

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, AUGUST 29, 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 Landry, Town Clerk
Brett St. Clair, Conservation Commission
Stanley Sowle, Conservation Commission
James Stone, Conservation Commission
Ron Jarvis, Conservation Commission and Town Forest Committee
Fred Mullen, Town Forest Committee and Kuncanowet Committee
Jeff Crosby, Road Agent and Town Forest Committee
Lou DeBerio, Milfoil Committee
Dan Sklut, Police Chief
Eric Blow, Police Officer
John Stevens, Energy Committee

Members of the Public:

Pam Sklut

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 22, 2013)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, August 22, 2013 Board of Selectmen's meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

POLICE DEPARTMENT:

Letters of Commendation and Recognition:

At this point in the meeting, Travis James, Board of Selectmen Police Representative, presented a letter of Commendation from the Dunbarton Board of Selectmen to Police Chief, Town of Dunbarton, Daniel Sklut for his clear display of caring, and professionalism that he provides to our community.

Congratulations to Police Chief Dan Sklut and Thank you!

In addition, Travis James, Board of Selectmen Police Representative, presented a letter of Recognition and Thank You from the Dunbarton Board of Selectmen to Eric Blow, Police Officer of the Town of Dunbarton for his help with the Social Services and coordinating volunteer projects within the Town.

Congratulations to Eric Blow and Thank You!

CONSERVATION COMMISSION, KTFCA, TOWN FOREST COMMITTEE TO DISCUSS LAND GIFT FROM THE CHANS:

Les Hammond, Chairman, explained that a Public Hearing was scheduled for Thursday, September 12, 2013 to accept the Chans land gift of approximately 43 acres which is part of the subdivision on Gile Hill Road.

He stated that we need to talk about the management of the property and who, when and how. The subdivision was first applied for nine years ago (2004).

He stated that in the beginning they were going to give the land to the Town. It has gone on so long, we are not sure who said what and what the intention was to obtain this parcel. The Board of Selectmen can delegate the management of it to the Town Forest Committee, the Conservation Committee or the KFTCA.

It was noted that the parcel includes a "played out gravel pit" which is gated off along with an old foundation.

He noted that we don't have to make a decision this evening.

Fred Mullen, Town Forest Committee noted the following:

- 1. The first preliminary deed said it was to be deeded to the Dunbarton Town Forest Committee.**

It was noted that they changed the deed to the Town of Dunbarton because the Board of Selectmen are the only ones that can accept gifts, etc.

Jeff Crosby, Town Forest Committee noted the following:

- 1. The old gravel pit was previously owned and operated by McMillian. It is not an extensive gravel pit. It is pretty well "played out".**
- 2. Ed White, member of the Town Forest Committee is away so he could not make this meeting.**
- 3. Jeff Crosby stated he had walked out to the back of the property.**
- 4. If the property was under the jurisdiction of the Town Forest, they probably would not make any trails for the public. Would manage it as a forestry property, let the trees grow back and probably do a management logging. There is no timber value on the property now.**
- 5. Only concern is that they would not want to see the property restricted from hunting.**
- 6. The reason the Town Forest Committee voted to accept the parcel was if the Town decided to give the Town Forest Committee the authority to manage it, we would already have had the vote to accept it.**

The Conservation Commission members noted the following:

1. Brett St. Clair, Stanley Soble, James Stone, and Margaret Watkins walked the property in 2011. They were concerned that this not get forgotten.
2. The land has a very steep portion going up to Brown Hill. The Conservation Commission would put a trail to the old foundation. At some point, there will be development across the road from the parcel. This would provide a recreation opportunity for the public, etc.
3. Noted the parcel abuts Bow on one side, Brennan property on the other side.
4. Margaret Watkins recently sent a letter to the Chans reminding them of the parcel, etc.
5. The deed to the Town is a Quitclaim Deed because this is the way the Chans purchased the property. It was deeded to them as a Quitclaim Deed.
6. The parcel abuts Conservation Property along Bela Brook. Could make it a corridor, etc.

