

**DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL**

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, DECEMBER 19, 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  
Chris Remillard, Sergeant  
Patrick Bowne, Transfer Station Manager  
Fred Mullen, Town Moderator  
Deb Donahue-Urella, Welfare Director  
Linda Landry, Town Clerk

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, December 12, 2013)**

***MOTION:***

*Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, December 12, 2013 Board of Selectmen's meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.*

***MOTION:***

*Travis James made a motion that the Dunbarton Board of Selectmen approve the Non-Public minutes of the Wednesday, December 11, 2013 Meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.*

**DEB DONAHUE-URELLA, PROPOSED WELFARE BUDGET:**

Deb Donahue-Urella, Welfare Director, appeared before the Board of Selectmen to present the proposed Welfare Budget for 2014 as follows:

<u>Account Name</u>	<u>Actual 2013</u>	<u>Proposed 2014</u>
Salvation Army Dunbarton	2,000	2,000
Community Action Program	2,000	2,000
Admin.-Overseer of Welfare	5,387	6,000
Direct Assistance-Vendor/Other	<u>4,023</u>	<u>5,000</u>
<b>Totals</b>	<b>13,410</b>	<b>15,000</b>

**Board Discussion:**

Les Hammond asked if she were seeing more activity in terms of greater need.

Deb stated that things are picking up with electricity and oil. She gives people whatever they need without dipping into the Town account.

It was noted that \$360 is all that was paid out last year for welfare. This was an electrical bill with PSNH.

Ted Vallieres asked why do you want to increase the Welfare line by \$1,000 if you only used \$360 this year. She stated she felt it would be just to have it in the budget in case it was needed.

The Board of Selectmen noted that they had decided as a Board to give all employees a 1.7% salary increase which would be \$5,479 instead of \$6,000. They noted this was only fair to all to keep it at 1.7%. She stated it never hurts to ask.

Ted Vallieres asked how many hours per week would you say you put in for Dunbarton?

Deb Donahue-Urella stated that she puts in all day on Wednesdays (8 hours) for feeding the families at the Food Pantry. Probably 8- 10 hours a week.

Les Hammond asked about mileage reimbursement. Suggested putting in a line for mileage reimbursement.

**PATRICK BOWNE, TRANSFER STATION MANAGER, PROPOSED SOLID WASTE 2014 BUDGET:**

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen and presented the proposed Solid Waste Budget for 2014 as follows:

<u>Account Name</u>	<u>Actual 2013</u>	<u>Proposed 2014</u>
Admin-Solid Waste - Full Time	43,609	46,559 (Includes step plus 1.7%)
Admin-Solid Waste -PT	52,137	53,023 (Includes 1.7%)
Solid Waste Admin FT Overtime	--	672
Equipment Rental Fees	150	150
Training/Solid Waste	500	650 Up by 150
Sub-Contracted Services	750	2,550 Up by 1,800
Supplies, Trans. Station	2,500	4,300 Up by 1,800
Dept. Equip. Maint.	9,000	20,000 Up by 11,000
Telephone-Transfer Station	665	676 Up by 11
Uniforms-Transfer Station	3,800	3,800
Mobile Phone-Transfer Station	375	375
Fuel Costs	8,000	8,500 Up by 500
Ash & Lab Testing	250	3,000 Up by 2,750
Fees & Services - Transfer Station	368	268 Down by 100

Incineration	58,651	60,855	Up by 2,204
C & D Removal	8,320	7,980	Down by 340
Hazardous Waste Coll.	4,500	5,500	Up by 1,000
Recycling Costs	7,600	7,900	Up by 300
Dues - NRRRA	138	138	
<b>Totals</b>	<b>201,313</b>	<b>226,896</b>	<b>Up by 25,584</b>

**Explanation:**

Patrick Bowne noted the following with regard to the proposed budget:

1. Full-Time Overtime - Stated that he had figured this wrong because he had calculated it at straight time rather than 1 1/2. Will get back with the correct figure.
2. Training increased by \$150 because wants to attend additional training this year.
3. Sub-contracted Services - Will need a contractor to haul the box when truck is tied up for 3 weeks
4. Supplies - Up \$1,800 because need to order banding for bale strapping
5. Dept. Equip. Maint. - Up because need to repaint and clear seal the Mack Truck. Paint is peeling off and there are some spots that are down to the metal. Will be out of commission for three weeks. Cost will be between \$10,000 - \$15,000. Not like painting a car. Have to take the body off the frame, etc.
6. Telephone - Up slightly
7. Uniforms the same because we will be continuing with same company. Jeff Crosby agrees.
8. Fuel Costs - Up \$500 due to this is how much will be expended in 2013.
9. Ash & Lab Testing - Up by \$2,750 - Very expensive to dispose of ash at land fill. 29 tons this year.
10. Fees & Services - Down
11. Incineration - Up because there will be three payments in 2014.
12. Hazardous Waste Coll. - Up by \$1,000 due to more participation
13. Recycling Costs - Up a little because of residents bringing more bulbs, etc.

