

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, APRIL 18, 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  
Patrick Bowne, Transfer Station  
Linda Landry, Town Clerk  
John Trottier, Chairman, Zoning Board of Adjustment  
Ken Swayze, Chairman, Planning Board  
Colleen Madden, Library Trustee  
Dan Sklut, Police Chief

**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 11, 2013 and Workshop Meeting of 4/10/2013)**

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, April 11, 2013 as written. Travis James seconded the motion. The motion passed unanimously.*

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous Workshop meeting of Wednesday, April 10, 2013 as written. Travis James seconded the motion. The motion passed unanimously.*

**COLLEEN MADDEN, LIBRARY TRUSTEE UPDATE:**

Colleen Madden, Library Trustee, appeared before the Board of Selectmen to bring them up to date on Library Programs as follows:

1. Noted that Cindy Crompton was the new Library Trustee this year. The Board of Trustees decided that it would be good to have an Alternate for the Trustees. They would recommend George

Maskiell as a Library Trustee Alternate. He will be able to attend meetings in the absence of other Trustees, etc.

2. April 17, 2013 - Program on Best Plans for New Hampshire Gardens
3. Friday, April 19, 2013 - Men's Coffee Hour
4. Sunday, April 21, 2013 - Flint Sprint - 5K Race on Earth Day. There will be a smaller run for children
5. Display at the Library on Recyclable Sculptures Art Project - Also will be displayed again on the Town Common on the Arts on the Common Festival.
6. Tuesday, April 23, 2013 - Program for Organic Gardeners put on by the UNH Cooperative Extension entitled " Sustainable Organic Gardens"
7. Tuesday, May 7, 2013 - Civil Rights Concert in conjunction with the Dunbarton Congregational Church - Hands on and middle age children will be able to act out things.
8. End of May there will be a Science Day
9. Weekly Story Times
10. Issue in one of the bathrooms where curtain fell down, etc.
11. Fire Alarm Test and Inspection - There were two smoke detectors that were broken on the second floor. Will involve more than just standing on a stool to fix. (High up in the stair well)

Line Comeau will contact Kyle Parker, Building Department, to look at the smoke detectors. Reported that Kyle Parker has taken the snow fence down and will be taking out the window inserts in the near future.

At this point in the meeting, the following motion was made:

*MOTION:*

*Travis James made a motion that the Dunbarton Board of Selectmen appoint George Maskiell as an Alternate Library Trustee for one year with a term ending March 2014. Ted Vallieres seconded the motion. The motion passed unanimously.*

At this point in the meeting, the following motion was made to go into a Non-Public Executive Session in accordance with RSA 91:A-3 to discuss a Personnel Issue:

*MOTION:*

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91:A-3 to discuss a Personnel Issue at 7:30 p.m. Travis James seconded the motion. The motion passed unanimously with the following roll call vote:*

*Hammond - Yes  
Vallieres - Yes  
James - Yes*

There were no decisions or motions made during the Non-Public Executive Session.

The regular Selectmen's Meeting reconvened at 8:00 p.m.

**OTHER DEPARTMENTS:****DUNBARTON ELEMENTARY SCHOOL:**

At this point in the meeting, Les Hammond, Chairman, noted that Dunbarton Elementary School has a new principal, Owen Harrington of Hampstead, NH.

The Board of Selectmen have been invited to an Eagle Scout Presentation on Saturday, April 20, 2013 which will include a Ceremony and a meal, etc.

**DAN SKLUT, POLICE CHIEF:**

Dan Sklut, Police Chief, reported that Jacqueline Pelletier, Master Patrolman, has given her notice and her last day of work will be the end of April (April 30, 2013). He will be modifying the Police Department Work schedule accordingly to cover.

The Police Chief is in the middle of conducting interviews and has several certified candidates so far.

Will keep the Board of Selectmen informed of progress in filling the position.

