

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, APRIL 11, 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:**

Jeff Crosby, Road Agent (arrived at 7:30 p.m.)  
Patrick Bowne, Transfer Station  
Linda Landry, Town Clerk

**Members of the Public:**

None

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 (April 4, 2013)**

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, April 4, 2013 as written. Travis James seconded the motion. The motion passed unanimously.*

**FEMA MONIES RECEIVED PER RSA 31:95-b:**

Line Comeau, Town Administrator, reported that the Town had received \$2,914.52 in FEMA monies for expenses incurred in 2012. She stated because we received the money in the year 2013 instead of 2012 when the Town expended it, she requested an opinion from DRA as to how to handle the money in order to be able to expend it.

She read an opinion from DRA regarding the expenditure of these monies. (attached)

There was considerable discussion as to the best way to handle the FEMA monies.

***MOTION:***

*Ted Vallieres made a motion that the Board of Selectmen accept money from FEMA in the amount of \$2,914.52 and the Board of Selectmen authorize the governing body (Board of Selectmen) to expend the money in this calendar year. Travis James seconded the motion. The motion passed unanimously.*

It was noted that the monies will be given back to the appropriate departments according to the percentage of expenses they incurred.

It was also noted that the Town has another \$15,000 (75% of \$15,000) coming back in FEMA monies for a February 2013 winter storm. This probably will not be received until summer.

**OTHER BUSINESS:**

**ARMAND'S WAY CULVERT ISSUE:**

Les Hammond, Chairman, reported that he had received a telephone call from Dennis Gilbeault regarding the beavers blocking the culvert on Armand's Way. It was noted that Jeff Crosby, Road Agent, plans on replacing this culvert this year. In addition, will call Bill Miles to trap the beaver and unplug the culvert in the next week or so. The water is two feet over the culvert.

At this point in the meeting, Jeff Crosby, Road Agent, was not present to discuss the issue.

**PROPERTY LIABILITY TRUST:**

Les Hammond, Chairman, brought up the fact that it is time to renew the Town's Property Liability Insurance. The policy expires on June 30, 2013.

The Board of Selectmen agreed they should put the Property Liability Insurance out for bid for other companies. It was noted we should provide other companies with a copy of our policy and be sure to block out prices, etc. before providing it to them.

The Board of Selectmen agreed that they would like a representative to come to speak with them regarding our insurance, etc. This has not happened under the present policy.

*Line Comeau, Town Administrator, was advised to contact other insurance companies to see what they can do for the Town of Dunbarton with regard to Property Liability insurance.*

**DUNBARTON ELEMENTARY SCHOOL CLEANUP PROJECT:**

Line Comeau reported that she had received a communication from the Dunbarton Elementary School that the fifth grade would like to clean up the Town Common as a Community Project on April 19, 2013 which is Earth Day.

The Board of Selectmen noted that they pay a contractor to do the spring and fall cleanup.

Ted Vallieres noted there was a possibility that the Dunbarton Historical Society could benefit from some help in cleaning up the former site of the Stark Cemetery.

Ted Vallieres will contact the school regarding this possibility.

At this point in the meeting, Jeff Crosby, Road Agent, arrived.

Les Hammond, Chairman, advised Jeff Crosby, Road Agent, of his discussion with Mr. Gilbeault regarding the Armand's Way Culvert. Jeff Crosby stated he planned on working on unblocking the culvert the first of next week. In addition, the culvert is scheduled to be replaced this year.

**JEFF CROSBY, ROAD AGENT:**

Jeff Crosby, Road Agent, reported that the Highway Department has screened sand for next year. Stated he likes to keep a stock of sand a year ahead in the event the SPNHF restricts the Town's use of the pit, etc.

**PATRICK BOWNE, TRANSFER STATION MANAGER:**

Patrick Bowne, Transfer Station Manager, reported on the following items/issues for discussion:

**Operating Committee for Coop:**

Reported that the Coop had recently run tests on the metals recovery pit at the landfill in Franklin. The result was the material was "soupy". There is not enough metal in the material to be viable. This could block the closing of the landfill.

