

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, AUGUST 22, 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:

Linda Peters, Town Clerk
Patrick Bowne, Transfer Station Manager

Members of the Public:

Don Hartshorn

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 (Thursday, August 8, 2013)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, August 8, 2013 Board of Selectmen's meeting with the following amendment:

On Page 3 of the minutes regarding the Stark Bridge, add the following statement:

"Travis James suggested that there be a memorial plaque put on the bridge with a story of the Stark Bridge".

Ted Vallieres seconded the approval of the amended minutes. The motion passed unanimously.

DON HARTSHORN, PAINTER:

Don Hartshorn, Painter, appeared before the Board of Selectmen to discuss painting of the interior offices of the Town Office. The Board of Selectmen, Town Clerk, Town Administrator and Payroll/AP employee reviewed the areas to be repainted. After review, the Board of Selectmen reached a consensus to have the following areas painted:

1. The Town Administrator/Payroll/AP Office does not need to be painted at all.
2. The Town Clerk's Office will be painted both the walls and the window trim, not including the panes of the windows. The Town Clerk's anti room (yellow) will not be repainted.

3. The Tax Collector's Office walls will be repainted.

It was noted that all the reconstruction which had previously been done was only primed and not a finish coat, therefore all the primed walls should be painted.

4. The Meeting Room will be completely repainted including the ceiling. Window trim will be repainted but not the window panes as there are plexi glass windows over them. The large map on the north wall will not be removed. Will be painted around it. Holes will be patched in the wall.

5. The Building Department will be repainted as part of the Meeting Room repainting.

6. Both entrance halls will be repainted.

7. All painting of walls and trim will be done in egg shell matching the color as close as possible to existing.

8. Painting will start on Friday and Saturday, September 20 and 21, 2013.

9. Will be taking paint samples in the next two weeks prior to the painting.

Don Hartshorn agreed to stay with the bid price and see how far he can get.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen and presented the following information regarding the Transfer Station:

1. The compactor is up and running. Almost finished with the installation. The electrician will be coming back because the unit has to have a heater on it. Dave Stilson will be making a cabinet for it also.

2. One of our part-time employees, Travis Cochran, just got done. He has a full-time position in Maine. Had a little get-together last evening for him. He said he might be back during the Christmas vacation. If things don't work out for him, I told him you always have an opportunity here.

3. One of the commercial haulers hit the side of the building. Dave Stilson is doing an estimate on the damages. Will be dropping off at the Town Office or Ted Vallieres. The hauler's insurance will be paying the cost of repair.

It was suggested that when Dave Stilson is there that he look at replacing one of the letters which is missing on the Transfer Station sign.

4. Insurance claim has been made for the repairs on the compactor because it was caused by fire. Can this money be put back into the Transfer Station budget as had other maintenance items planned? Noted the total expense was over \$5,000 and our insurance is \$1,000 deductible.

Travis James stated he should wait and see if we get any money and then will talk about it.

5. Reported that the new employee was working out well. Gets along with the other employees well. Will be doing more training with him. He has been to the delivery spots. Might try to find someone else which could be called in on an on call basis.

6. There is no information available from the Concord Coop as to what they are planning.

LINDA PETERS, TOWN CLERK:

Linda Peters, Town Clerk, appeared before the Board of Selectmen regarding the following items for discussion and/or action:

Unlicensed Dogs:

1. There are 55 unlicensed dogs. Requested that the Board of Selectmen issue a Warrant for the Police Department. Line Comeau, Town Administrator, will handle this.

Exchange Study from Japan:

2. Reported that last Thursday, the "Mayor" (Les Hammond, Chairman) and she greeted an exchange student from Japan. He presented the Town of Dunbarton with several items as follows:

Banner of the LABO International Exchange Center
Fan of the LABO International Exchange Center

The Town Clerk will display these items in her office.

The Town of Dunbarton presented him with a book "Where Settlers Feet Have Trod" along with a Dunbarton sun catcher.

