

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, APRIL 25, 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
Dan Sklut, Police Chief
Kyle Parker, Building Inspector

Members of the Public:

Ralph McClland

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 18, 2013 and Non-Public Meeting of 4/18/2013)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, April 18, 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 Non-Public Executive Session meeting of Thursday, April 18, 2013 as written. Travis James seconded the motion. The motion passed unanimously.

DAN SKLUT, POLICE CHIEF:

Dan Sklut, Police Chief, introduced Ralph McClelland of Lyndeborough, NH. He will be the new full-time Police Officer for the Town of Dunbarton. He is already certified as a full-time Police Officer. Will be taking the physical and the psychological exam in the next week. Would like to have him start work as soon as possible.

Dan Sklut, Police Chief, will be bringing the applicant to the Board of Selectmen's meeting next Thursday, May 2, 2013 for appointment and swearing in by the Board of Selectmen.

KYLE PARKER, BUILDING INSPECTOR RE TOM GIOVAGNOLI:

Kyle Parker, Building Inspector, stated that he had done an inspection of the Giovagnoli Property with regard to an illegal apartment on the premises. He reported the following:

- 1. There is an illegal apartment consisting of two bedrooms on the second floor up over the existing garage. The apartment was not built to code.**
- 2. There is no inspection of the apartment. There should be a water test for the tenants. We don't know where the water is coming from.**
- 3. There is no septic system design for whatever system is there presently, which he installed himself.**

Mr. Giovagnoli stated he would do a Septic system design as to what is in place at this time which he installed.

- 4. There is a motor vehicle repair workshop in the garage with a lift, etc. for repairs to his equipment, etc. There has never been an inspection of the garage.**

Mr. Giovagnoli appears agreeable to get this cleaned up in order to proceed with the Planning Board process of Site Plan Review.

- 5. The illegal apartment was built between 2002 and 2005. Since 2010, the Town has been aware of it. The Town has been trying to get him to comply. The Town Attorney wrote a letter in 2010 requesting compliance, etc. In July 2011, he was contacted again with no response.**

Travis James asked if this issue would be addressed if he were not seeking a Site Plan Review.

It was noted that at the Site Plan Review Public Hearing, neighbors were bringing up these issues due to the fact that the plan for Site Plan Review showed a septic system and an apartment. The Town has given him the benefit of a doubt over these years. It was noted that in the past, there was another apartment in the house. A permit for a kitchen off a wing of the house was issued at some point.

Kyle Parker stated he has never been in the house.

Kyle Parker reported there are RSA's that he could force the issues on. He could contact DES Sub Surface re the septic system and the Fire Marshall's Office regarding fire protection, etc. At this point, he will try to work to get the Giovagnoli issues in compliance.

The Board of Selectmen requested that Kyle Parker get a list of things that Mr. Giovagnoli has to do to bring the property into compliance.

Jeff Crosby asked if this is an allowed use.

It was noted that our Zoning Ordinance allows only one bedroom apartments without going to the Zoning Board for approval. This is a two bedroom apartment. Just because he has a septic system does not give him a "free pass". The issue is the number of bedrooms in the apartment.

Kyle Parker, Building Inspector, will keep the Board of Selectmen advised as to progress on this issue.

TED VALLIERES, HISTORICAL SOCIETY:

Ted Vallieres, President of the Dunbarton Historical Society, stated that the Society was in the process of rebuilding the Flintlock Farm Cape on the Historical Society property on Route 13.

Due to the fact that the lot is small, the only logical location for the Cape is on the southerly side of the lot next to the existing Blacksmith Shop. The Fire Chief is recommending that the buildings be at least 30 feet apart due to wood roofs on both. In order to locate the buildings 30 feet apart, we would need a Variance to put the Cape 10 feet from the property line on the south side (St. John's Church). Therefore, the Dunbarton Historical Society will be requesting a Variance from the Zoning Board of Adjustment.

Due to the fact that the Historical Society is a Non-Profit 501-C, they would like to request a Waiver from paying fees over and above the out of pocket expense to the Town such as Certified Mailing and Public Notice, etc.

Ted Vallieres stated that there is a precedent for this in that the fees were waived when the Society purchased a portion of the Allwood property for a Lot Line Adjustment. He would request a similar waiver from the Board of Selectmen this evening.