Fred Mullen stated that whatever group is given the management of the property, last September during the process of perambulating the bounds of the Town, the granite bound located on the Chan property between Bow and Dunbarton was missing. We discovered the bound had been ripped out. When he surveyed the bounds, there was a stone about 17" x 22" with a drill hole in it. This lined up with the property line in Bow. Can that portion of the lot line be finished?

It was noted that Kelly Dearborn-Luce will be reviewing the final plan for the Chans in the near future.

At this point in the meeting, Brett St. Clair, Conservation Commission noted he would like to bring up another matter as follows:

Dumping Problem at Kimball Pond:

1. There is a dumping problem at Kimball Pond. This past spring the Conservation Commission cleaned up dumping consisting of old TVs, computer monitors and other trash. They are also dumping them into the pond by the boat ramp area. Other people are also dumping in another location.

They are also dumping sheet rock which is difficult to get rid of. This is becoming a contractor dumping ground.

2. Jeff Crosby, Road Agent, put large boulders to block the area but they have been moved and the dumping continues.

Fred Mullen suggested possibly putting game cameras up so we can identify who is doing this.

3. They would like to consider putting a gate up to prevent vehicles from going in and provide keys to the Police Department, Fire Chief and the Road Agent, etc. Could open the gate during hunting season.

Noted the Police Chief would be favorable to putting up a gate, etc. The gates have been donated by PSNH.

Travis James, Selectman, stated he was in favor of putting a gate up.

Les Hammond, Chairman, stated he would like to have a Public Hearing prior to putting a gate up. If we scheduled a Public Hearing, it would be three weeks from now.

Ron Jarvis, Conservation Commission, noted that he recently noticed the access road along the right side of the Stark Cemetery. Noted that people are stealing material from cemeteries all the time. He would suggest some sort of a gate/block on the access road to the Stark Cemetery to prevent people from going in.

LOU DEBERIO, MILFOIL UPDATE FOR GORHAM POND:

Lou DeBerio appeared before the Board of Selectmen to bring them up to date on the Milfoil situation at Gorham Pond. Noted the following:

1. Noted he had recently received an e-mail from Amy Smagula. She has monitored the Gorham Pond milfoil situation and there are several areas that should be treated this fall. We are making good progress on the treatment of the milfoil.
2. Monies have already been voted for the treatment at the 2013 town Meeting.
3. There have been 180 inspections at the boat ramp area. People from Dunbarton are using the pond and we have not found one piece of milfoil on the boats.
4. Want to treat the areas which are starting to sprout now.
5. Recently Margaret Watkins took two of the Weed Watchers to the other four ponds in Dunbarton. Did not see any milfoil but will be going out again. There are people using these other ponds also.
6. DES provided \$4,860 and Dunbarton appropriated the remaining \$7,729 at 2013 town Meeting.
7. Will proceed with notifying the abutters of the treatment.
8. Weed Watchers are doing a good job according to Amy. We still need more people to cover Saturday and Sunday.
9. Milfoil is 95% gone but the remaining 5% is starting to sprout. This is what we will be treating.

The Board of Selectmen reached a consensus that they should go ahead and treat the milfoil at Gorham Pond in order to get rid of the remaining 5%.

JEFF CROSBY, HIGHWAY DEPARTMENT:

Jeff Crosby, Road Agent, appeared before the Board to discuss the following items for information and/or discussion:

Armand's Way Culvert Replacement:

1. Noted the culvert at Armand's Way has been replaced. Will call Bill Miles to trap beaver once we see beaver. There presently is no evidence of beaver.
2. The problem with the culvert was two-fold. The bottom of the pipe was rusted completely out and when it rained, debris would get backed up in the pipe and block the entrance. This caused problems to the road.