Utility Pole License and Changes in Procedure for Pole Licensing:

3. Presented three copies of a Utility Pole License for PSNH -#12-0420 on Mansion Road for a new house. Selectmen signed pole license.

At this point in the meeting, Line Comeau, Town Administrator, noted that there is a new procedure with regard to handling utility pole licenses. A communication was received from Town Counsel regarding the process for pole licenses. Line Comeau, town Administrator, will schedule a Public Hearing for Thursday, September 12, 2013.

OTHER BUSINESS:

Line Comeau, Town Administrator, reported on the following items for discussion and/or action:

Chan Deed to the Town of Dunbarton:

Have received the Quitclaim Deed from the Chans to the Town of Dunbarton. Will schedule a Public Hearing for the Board of Selectmen to accept the property from the Chans for Thursday, September 12, 2013.

The Board of Selectmen suggested having the Dunbarton Conservation Commission, the Kuncanowet Committee and the Town Forest Committee attend a Board of Selectmen's Meeting prior to the Public Hearing to work out the details of responsibility for the parcel.

\$9,724 from LGC:

Have set up a liability account for the \$9,724 and will scheduled a Public Hearing for the expenditure of these monies for Thursday, September 12, 2013 along with the other Public Hearings. According to RSA 31.95 b, if the Town receives unanticipated revenue over \$5,000, it requires that we have a Public Hearing prior to expending it.

Dunbarton Fuel Company:

Received a quote from Dunbarton Fuel Company for heating fuel oil for the 2013-14 season below the cash price of heating fuel and/or \$.20 below the quoted price.

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen accept the quote from Dunbarton Fuel Company for the 2013-20214 season as presented by Dunbarton Fuel Company. Ted Vallieres seconded the motion. The motion passed unanimously.

Gasoline and Diesel Fuel:

Dennis Burke Company continues to be the supplier for gasoline and diesel fuel for the Town of Dunbarton.

Propane Contract:

Dead River is now the supplier for propane for the Town of Dunbarton. They will be inspecting locations. The only department that uses propane at this point is the Transfer Station.

Communications:

Les Hammond, Chairman, stated there was correspondence for the Board of Selectmen as follows:

1. Budget Workshop
2. Legislative Bulletin
3. Update on Town Government Building Account

Replacement Lighting Fixtures for Library:

Travis James reported that the Library was requesting that the existing lighting fixtures be replaced as soon as possible. They presently used 400 watt bulbs and the ballasts need to be replaced regularly. He stated the lighting will pay for itself within the first two years.

A communication was received as to estimated cost for replacement lighting from John Stevens.

Ted Vallieres stated that the Town needs to know the cost of replacement lighting prior to approval of purchase. The communication is unclear as to the actual cost even though it does state that it will pay for itself. We need to know the initial cost for budgetary purposes.

Will ask John Stevens, Energy Committee for actual cost of lighting prior to acting on this request.

Transition Committee:

Travis James reported that the Transition Committee of which John Stevens, Chris Hanson and Bob Ray are members, will be participating in the 250th Anniversary.

Audit Report:

Line Comeau, Town Administrator, reported that the Town had received draft copies of the Annual Financial Statements and the Management Letter for the year ended December 31, 2012. Would request that the Selectmen review both items in anticipation of an exit interview for the 2012 audit.

Police Report: Travis James:

Travis James reported that he had recently done "a ride around day" with the new full-time Police Officer Ralph McClellan and was very happy with what he saw. He will be doing another "ride around day" with Chris Remillard in the near future.

Random Trash Inspection:

Les Hammond, Chairman, reported that he had received a telephone call from John Herilhy regarding a random trash inspection done at the Transfer Station. John questioned the Transfer Station's authority to inspect trash, etc.

JAMES WILLIAMSON:

James Williamson appeared before the Board of Selectmen and noted that he would be taking trees down on the Mike McKean property near the school. Requested permission to park his chipper trailer in the school parking lot.

The Board of Selectmen told him that they have no jurisdiction over the school and advised him to contact the school principal and/or the School Board for permission.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 8:50 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