**JEFF CROSBY, HIGHWAY DEPARTMENT:****Generator Service:**

Jeff Crosby, Road Agent, appeared before the Board of Selectmen and reported that he and Jon Wiggin, Fire Chief, had decided to recommend the Town contract with Powers Generator for the generator service for the school and the Fire Department. The price for Powers Generator is \$860/year as compared to \$920/year for the other company. This service is for a minor service in May and a major service in December.

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the contract as presented with Powers Generator for yearly service at a cost of \$860/year. Travis James seconded the motion. The motion passed unanimously.*

**Safety Boots for Employees:**

Jeff Crosby, Road Agent, asked the Board of Selectmen about the process for purchasing Safety Boots for employees. He noted the new Personnel Plan is not yet in place which addresses this policy.

The Board of Selectmen noted that in the revised Personnel Policy, the Town will reimburse up to \$150.00 for Safety Shoes for qualified employees.

Ted Vallieres stated that this is a safety issue and the Board of Selectmen should authorize employees to purchase safety shoes with the Town reimbursing up to \$150.00 for each employee.

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen authorize Department Heads to inform their qualified employees to purchase safety shoes with the Town reimbursing up to \$150.00 per pair. Travis James seconded the motion. The motion passed unanimously.*

**Chan Land to be Deeded to the Town:**

Jeff Crosby stated he will bring the Chan Property up to the Town Forest Committee for discussion at their next meeting to be held the first Monday in May.

**Arbor Day - Friday, April 26, 2013:**

Jeff Crosby, Road Agent, reported that GTI, the arborist who cut the trees on the Common, will be planting replacement trees on the Town Common on Arbor Day, Friday, April 26, 2013.

**Road Public Hearing:**

Les Hammond asked Jeff Crosby, Road Agent, when he would ready for a Road Public Hearing.

Jeff stated he was still working on a plan of action for this year which involves the replacement of Stark Bridge along with other projects.

**PATRICK BOWNE, TRANSFER STATION:**

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to discuss the following issues:

**Overhead Doors for Transfer Station Recycling Windows:**

Patrick Bowne reported that he had received a quote from Ron Wescott, Garage Door Contractor, for overhead doors for the Transfer Station windows. The options are as follows:

Option 1 - 3 overhead doors	\$600 each for a total of \$1,800
Option 2 - 3 Rolling Sheet Doors	\$675 each for a total of \$2,025
Option 3 - 3 Rolling Aluminum/shutters	\$1,350 each for a total of \$4,050

Stated that after talking with Ron Wescott, he would recommend purchasing Option #2 at a cost of \$2,025.

*The Board of Selectmen reached a consensus that Patrick Bowne, Transfer Station Manager, should go ahead with the purchase of Option 2 at a cost of \$2,025*

**Retaining Wall Block Prices:**

Patrick Bowne reported he had received the following quotes for the retaining wall blocks:

Mitchie Corporation	\$10,027.00
A. J. Foss	\$11,154.00
Central NH Concrete Corporation	\$14,377.00

*The Board of Selectmen reached a consensus that Patrick Bowne, Transfer Station Manager, should purchase the Wall Blocks from Mitchie Corporation.*

Patrick Bowne noted he would be putting the project out for bid in the near future.

**Coop:**

Presented a copy of the recent Audit of the Concord Coop.

**Update of Coop Negotiations:**

The Coop has decided that instead of giving towns until 2014 to make a decision as to whether or not they will continue with the Coop, they are requiring an answer no later than June 26, 2013.

Ted Vallieres suggested that other vendors be contacted regarding potential contracts for waste disposal i.e. Zero Waste in Bow and Cassalla in Allenstown. Other vendors are located in Berlin and Belmont.