Stark Bridge Replacement:

1. Spoke with Mitchie, the company who will provide the culvert for Stark Bridge at a cost of \$42,000. We should not order the culvert and sign a contract until such time as we receive Wetlands approval from DES. If we ordered the culvert today, it would be ready by November 1, 2013.

2. It is unsure when the Wetlands Permit will be final. Have checked with DES regarding the permit and it is in the process. Recently had a lengthy discussion with Rob Tardiff and Corliss Adams of DES. We would like to be able to commit to the bridge because it has been budgeted in this year. We will not have a permit by next week. In another month, it will be December. We need to get everything in place. It should work out. The culverts are readily available and are made to order. It would be too risky to order it now without the permit.

3. This is a Flood Control Area and we need to base our figures on a 50 Year Flood. In addition, the Flood Gates are opened by the Corp of Engineers whenever they feel necessary. When the gates are opened, the bridge is flooded over the top.

4. Once we get the DES approval, we can order the culvert (\$42,000), encumber the monies with a signed contract and have it delivered in the spring of 2014.

Mowing Sides of Town Roads:

1. Residents are happy about the mowing and clearing up of the side of the roadways. We were having problems with rains draining onto the shoulders, etc. this past spring.

2. This gives bikers and walkers a place to get off the road. It also keeps the water from shedding off the road. This is a maintenance item that has not been kept up in the past.

Salt Bid:

Line Comeau, Town Administrator, noted that on March 28, 2013, the Board of Selectmen discussed bids. At that meeting, a motion was made, seconded and passed unanimously that for reoccurring contracts, the Town can continue the bid without going out to bid again.

Based on this motion, the Salt Bid was awarded to Granite State Minerals with a motion below. Granite State Minerals has given the Town a price of \$49.25/ton.

In addition, the following quotes were received:

Eastern Minerals Inc. \$48.48/ton
International Salt \$51.11 and treated salt \$68.61 (The Town does not use treated salt.)

Travis James asked Jeff Crosby, Road Agent, if he was happy with Granite State Minerals.

Jeff Crosby, Road Agent, stated he was happy with them as the vendor for salt.

There was a brief discussion regarding using salt and its affect upon wells. Bow evidently has had problems especially on Brown Hill Road. It was noted it is a "different world" now. Residents want the roadways clear of ice, etc. In the past, roads were not treated as aggressively as now.

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen accept the Granite State Minerals quote of \$49.25/ton for salt. Ted Vallieres seconded the motion. The motion passed unanimously.

Poison Ivy at Dunbarton Elementary School:

School Principal has notified the Board of Selectmen that there is Poison Ivy at the school which needs to be treated.

Jeff Crosby offered to treat the poison ivy at the school once it is established where it is on the school property.

Snow Blowing Walks at the Dunbarton Elementary School:

It was suggested that the Board of Selectmen Agent, meet with the School Principal regarding the snow blowing of walkways at the school.

Line Comeau, Town Administrator, will arrange a meeting with the School Principal and the Board of Selectmen.

Holmes Road/Route 13 Intersection:

Jeff Crosby, Road Agent, reported that he had recently met with Scott Mooney, DOT, regarding the intersection of Holmes Road and Route 13. Scott Mooney is concerned about the ownership of the road. If it is State owned real estate, we would need to get permission from DOT. The ROW is no problem. Can't see how it would end up being DOT real estate. If you take both of those two ROW's, they would intersect. Scott Mooney was going to look into it. We were considering moving the intersection uphill or southerly. The southerly section of the road was never closed. It should be 66' wide because it is a range line.

Noted that the Town had to fill out a Driveway Permit for the improvements on Devil Steps Road.

Catch Basins on Everett Road:

Jeff Crosby reported there is a "sink hole problem" on Everett Road. There are two State owned catch basins on Everett Road. A sink hole has started and the State has said it is our problem. The two catch basins are not ours. The only reason the pipe is there is to drain the catch basins. The pipe just serves the State's need. If the pipe collapses and we fill it in, it will become their problem. It will eventually get worse.