According to the Coop, we would have to stay a member forever. We are tied into it. They talked a little bit about plans coming up in 2014. They are working on a new contract with Wheelabrator. We can't step out of the Coop like other towns did without costing us a lot of money.

It was noted that the Towns of Webster and Hopkinton were able to leave without it costing them. The Coop made it so expensive for Allenstown to drop out they had to agree to stay until the contract ran out in 2014. There is a twenty year agreement. They say we have a lifetime agreement. Every year they have been putting money aside for closure and maintenance. There is a metals recovery facility at the burn plant. That will be up and running at the end of June or first of July.

**Coop - Metals:**

The Coop put in for a permit for modifications to the landfill, making the slopes a little easier. In 1995, they made an arrangement with Dr. Weigler. City of Franklin requested a right of way for water mains. Just now doing the paperwork. No cost to us.

**Coop Tax Credit:**

Dunbarton could be looking at another tax settlement in February 2014 from the Coop for a tax settlement from the City of Concord.

At this point, Les Hammond asked if they knew what the plan was for the two large parcels of land on Canterbury Road. It was noted they sold a portion of these parcels. the Coop has not discussed what is happening with these projects.

**Joint Board Meeting - Wednesday, April 17, 2013:**

There is a Joint Board Meeting scheduled for Wednesday, April 17, 2013. It probably will be held in the Bow Community Center. Ted Vallieres, Selectman, will be attending along with Patrick Bowne.

**Replacement Wall at Transfer Station:**

Reported that he was working on estimates for the replacement wall at the Transfer Station. Received quotes as follows for the interlocking blocks:

A. J. Foss	\$ 7,560	No engineered plans, no warranty, etc.
Mitchie	\$10,027	Includes engineered plans, delivery charges, etc.
Central Concrete	\$14,377	Includes engineered plans, etc.

Noted that Mitchie and A. J. Foss are the same block.

Jeff Crosby noted that Central Concrete does not make the blocks. They would be purchasing from Carroll Concrete.

Ted Vallieres, Selectman, suggested calling A. J. Foss and ask about engineered plans and other requirements, etc. Let them know that we need a price for these items.

**JEFF CROSBY, ROAD AGENT:**

**Trees on Town Common:**

Jeff Crosby, Road Agent, reported that he had Matt, Arborist for GTI, look at the trees on the Town Common and make recommendations. Noted the following:

1. Would suggest removing the dead trees and trees that are in bad shape and replacing them with Legacy Maples. This would include the dead tree by Route 13 in front of the Center Cemetery.

It was noted we would need permission from the Cemetery Trustees to remove and replace the tree by the Cemetery.

2. Would recommend removing the Memorial Tree (Magnolia) on the Town Common and replacing it with a Star Magnolia. The tree has suffered stress and will not survive much longer.

Alison Vallieres noted that this was same variety of Magnolia which had been planted there under the direction of the State Arborist Mary Reynolds.

3. Selected five trees which should come down and be replaced including the tree by the Cemetery. Replacement trees would be 2 1/2 - 3" DBH and between 10 and 12 feet high.

4. Will bring up the cost of removing and replacing to the Town Forest Committee regarding payment for this work. The Town Forest Committee were agreeable with this when it was first brought up for discussion.

At this point in the discussion, Les Hammond stated that the two conifers on either side of the Town Hall should be removed. They are too large and are interfering with the Town Hall clapboards, etc.

**OTHER BUSINESS:**

**Town Offices - Vapor Barrier:**

Travis James, Selectman, reported that Terminex will be coming on Wednesday, April 17, 2013 at 3:00 p.m. to give an estimate on the cost for a vapor barrier under the Town Offices. Both he and Ted Vallieres will be present.

**Police Hiring:**

It was noted that the Police Chief had stated that as far as he was concerned, the Board of Selectmen had the final authority in hiring. He would bring an applicant to the Board of Selectmen for their final approval for hiring.

**Step Increase Discussion:**

Line Comeau, Town Administrator, presented copies of sample step increases as developed by the Police Chief for each full-time position within the Town. The Police Chief had used a Step Increase based upon a formula for an increase of 5% at the end of three years and another 5% at the end of five years.

