

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, DECEMBER 12, 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
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Jon Wiggin, Fire Chief
Jeff Crosby, Road Agent
Tim Terragni, Board of Assessors
Mary LaValley, Board of Assessors

Members of the Public:

Michael Guiney

Les Hammond, Chairman, called the meeting to order at 7:00 p.m. with two Selectmen present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary. It was noted for the record that Travis James was absent due to being out of town with his family.

APPROVAL OF PREVIOUS MEETING MINUTES (Thursday, December 5, 2013)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, December 5, 2013 Board of Selectmen's meeting as written. Les Hammond seconded the motion. The motion passed unanimously.

BOARD OF ASSESSING PROPOSED BUDGET:

Tim Terragni, Chairman of the Board of Assessors and Mary LaValley, member of the Board of Assessors, appeared before the Board of Selectmen to present the proposed Board of Assessors 2014 budget as follows:

<u>Account Name</u>	<u>Actual 2013</u>	<u>Proposed 2014</u>	<u>Change/ 1.7% Increase</u>
Secretary - BOA	754	754	767
Administration-BOA	1,615	1,615	1,643
Appraisal Services	10,000	10,000	
Utility Assessor	18,000	20,000	
General Supplies-BOA	--	--	
Training-BOA	50	50	
Computer Support-Vision	5,050	5,050	
Support-BOA	--	100	
Total	35,419		

The Board of Selectmen stated that they were planning on giving all employees a 1.7% CPI increase and this should be reflected in the Secretary and Administration budget lines as noted above.

Tim Terragni stated they were adding a Support Budget line to cover time and mileage for \$100 for BOA members to attend hearings, etc.

Tim Terragni also presented explanations to his budget showing the following: (Attached)

#3 A listing of what MRI provides to the Dunbarton Board of Assessors

#4 An e-mail from George Sansoucy outlining the services he provides to the Town of Dunbarton

#4a A breakdown of all the Utility Companies with 2012 and 2013 Values

FIRE DEPARTMENT PROPOSED 2014 BUDGET:

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen with the following proposed budget for the Fire Department for 2014:

<u>Account Name</u>	<u>Actual 2013</u>	<u>Proposed 2014</u>	
Administration-Part-Time	12,284	12,493	Includes 1.7%
Administration-Fire Chief	3,090	3,238	Includes 1.7%
Forest Fire Fighting	1,000	1,000	
Training-Fire Dept.	3,500	3,500	
Mutual Aid Compact	25,108	18,360	???
Gasoline-Fire Dept.	750	900	Up 150.00
Diesel Fuel-Fire Dept.	2,800	2,800	
Office Supplies/Fire	500	500	
Fire Station Supplies	400	400	
Telephone-Fire Dept.	1,000	1,000	
Mobile Phone-Fiore Dept.	1,500	1,500	
Dept. Equip. Maint.	10,000	10,000	
Dues/Fire Dept.	500	750	Up 250.00
Radio Repair/Fire	1,000	1,000	
Pagers-Fire Dept.	--	--	
Fees & Services/Fire Dept.	1,000	1,000	
Protection Equipment	10,000	10,000	
Subscriptions/Fire	300	200	Down 100.00
Fire Prevention	900	1,000	Up 100.00
Dry Hydrant Repairs	750	750	

Med/Ambulance Expenses	3,000	3,500 Up 500.00
Paramedic Intercepts	<u>2,200</u>	<u>2,200</u>
Total Fire Department	81,582	82,839

Jon Wiggin noted the following with regard to the Fire Department budget:

Mobile Phones:

1. Will be purchasing an I-Pad for the ambulance for the new medical reporting that is required. Information has to be done electronically. Have 24 hours to submit a report on a medical call. With the I-Pad, we can submit reports on the scene within 45 minutes and one hour. Will be a cost of \$50/month through Verizon. Can also get an electronic signature from the person.

Fees and Services Software Contract:

Software contract expires. We have to upgrade for the Fire Reporting Program. Needs to be done this year.

Mutual Aid Compact:

Cost is going down but unsure at this time what the actual cost will be. Will check into it and let Line Comeau know.