HEALTH TRUST BENEFITS:

Line Comeau, Town Administrator, reported that the Town had received a communication from LGC regarding Health Trust benefits which must be presented to all Town employees no later than October 1, 2013.

Suggestion was made that a Health Trust Representative be scheduled to speak to employees regarding the Health Trust Benefits Program.

Line Comeau will make arrangements for this.

UTILITY POLE LICENSING POLICY PUBLIC HEARING:

Line Comeau reported that the Pole Licensing Public Hearing has been scheduled for September 12, 2013. Have notified all utility companies by Certified Mail. There will be discussion at the Public Hearing re the procedure.

AUDIT:

Ted Vallieres and Travis James both had a few questions regarding the audit which they will bring up at the Exit Interview which will be scheduled for the end of September.

LINDA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, reported that the Warrant had been issued and signed by the Selectmen for unlicensed dogs. There were 55 unlicensed dogs at that time but a few owners have come forward and paid the appropriate fees.

TOWN GOVERNMENT BUILDING ACCOUNT:

Ted Vallieres reported that the new AC for the Selectmen's Meeting room will be installed this coming Saturday. Will contact Dave Stilson to fill in the area where the old one was.

PUBLIC HEARINGS SCHEDULED TO ACCEPT EXTRA MONIES FROM THE HEALTH TRUST:

Line Comeau, Town Administrator, reported that the Public Hearing scheduled for September 12, 2013 will accept monies from Health Trust of \$13,415.84 and Primex in the amount of \$9,724.15.

The Board of Selectmen noted they will accept the monies formally and decide what they want to do with the monies. Possibilities are reduce the Tax Rate and help the Police Department. Lights at the Library are another possibility.

JOHN STEVENS, ENERGY COMMITTEE, REPORTING ON LIBRARY LIGHTING:

John Stevens, Energy Committee, appeared before the Board of Selectmen to discuss the request for replacement lighting at the Library and Transfer Station as follows:

Replacement Lighting at Library:

1. Present lighting in the Library is wrong. The lights direct up towards the ceiling. They do not light the book shelves properly. Losing 1/2 of the light which is directed to the ceiling.
2. Met with Ernie Gagnon, Electrician, and there is a replacement fixture available which is estimated to cost between \$50 - \$100 each. In order to verify that they will work, he needs to take down one of the fixtures and see the lamp. The new fixture will use a 75 watt bulb which is equal to the present 400 watt. He will have a firmer price by next week.
3. Spoke with Gregg Arce, Library Trustee, and he is of the opinion that the Library Trustees were looking into this for the upcoming year and not 2013.
4. Andrea Douglas, Librarian, is saying in the past couple of years, she has had people fixing the lights regularly. The problem causing the maintenance issue is that the 400 watt bulbs are designed to be mounted vertically and we have them mounted horizontally. In addition, the ballasts are 30' - 40' away which exceeds the specifications. Have had to change the ballasts regularly. In addition, the wrong bulbs are in the fixtures.

Les Hammond, Chairman, stated he was interested in the need for the replacement lighting.

John Stevens noted the following with regard to the need:

1. The lights are failing
2. High cost of maintenance
3. Not proving the lighting that is needed

Transfer Station Lighting Report:

1. Reported that he will be receiving an e-mail re the Lighting Report on the Transfer Station. Will be looking the packet over before next Thursday and report back to Selectmen.

2. Ernie Gagnon has reported there will be a problem with mounting lighting on the buildings at the Transfer Station due to excess vibration. Would suggest putting a pole up with four halogen /LED lights. These lights will stand up to vibration.

Will forward a copy of report to Line Comeau.

Chairs in the Meeting Room:

Line Comeau, Town Administrator, reported she has been working closely with Travis James, Selectman, regarding changes in the Selectmen's Meeting Room. Have removed all the chairs that are in disrepair and ripped. Have replaced them with wooden chairs from the Upper Town Hall.