**MOTION:**

*Les Hammond made a motion that the Dunbarton Board of Selectmen appoint Ted Vallieres as the Selectmen's Representative to the Coop. Travis James seconded the motion. The motion passed unanimously.*

**LINDA LANDRY, TOWN CLERK:**

Linda Landry, Town Clerk, presented a copy of minutes from the March 28, 2013 Selectmen's Meeting when many appointments were made by the Selectmen. She pointed out several errors/changes in the minutes as follows:

1. **Historic Awareness Committee:** Minutes state "Robert" Rolke and it should be "William" Rolke.
2. **Town Hall and Theatre Restoration Committee:** After speaking with Tiffany Dodd and learning that Ted Vallieres will be stepping down from the Committee due to three Selectmen serving on one Committee, Les Hammond, Selectman, will stay on the Committee along with Travis James.
3. **KTFCA:** Linda Landry stated that this Committee is not appointed by the Board of Selectmen. It is appointed by the Town Forest Committee Chairman and the Chairman of the Dunbarton Conservation Commission. Les Hammond has been appointed through 2014.
4. **Concord Regional Solid Waste/Resource Recovery Coop:** Is Patrick Bowne the Rep or the Alternate? The Selectmen noted that Patrick Bowne was the Alternate and Ted Vallieres was just appointed as the Selectmen's Representative to the Coop this evening.
5. **Selectmen's Police Representative:** This position has been a "liaison" in the past and not a representative. Should we create appointment paperwork?

**LINE COMEAU, TOWN ADMINISTRATOR:**

Line Comeau, Town Administrator, brought up the following issues for discussion and/or action by the Board of Selectmen:

**Plaque for Noyes at the School:**

Deb Foster, Dunbarton School Board, has contacted the Town regarding the cost of the plaque. The School Board has voted to pay \$450 towards the cost of the plaque. The Town will pay the remainder. The cost of a bronze plaque is \$766, leaving \$316 to be paid by the Town.

*The Board reached a consensus to contribute the remaining cost of the plaque of \$316.*

Les Hammond stated he did not want the plaque to be hung over the vending machines. He would like it in the Community Center.

**Property Liability Insurance:**

Reported that she has contacted four or five insurance carriers regarding covering the Town of Dunbarton for Property and Liability Insurance. There is a stipulation that if a town is seeking to change insurance companies, the current vendor is notified. LGC contacted us and stated that the

insurance policy does not expire until June 2014. In addition, if we change insurance companies, the town will lose the benefit of "Holiday Credits", etc. Any quotes received are only good for 90 days.

*Based on the above information, the Board of Selectmen decided to wait until the insurance contract is up before seeking other companies, etc.*

**New Owner - Countryside Golf Course:**

There is a new owner of Countryside Golf Course. They have applied for a liquor license to serve alcohol. Presented a letter to the Board of Selectmen for their signature.

*Selectmen signed letter.*

**Attorney Bids:**

Contacted several other law firms with regard to Municipal Legal Services. Have not heard back. Selectmen suggested calling LGC for a list of Municipal Attorneys.

**Bulletin Board:**

Presented a catalog showing different bulletin boards. Les Hammond and Travis James stated they were not in favor of these and would like one similar to the Town of Warner. It was noted this was only used to get some sort of estimate for budgeting purposes. It was suggested that Line Comeau, Town Administrator, contact Warner to find out the source and cost.

**FEMA Monies:**

Department of Revenue Administration (DRA) has given the Town conflicting advice on whether FEMA monies can be spent in a year following the expenditure of the funds. In other words, can they be carried over from one year to another.

*The Board of Selectmen reached a consensus that the Town can direct monies to appropriate Departments for expenditure. Did this last year. The monies will be deposited into appropriate Liability Accounts for expenditures.*

**Audit:**

Audit will start next Thursday and Friday, April 25 and 26, 2013.

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

***MOTION:***

*Travis James made a motion that the Board of Selectmen meeting adjourn at 9:40 p.m. The motion was seconded by Ted Vallieres and passed unanimously.*

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

---

Les Hammond, Chairman

---

Ted Vallieres, Selectman

---

Travis James, Selectman