Protection Equipment:

Protection gear is only good for ten years. We need to pick up three sets of protection gear.

Dry Hydrant Repairs:

Jeff Crosby was helpful in doing some painting of the hydrants at several fire ponds this year. Need to continue to do Hydrant repairs.

Paramedic Intercepts:

Paramedic Intercepts have never gone over budget so remains the same.

Grant Request - Joint Venture with Other Towns:

A group of local towns have gotten together and submitted a Grant Request for protective gear. The Grant was for under \$1,000,000. Dunbarton's share will be for 15 sets of protection equipment. The gear cost is \$3,272/per set. Originally the cost to Dunbarton was going to be \$5,500 and I thought I would be able to take it out of the Fire Department budget. We would be getting \$116,000 worth of protection equipment for \$5,500. Things changed and the total amount of the Grant went over \$1,000,000 so the Town's share went up by 5%. Dunbarton's share would now be \$11,600 instead of \$5,500.

This protective gear is needed because the standards have changed. In addition, all towns will be using the same equipment. In 2015, we will have to purchase \$30,000 worth of bottles.

Asked the Board of Selectmen how they wanted to provide for this cost. Could increase the Fire Department budget or write a Warrant Article. We can use funds from the Equipment Fund.

Ted Vallieres stated he felt it should be included within the budget under Protection Equipment.

Les Hammond stated he wanted to see it as a Warrant Article to be voted on at Town Meeting.

Selectmen will discuss this when Travis James returns.

Protection Equipment Grant:

Have applied for a Grant in the total amount of \$3,272. The Town pays \$1,772 and the Federal Government pays \$1,500. Increasing the Protection Equipment line by \$1,772 to cover this.

Mutual Aid Compact Coordinator Retiring:

Dick Wright, Mutual Aid Compact Coordinator retiring. Don't know how this will affect Towns, etc.

REPORT ON JOINT LOSS COMMITTEE MEETING:

Fire Escape Door in Upper Town Hall:

Jon Wiggin, Fire Chief, reported that the Joint Loss Committee Meeting had brought up the fact that the door in the upstairs of the Town Hall onto the Fire Escape should be secured so that no one will try to use it. There is no reason to ever use it because no one is supposed to be up there. The door the way it is now is a liability. Someone should secure the door.

Open Windows in Upper Town Hall:

In addition, Jon Wiggin, Fire Chief, reported that when he went upstairs in the Town Hall, half of the windows were open. Cold air was blowing in.

Line Comeau stated that Kyle Parker had suggested putting some sort of wedge onto the windows to keep them closed. It evidently is the top part of the windows that is slipping down.

Smoke Detectors in Upstairs Town Hall:

All-Star Security Company has reported that there are two smoke detectors that are no working in the upstairs Town Hall. They are difficult to get to unless you have a Stair Ladder allowing you to reach them. All-Star does not have a ladder that would reach these smoke detectors to replace them.

Jon Wiggin noted that All-Star Security replaces the smoke detectors with a good product at a reasonable price. The only problem they are having is accessing the detectors that are at the top of the stairwell.

HIGHWAY DEPARTMENT PROPOSED 2014 BUDGET:

Jeff Crosby, Road Agent, appeared before the Board of Selectmen and presented the Highway Department proposed budget for 2014 as follows:

<u>Account Name</u>	<u>Actual 2013</u>	<u>Proposed 2014</u>	
Telephone-Highway	800	800	
Supplies/Highway	10,000	10,000	
Admin-Highway-Full-Time	40,968	41,398	1.7%
Admin.-Highway-Part-Time	30,000	35,000	1.7%
Admin-Highway Full time OT	4,332	5,000	1.7%
Highway Paving & Construction	246,500	238,402	
Highway-Other Services	20,000	20,000	
Roadside Mowing	6,000	6,000	
Uniforms-Highway Dept.	1,000	1,100	
Mobile Phones-Hwy.	400	300	