She noted that after these changes, the seating capacity for the Meeting Room is 50, but there are only 38 chairs.

Town Hall Balcony Repairs:

It was reported that the Town Hall Balconies on the front were in disrepair. They need to be fixed immediately.

Ted Vallieres will contact Dave Stilson regarding this project and his recommendation as to repairs and provide a quote.

Town Hall Screens:

Kyle Parker will be contacted regarding putting the screens on the Town Hall windows, both upstairs and downstairs.

Police Department Report:

Travis James, Police Department Selectmen's Representative, reported that he had recently done a "ride around" with Chris Remillard, Police Officer. Stated he was amazed by the amount of activity and how much they have to do.

Reported that he had met with the Police Chief today, and the Police Department budget will be \$13,000 "in the hole" by the end of the year. This is brought about by the fact of severance pay for a resigning officer along with Holiday Pay due officers. He stated he would make a suggestion that some of the monies received from Health Trust, etc. be allocated to the Police Department.

At this point in the discussion, Line Comeau, Town Administrator, stated that there will be \$1,080 coming to the Police Department for an OHRV Grant along with FEMA monies which will be forthcoming. These monies will be available in the Police Department's budget.

Ted Vallieres stated that the Transfer Station recently had a large maintenance item which was unexpected of over \$5,000. They have had to adjust their budget accordingly. The Highway Department had a large severance pay taken out of their budget last year and they had to absorb it. Are we setting a precedent by allowing this? In addition, he noticed recently that the overtime line in the Police Department budget was already overspent.

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen earmark \$5,000 from the \$23,139.99 unanticipated revenues from Primex and Health Trust to the Dunbarton Police Department to cover their budget for the 2013 year and noted that if we do not allocate these monies to the Police Department, there will be no part-time Police coverage in the Town because these monies

will be taken out of part-time salaries. Les Hammond seconded the motion. The motion passed unanimously.

Beth LaMarca, Resignation:

Les Hammond, Chairman, reported that the Board of Selectmen had received a letter of resignation from Beth LaMarca, Auxiliary Police Officer.

Suggestion was made that the Board of Selectmen forward her a letter of thanks for her services to the Town of Dunbarton.

250th Anniversary:

Travis James made a recommendation that the Board of Selectmen put \$1,000 into the 250th account. It was noted that if the monies are not used during the 2013 year, they will lapse. It was also noted there is \$1,000 already set aside in a Warrant Article.

There was no action taken on this recommendation.

Fireworks Display for Old Home Day:

Line Comeau, Town Administrator, reported that J. R. Swindlehurst had recently told her that he was no longer able to get additional Fireworks for the display at Old Home Day. In the past, the Fireworks Company matched whatever the Town purchased with additional Fireworks. This is no longer available. The 2013 Old Home Day budget includes \$3,500 for fireworks.

Use of Upper Town Hall:

Travis James reported that he had received a request for the Girl Scout Daisy Group to use the Upper Town Hall for a Graduation Ceremony. There will be no more than 50 people because there are only 12 Girl Scouts. He will be present as Trustee and make sure the 50 limit is not exceeded.

The Dunbarton Board of Selectmen reached a consensus to allow the use of the Upper Town Hall for the Girl Scouts Daisy Graduation Ceremony as requested.

Removal of Large Christmas Trees on Town Common:

Les Hammond, Chairman, gave Jeff Crosby, Road Agent, the go ahead to cut down the two large Christmas Trees on the Town Common. Jeff Crosby suggested removing them around the Christmas season and using them as Christmas trees.

LINDFA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, brought up the fact that this year, Halloween falls on a Thursday evening. She would suggest that both the Town Clerk and Tax Collector's Offices be closed on that evening. In addition, she would doubt that the Board of Selectmen would want to hold their regularly scheduled meeting.

Board of Selectmen reached a consensus that the Town Clerk and Tax Collector's Offices be closed on Halloween and that there be no Selectmen's Meeting that evening.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 9:50 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