volunteer/donate their time for other projects.

Don: Consideration of speaking to contractors about their willingness to work with any local/volunteer contractor.

Enid: Has been invested in Go Fund Me research. Had valuable information on how to write your Go Fund Me Campaign. Enid is working on a first draft of our campaign and will send it to the DTHRC group for finalization. Aiming to focus the fundraising on the Lula (\$85,000 for purchase and installation).

Need to get the total cost so we can set the target campaign amount.

Margaret: question about timeline for the campaign. Waiting on estimate for the Lula. Will determine timeline later.

Don: other sponsorship opportunities: light fixtures, kitchen, sconces, Mitsubishi heating/cooling units, tin ceiling, etc. Could be an opportunity for smaller donations. Suggest getting a plaque with all donors' names.

John: Suggest checking in to the existing outdoor unit so separate heating/cooling units may not be needed. Duct work isn't running up to the second floor- something to look in to. Further consideration of the heating system.

Dave: Air exchanger for upstairs is included in the scope, so duct work may be taken care of. If not, then we can see what we have now that can work, and fundraise later for updates to heating/cooling.

Second Item: How do we build community Buy-in

Aim is to get the majority of the town voters. 2100 town registered voters, need 2/3 of votes for any warrant article to pass.

Enid: Suggests DTHRC members engaging friends/family/neighbors informally to build understanding of and support for the project.

Dave: Getting a solid number/cost first would be best before we bring anything up for endorsement.

Don: Suggested a direct mail campaign asking for donations. Those who donate will help to populate the list of residents we know are in support of the project and can be potential champions who can encourage their friends and family to engage in and/or vote for the effort.

Margaret: Mentioned a direct mailing to residents was sent before this project came before voters the first time. Consideration must be taken of those who have donated and people who may give a contribution yet also believe this should be a town project, and not just up to residents' donations.

Don: Suggested group to consider his earlier idea of offering sponsorship levels or items they can “purchase”- getting something for their donation

John: Suggested including in the outreach/presentation, that DTHRC and the Board of Selectmen have worked hard to reduce the cost from the last proposal. Need to demonstrate that the DTHRC and Select Board has listened to the feedback of the people.

Don and members: Gratitude for the Select Board to maintain the building.

Enid: Suggests we make a focused effort to spread the enthusiasm

Dave: Two opportunities for exposure of Town Hall Restoration progress at upcoming elections this September 8 and November 3, 2020.

4) Time line for Public Outreach and Fundraising

Next meeting is August 26th when we discuss the plan sent back to us from the architect.

By September 8, have a presentation ready (drawings, total cost), a Go Fund Me set up, etc.

Dave: Need to know what the total project fee was for the architect, then see how much we have in our savings/fund and see what is left over for what we need and use that dollar amount for our fundraising campaign.

Margaret: Will get the total dollar amount in the DTHRC fund.

Dave: Budget meetings with Town Department heads will be conducted November/December 2020. After these meetings, we can have a better sense of the town. Good time to start talking about this project.

Don: Will bring the old pictures of the Town Hall to add to the display used during the election times. Put the timeline (up in the library) on one wall so people can see look at the timeline while they are exiting the polls.

John: Need to be mindful that people are concerned that the increase in their home assessment will increase their taxes (which it won't). People may be less inclined to give more money or to see more money being spent through their taxes.

Dave: There are a few ways to bid out the contractor- need to make that decision after we meet with Dennis in August. Could send out a “Not to Exceed” contract and see who provides a bid.

Additionally, Jeff Trexler said he was willing to call/work with Dennis Myers (Architect) on the structural load part of the project.

Beth: Asked DTHRC members for input on an updated FB post for our followers.

Don made a motion to adjourn, Enid seconded.

Meeting adjourned at 7:40 PM.

Submitted respectfully,

Beth Boucher