Gasoline	500	500
Diesel Fuel	15,000	15,000
Dept. Equip & Maint-Hwy	15,000	15,000
Equip Rental-Hwy	8,500	8,500
Patching-Hwy	2,500	2,000
Culverts/Guardrails	--	--
Blasting-Hwy.	3,500	3,500
Gravel-Hwy	--	--
Road Striping	10,000	7,500
Tree Cutting-Hwy	15,000	15,000
Crushing		
Gravel	--	--
Winter-Ind. Contractors	75,000	75,000
Winter-Road Salt	45,000	50,000
Winter-Sand	20,000	20,000
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Total Highway Budget	570,000	570,000

Board Discussion and Comments:

Stark Pond Bridge Replacement:

Jeff Crosby, Road Agent, stated that the Stark Pond Bridge cost to replace of \$65,000 was included in the 2013 budget but were unable to do it because of hold ups with permits, etc. Would suggest leaving the money in the budget for 2014 in hopes of replacing the bridge during 2014.

In the past, monies have been carried forward for asphalt, etc.. Don't know if we want to do that with this money.

Board of Selectmen agreed that we should just put the \$65,000 back into the 2014 budget for the Stark Pond Bridge replacement.

Budget Increase:

At this point, Ted Vallieres stated he would like to see a breakdown of the Highway Paving and Construction budget line showing plans and estimated costs for various upcoming projects. Would suggest adding additional monies to bring the total up to \$600,000 at least.

Replacement of One Ton Highway Vehicle:

Jeff Crosby stated he would like to replace the 2002 One Ton Highway Vehicle this year. It now has over 100,000 miles on it. We have \$75,000 set aside for a Highway vehicle and he felt this would be the right time to replace this vehicle. He would suggest buying a heavy duty one ton dump body truck with a new snowplow package and sander. The one ton vehicle would probably run between \$45,000 - \$50,000 not counting the snowplow package and sander.

In addition, we should continue to put \$25,000 away each year for replacement of the large truck at a later time.

The Board of Selectmen noted that in order to spend the \$75,000 that has been set aside, we would need to have a Warrant Article with figures, etc. Jeff Crosby will work on getting prices, etc. for the Warrant Article.

MIKE GUINEY DISCUSSION RE KELSEY ROAD:

Mike Guiney appeared before the Board of Selectmen to discuss Kelsey Road and the turnaround by his barn. He stated the following:

1. Asked why is the Town still turning the plow trucks around in his right of way.
2. He stated he will not allow the plow truck to turn around in front of his barn any more.
3. Stated that there are pins and flagging that establish where the bounds are located.
4. Stated that there is a ROW which goes right by the front door of his house to the east. He stated he has evidence of this.
5. Stated that the Town of Dunbarton is giving away his property rights. Just because you have been doing it doesn't make it right.

After much discussion, it was decided that Les Hammond would bring all the material he has relating to Kelsey Road for Mike Guiney to look at. He will leave it at the Town Offices the following day (Friday, December 13) for Mike to review.

Jeff Crosby asked Mike Guiney if the Highway Plow truck could turn around in front of his house. Mike Guiney agreed that this would be okay with him.

At this point in the discussion, Mike Guiney stated he will allow the snow plow to turn around in front of his barn this year but next year, he will not allow it. The town will have to find another area to turn around, possibly in front of his house instead.

OTHER DEPARTMENTS:

Line Comeau, Town Administrator, reported the following issues to be resolved:

Library Furnace:

Reported that she had received an e-mail from Andrea Douglas, Librarian, that they were having problems with the furnace.

Ted Vallieres noted that the Library furnace had been serviced less than two weeks ago.

Line Comeau will call J. R. Swindlehurst.

Cartographic Mapping Contract:

Reported that the Cartographic Mapping contract price had been reduced from \$2,500/year to \$1,500/year.

Christmas Food Baskets:

Reported that Margaret Venator wanted to let the Town know that she would no longer be able to coordinate for the Christmas Food Baskets. She presently works with the Dunbarton Congregational Church and the Welfare Director. She would like some else to take her place next year.

It was suggested that Line Comeau, Town Administrator, let the Dunbarton Congregational Church know.

There being no further business, the meeting adjourned at 9:50 p.m. with the following motion:

Ted Vallieres made a motion that the Board of Selectmen meeting adjourn at 9:50 p.m. Les Hammond seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Les Hammond, Chairman

Ted Vallieres, Selectman

Travis James, Selectman