It was noted that the basis for the Step Increase will be included in the updated Personnel Plan.

At this point in the meeting, Travis James said he felt that the percentages should be 3% for the second step (after three years) and 5% for the third step (after five years).

Both Les Hammond and Ted Vallieres felt that the percentages which the Police Chief had suggested would be what they would suggest. (Second Step after three years would be a 5% increase and the Third Step after five years would be a 5% increase). The Step Increases would be effective on the anniversary date of hire.

After discussion, the following motion was made:

**MOTION:**

*Les Hammond made a motion that the Step Increases should be as follows: (First Step would be the Minimum Salary, Second Step after three years would be a 5% increase, Third Step after five years would be a 5% increase and would be given on the anniversary date of hire. Ted Vallieres seconded the motion. The motion passed by a majority with the following vote:*

*Hammond - Yes*

*Vallieres - Yes*

*James - No*

The Board of Selectmen reviewed the specific full-time positions with salaries as follows:

**Police Department:**

The Board of Selectmen agreed with the Step Increases and Salaries as presented by the Police Chief as follows:

**Master Patrolman: (This position is presently paid at the Maximum which is Step 3)**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Hourly	\$23.20	\$24.26	\$25.58
Weekly	\$928.00	\$974.20	\$936.00
Yearly	\$48,256.00	\$50,668.80	\$53,206.40

**Police Officer:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Hourly	\$21.22	\$22.28	\$23.40
Weekly	\$848.80	\$891.20	\$936.00
Yearly	\$44,137.60	\$46,342.40	\$48,672.00

**Police Chief: (Change suggested)**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Hourly	\$33.01	\$34.66	\$36.39
Weekly	\$1,320.40	\$1,386.54	\$1,455.60
Yearly	\$68,660.80	\$72,100.00	\$75,691.20

The only suggested change was for the Police Chief Minimum Step 1 should be the starting salary for the Police Chief which was \$70,000. The 5% increase would be based on \$70,000 starting with the Second Step which would become effective at the end of three years and also an additional 5% at the end of five years for the Third Step. *This would change the figures accordingly.*

The Police Chief's suggestions for the Master Patrolman and the Police Officer were accepted by the Board of Selectmen.

**Highway Maintenance Worker:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Hourly	\$19.57*	\$20.55*	\$21.58*
Weekly	\$782.80	\$822.00	\$863.20
Yearly	\$40,705.60	_____	_____

\*The Board of Selectmen agreed that the Minimum Step 1 should be the salary he is receiving now which is based on \$19.57/hour. Step 2 would be a 5% increase and Step 3 would be another 5% increase.

Jeff Crosby, Road Agent, agreed with this.

**Administrator of Building, Planning & Zoning:**

The Board of Selectmen reviewed the suggested Minimum Salary for the Administrator of Building, Planning and Zoning as follows:

Les Hammond, Chairman, suggested that the Minimum Salary for this position be starting at \$43,000/year instead of the figure of \$38,396 as shown in the draft table.

Ted Vallieres stated he did not agree with this. Travis James stated he did not make any recommendations as to the starting salary for this position.

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen establish the minimum salary for the Administrator, Building, Planning and Zoning to be \$42,000/year. Travis James seconded the motion. The motion passed by a majority vote as follows:*

*Vallieres - Yes  
James - Yes  
Hammond - Yes*

**Town Clerk:**

The Board of Selectmen could not reach a consensus for a starting salary for the Town Clerk.

Ted Vallieres stated that any decision he would make relating to salaries would be based on the Local Government's Salary and Wage Study. We should be looking at other Towns in our population category to base our recommendations on this position along with all the other positions. We should not just be making recommendations on salaries with no basis.

Les Hammond did not agree with this suggestion.

**There being no further business, the meeting adjourned with the following motion:**

***MOTION:***

*Travis James made a motion that the Board of Selectmen meeting adjourn at 9:39 p.m. The motion was seconded by Ted Vallieres and passed unanimously.*

**Respectfully submitted,**

**Alison R. Vallieres, Recording Secretary**

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**Les Hammond, Chairman**

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**Ted Vallieres, Selectman**

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**Travis James, Selectman**