

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, APRIL 4, 2013
TOWN OFFICES – 7:00 P.M.**

The Dunbarton Board of Selectmen held their regularly scheduled meeting at the above time, date and place with Les Hammond, Chairman, presiding.

The following were present:

Les Hammond, Chairman
Ted Vallieres, Selectman
Travis James, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Tiffany Dodd, Town Hall and Theatre Restoration Committee
Enid Larson, Arts in the Common Sub-committee
Pat Murphy, Arts in the Common Sub-committee

Members of the Public:

Don Larson

Les Hammond, Chairman, called the meeting to order at 7:00 p.m. with a full Board of Selectmen present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary.

APPROVAL OF PREVIOUS MEETING MINUTES (March 28, 2013 and Non-Public Session March 28, 2013)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, March 28, 2013 as written. Travis James seconded the motion. The motion passed unanimously.

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of the Non-Public Executive Session of Thursday, March 28, 2013 as written. Travis James seconded the motion. The motion passed unanimously.

TOWN HALL AND THEATRE RESTORATION COMMITTEE AND ARTS IN THE COMMON SUB-COMMITTEE:

Tiffany Dodd, Chairman of the Town Hall and Theatre Restoration Committee, along with members of the Arts on the Common Sub-Committee Enid Larson and Pat Murphy, appeared before the Board of Selectmen to bring them up-to-date on the progress of the Arts on the Common Project to be held on May 11 and 12, 2013.

Les Hammond, Chairman, congratulated both Tiffany Dodd and Shelley Westenberg on a job well done in presenting the Town Hall Warrant Article for \$25,000 for the Town Hall and Theatre Restoration Committee at Town Meeting.

Tiffany Dodd reported they had sold 15 T-shirts which they will be wearing at the Arts on the Common event to identify staff, etc.

Tiffany Dodd also reported that she had testified in front of a Legislative Committee regarding continuing funding for the LCHIP Program recently. The funding has been put back into the Program. She reported that funding for LCHIP will be restored over a period of four or five years.

Tiffany reported that the final report on the building plans has been submitted to New Hampshire Preservation Alliance because they gave us the grant. They will give us feedback on the final report. They will tell us if we need two handicap bathrooms upstairs, etc. along with other recommendations.

Arts on the Common:

Enid Larson and Pat Murphy, Arts on the Common Sub-committee, reported that 46 spaces for the event have been sold to date with income of \$4,700. There are only eleven (11) spaces left at this point. Have a good assortment of vendors. Noted there will be costs involved for advertising and graphics, etc. Presented a map of the location of vendors. (attached)

There will be a Beer Tent at the easterly corner of the Common only on Saturday, May 11. On Sunday, there will be a Mother's Day Tea in that same location sponsored by Jeanne Lavoie. People will purchase a souvenir glass and allowed four refills. Will be given a wrist band with some sort of punch system for the four refills. This way the purchasers do not have to stay in the Beer Tent, they can get refills throughout the day, etc.

Liability Insurance:

It was noted that the Arts on the Common will come under the Town of Dunbarton's Liability Policy.

At this point in the discussion, Don Larson stated they need a letter from the Board of Selectmen authorizing the Beer Tent on the Dunbarton Town Common. They need this before next Wednesday, April 10 when they will be meeting with the Liquor Commission for the license to sell Beer.

Line Comeau presented a letter for Selectmen's signature authorizing the Town Hall and Theatre Restoration Commission permission to allow a Beer Tent on the Dunbarton Town Common. All members of the Board of Selectmen signed the letter after the Board of Selectmen reached a consensus that they were in favor of allowing the Beer Tent on the Town Common. The Beer Company which is sponsoring the Beer Tent will provide the Town of Dunbarton a Certificate of Liability Insurance for the Town of Dunbarton prior to the event.

The Committee reported there will be three food tents as follows: Dunbarton Congregational Church which will sell hamburgers and hotdogs by the bandstand, the Dunbarton Garden Club which will sell Bratwurst by the Beer Tent, and High Street Farm House which will sell chowder and crab cakes in the western corner of the Common. This way, food tents will be in convenient locations and there will be a "triangle of food vendors".

Tiffany Dodd reported there will be a raffle for a Duncan Fife Re-upholstered Couch for a fund raiser.

She also reported they are seeking business sponsorships from local businesses in Dunbarton.

Traffic, Parking and Security:

Enid Larson reported that she had recently met with the Police Chief regarding security for the event including Friday night once the tents and tables are set up. There will be no items left in the tents overnight. It was noted there will be Police coverage most of the night with others checking on a regular basis.

Parking will be along Route 13. There is a possibility of having a shuttle service from either the school and/or the Highway Garage.

OTHER DEPARTMENTS:

Concord Regional Crime Line Committee:

Les Hammond, Chairman, reported that the Selectmen had received a request from the Concord Regional Crime Line Committee urging a resident of Dunbarton be on the Board of the Committee.

Travis James suggested putting the request on the Dunbarton Web Page under Hot Topics. Noted that the letter will be on file at the Selectmen's Office.

Plaque for Noyes for School:

Line Comeau, Town Administrator, noted that she had received a communication from Deb Foster, School Board, regarding the Noyes Plaque. Stated that the School Board had authorized payment of \$450 or half the price of the \$900 Plaque. Will continue to shop around for prices before committing.

Board of Selectmen noted they had recommended purchase of a plaque for a total of \$766 and not \$950.

Dan Sklut, Police Chief:

Line Comeau, Town Administrator, noted that Dan Sklut had recently asked if the Board of Selectmen had made any recommendations or comments regarding the Step Increase proposal he recently submitted.

The Board of Selectmen noted that this would have to be taken up during the Personnel Plan revisions.

A date of Wednesday, April 10, 2013 at 3:30 p.m. was set for review of the Personnel Plan.

Line Comeau will check with LGC to see what the process is with regard to Police Chief and hiring, etc. Is the Board of Selectmen the final authority for any hiring?

Town Office Projects:

Line Comeau reported work was progressing on the following Town Office projects:

1. Bid Lists
2. FEMA Application. Noted that Highway will be receiving about \$15,000 which can be spent this year.
3. In the process of preparing for the audit.
4. Mike Underwood Lawn contract is expiring this coming fall. Will include snow blowing at the School in the next bid proposal for lawns, etc.
5. Assessors are preparing for pickup work.

There being no further business, the following motion was made:

MOTION:

Ted Vallieres made a motion to adjourn the Board of Selectmen's Meeting at 8:26 p.m. Travis James seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Les Hammond, Chairman

Ted Vallieres, Selectman

Travis James, Selectman