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen waive the fees for the Dunbarton Historical Society for a Request for a Variance from the Dunbarton Zoning Board of Adjustment with the exception of out-of-pocket expenses such as Certified Letters and Public Notice. Les Hammond seconded the motion. The motion passed unanimously.

OTHER DEPARTMENTS:

Line Comeau, Town Administrator, noted the following items for discussion/action by the Board of Selectmen:

Personnel Plan:

Stated that she had added the changes made at the Workshop Meeting held on April 10, 2013. They are noted in red on the plan the Selectmen received today.

There is a change in the wording for the Step Plan Increases.

The Selectmen agreed on the final wording for the Step Plan Increases as noted in the Plan.

Standards of Conduct, Page 26:

Travis James stated that he felt the Step Increases should be tied into the Standards of Conduct in that an employee who is on a Personnel/Performance Improvement Plan would not be eligible for a Step Increase or a CPI increase. If the employee improves performance, it can be revisited at that time.

Ted Vallieres stated he would not agree. The Step Increases are based on years of service. Don't see why you would want to tie the two together. This is trying to connect an Evaluation with the Step Increase Plan. Said that Patrick Bowne has been a Town employee for 12 years and he has never had a Personnel Evaluation. Line Comeau, Town Administrator, has been with the Town for eight years and she has only had one Personnel Evaluation. What about the Longevity Payments? Would these be included? CPI is only a Cost of Living increase.

Dan Sklut, Police Chief, stated that the Police Department has listed Step 2 and 3 to be "Upon completion of 3 or 5 years of satisfactory service". As far as he was concerned, this was sufficient for his Department.

Jeff Crosby, Road Agent, stated that it should be up to the Department Head to make sure the Personnel Evaluation is conducted on a yearly basis for every Town employee. This has never been implemented in the past. If we go in this direction, we should be obligated to do Personnel Evaluations every year.

Ted Vallieres stated you are dealing with a Board of Selectmen which is constantly changing. Over ten years and it has never happened. You can't force them to do what they don't want to do. Step increases are after three years and five years.

Dan Sklut stated that the CPI and Longevity Payments should not be included in this stipulation.

Travis James stated that it would be counterproductive to give someone a big step increase and then do a Personnel Evaluation that is very negative.

Dan Sklut stated you are making this more complicated than it really is.

Les Hammond stated he agrees that something needs to be done. We can't give someone a merit increase and then give them a bad Personnel Evaluation. A Department Head can put one of their employees on a Performance Improvement Plan. This would affect their next Step Increase.

Change in Title of Building, Planning and Zoning Position:

Line Comeau reported that after going over many titles, Les Hammond, Chairman, had decided to make the Position Title for the Building, Planning and Zoning to be Land Use Clerk.

She will make the change on the Job Description.

Chris Remillard, Letter of Commendation:

Travis James stated that Chris Remillard has gone over and above in helping with recruiting a new Police Officer. Read the letter from the Board of Selectmen. (attached)

Part-Time Employees:

Presented a list of part-time employees with hourly/yearly rates. (attached)

The Board of Selectmen reviewed the list. The Board of Selectmen stated they found these rates equitable.

Jeff Crosby, Road Agent, stated he did not feel the Board of Selectmen need to give salary increases to Elected Officials.

Salary Increases:

At this point in the meeting, Travis James made the following motion:

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen put the Town Administrator at Step 3 (\$52,915.20). Les Hammond seconded the motion. The motion was not acted upon.

Discussion:

Ted Vallieres stated this past Monday, certain employees have been given between 4% and 10% pay increases. We have increased the amount of Step 1 of some starting salaries. We have moved the Highway Maintenance Worker from Step 1 to Step 2. This is not fair to him. In addition, we have increased certain base salaries of three positions so these three positions can be the same based on the fact they are similar.

If you look at the data from the LGC regarding Town Administrator salaries, other Towns' Town Administrators are way above Dunbarton.

Travis James looked at the chart and noted that most Towns pay their Town Administrators more than Dunbarton.

At this point in the discussion, Les Hammond asked Line Comeau about her salary when she started. She stated she worked six months in the position at \$18.00/hour and then in December 2008 was hired at \$900.00/week (\$46,800 annually). She is now at \$50,308.40/annually due to CPI raises.

Ted Vallieres stated he would make a motion as follows in order to get the positions somewhat comparable in salary range:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen increase the Town Administrator's salary in Step 1 by 4% and carry the additional steps of an increase of 5% for Step 2 and 5% for Step 3 with the Town Administrator being put in Step 3 due to the number of years of service. Travis James seconded the motion. The motion passed unanimously.

The salary table for Town Administrator would be as follows:

	Town Administrator Template for Annual Wages		
	Date of hire new employee Step 1	Third year Anniversary Step 2	Fifth year Anniversary Step 3
Hourly	\$24.00	\$25.20	\$26.46
Weekly	\$960.12	\$1008.13	\$1,058.54
Annually	\$49,926.66	\$52,422.99	\$55,044.14

Highway Maintenance Worker:

At this point in the meeting, Jeff Crosby, Road Agent, stated that when the Highway Department recently hired the Highway Maintenance worker six months ago, we debated about a lower rate and increasing it after six months. No one wanted to do that. The individual that left the position was making \$19.13/hour. We were looking for someone equal who could do the same amount and type of work. We decided on \$19.00/hour. Then we implemented the Step Increase Program. You should put someone who has just started work in Step 1. You decided to put him in Step 2 for whatever reason. This means that he is missing out on a 5% Step Increase which he should be eligible for in three years. Don't punish the employee from the Highway Department. He should be in Step 1 of the Step Increase Plan. This is the reasoning as to why he should be in Step 1 of the Step Increase Plan.

The Board of Selectmen reached a consensus to put the Highway Maintenance worker in Step 1 of the Step Increase Plan.

**Highway Maintenance Worker
Template for Annual Wages**

	Date of hire new employee <u>Step 1</u>	Third year Anniversary <u>Step 2</u>	Fifth year Anniversary <u>Step 3</u>
Hourly	\$19.57	\$20.55	\$21.58
Weekly	\$782.80	\$821.94	\$863.20
Annually	\$40,705.60	\$42,740.88	\$44,886.40

It was noted that any CPI would change the table in the future. It was also noted that the Step Increases have nothing to do with any CPI raises which would be implemented in the future.

Land Use Clerk Position:

Travis James noted that the Land Use Clerk position salary was \$780 over the Transfer Station Manager and the Town Clerk in Step 3.

The Board of Selectmen reached an agreement to leave this the way it is due to the fact that we have hired someone at this point.

Public Hearing for Personnel Plan:

Thursday, May 9, 2013 at 7:00 p.m. was scheduled for the Public Hearing for the final version of the Personnel Plan.

Highway Maintenance Worker:

Jeff Crosby, Road Agent, reported that the Highway Maintenance Worker has completed his six month probationary period effective April 15, 2013. Want this to be part of the record.

TOWN GOVERNMENT BUILDINGS:

Terminex Bid for Vapor Barrier at Town Offices:

Travis James stated that Terminex had contacted him regarding whether or not the Town was considering venting in the basement of the Town Offices. He stated they are preparing a quote.

Ted Vallieres stated they had determined they should put two vents in the oil tank shed and also vent the southerly wall.

Bulletin Board - Town Offices:

Line Comeau has contacted the Town of Warner re their Bulletin Board. Has not received a call back regarding price and source.

Painting of Town Garage and Town Offices:

It was noted that the Memorial for Sandy Hook on the westerly side of the Town Offices should be taken down soon in order that painting can start.

Ted Vallieres will contact Tom Cusano regarding this.

It was also noted that the Highway Garage was included within the quotes for painting of Town Buildings.

Town Common:

It was reported that the Town Forest will be paying for the replacement trees on the Town Common. In addition, they will replace the Memorial Magnolia Tree.

At this point, Les Hammond, Chairman, stated that he wanted the two large conifers on either end of the Town Hall taken down because they were too tall, etc.

250th Anniversary Celebration:

Travis James noted that the Town should start working on setting up a Committee for the 250th Anniversary Celebration. It was noted that there was supposed to be a notice put on the Dunbarton Web Site seeking volunteers to work on this Committee. Travis James will check on this.

Ted and Alison Vallieres have expressed an interest in serving on this Committee.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 8:40 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