**Board Discussion:**

Travis James noted this was a n 11% increase and asked if the painting of the truck could be put off for another year.

Patrick Bowne noted that we have been waiting a couple of years already. We need to get it done now before it gets worse. Want the truck to last 20 years and this is the way we can make it happen. Already are bare metal spots on it.

**LINDA LANDRY, TOWN CLERK PROPOSED 2014 BUDGET:**

Linda Landry, Town Clerk, appeared before the Board and presented the Town Clerk budget as follows:

It was suggested that the Preservation Budget line should be included within the Town Clerk budget. Line Comeau will put the Preservation line under the Town Clerk Budget component.

<u>Account Name</u>	<u>Actual 2013</u>	<u>Proposed 2014</u>	
Town Clerk	41,324	46,559	1.7% and Step Increase
Deputy Town Clerk	10,988	16,106	Increase \$5,118
ELEC. Admin - Ballot Services	1,460	4,597	Increase 3 elections
Election Expenses - Meals	500	600	
Animal Population Control Fees	1,400	1,318	
Dog License Fees to State	393	357	700 Dogs
Marriage Licenses	874	798	% Marriage fees to State
Vital Statistics	619	507	% of Fees to State
Voting Booths & Equipment	--	--	have 15 new booths
<b>Totals</b>	<b>57,618</b>	<b>70,880</b>	<b>16% increase</b>

**Board Discussion:**

**Additional Hours for Additional Part-Time Employee:**

Presented backup for increase in hours for Deputy Town Clerk. (attached) Suggested that they hire an additional person at 10 hours a week for coverage. Stated that the present Deputy Town Clerk cannot work 20 hours a week. She would prefer to keep it at twelve hours. This would also give us the option of if one of the part time employees left, she could move the other one into the vacancy instead of having to train a whole new person. Because of the fact that Denise only works twelve or so hours a week, she still has to call her multiple times when she is off. She is not trained yet. There are always questions that come up which she has not handled. If there is only one person for coverage and she is not available, would have to shut the office down.

Stated she was willing to try this out and see how it works.

**P. Bowne Hourly Rate for Setting up Voting Booths:**

With regard to Election and related expenses - Alison Vallieres asked if she had computed Patrick Bowne's salary at 1 1/2 instead of straight time because when he sets up the voting booths he is on a day off. She will recalculate the amount to reflect the overtime rate for P. Bowne setting up the voting booths.

**Election Expenses - Meals:**

Due to the fact that Mellissa went up on the price for meals for Elections to \$500, we were able to hire the PTO through Shelley Westenberg at \$200/election. Would like to be able to up the price to \$250 per election thus increasing the Election Expenses - Meals line to \$750 instead of \$600.

**New Laptop for Supervisors of the Checklist:**

Have contacted Jim Michaud regarding an estimate for the replacement of the present laptop which is not able to handle the required programs, etc. Cost is estimated at \$700.00.

**Voting Booths:**

Have not included costs for replacement of any Voting Booths this year. The estimated cost is \$988/each with interlocking curtains. Present ones don't meet the State 's requirement. Probably will get cited on this but will leave this up to the Selectmen to decide.

**Registrations:**

Of the 620 registration, 33% were brand new 2013 models. This reflects a change in the economy.

**Dog Registration:**

There are 710 dogs licenses this year with twenty more that don't know that we know about them.

**Mileage:**

Travis James brought up the subject of mileage for travel to and from the bank. Asked her to compute what the cost would be. She will get back to the Selectmen with these figures.

**E-Reg:**

Are considering going to E-reg for Dog Licensing and vehicle registrations. This does not allow people to use credit cards but takes the money out of checking accounts. Information attached.

**Possible Friday Hours:**

Travis James asked about the possibility of having hours on Fridays. Linda stated there will always be someone who waits until the last minute to register, etc.

**JEFF CROSBY, ROAD AGENT:**

Stated he wanted to bring a problem with the paving of the Town Offices Parking lot to the Board of Selectmen's attention. Stated there are issues with a couple of spots where it looks like the pavement is moving. When we did it, we took it down and put in good material with 1 1/2' of crushed gravel. There are a couple of little cracks and it looks like it sunk. Down towards the flag pole by the Y, the same thing is going on. It could be a structural issue. Was a total surprise. Could be a pipe or something there. The only thing we found was the old foundation. Just started within the past week. It was also noted there was a propane methane line at some point in time which directed methane to all the houses, etc. Will work on finding out the problem.

**DANIEL SKLUT, POLICE CHIEF, PROPOSED POLICE DEPARTMENT 2014 BUDGET:**

Dan Sklut, Police Chief, and Chris Remillard, Sergeant, appeared before the Board of Selectmen to present the Police Department's proposed 2014 budget as follows:

<u>Actual</u>	<u>Proposed</u>		
<u>Account Name</u>		<u>2013</u>	<u>2014</u>
Crime Control-Full Time		169,4334	206,,837 1.7% & new FT officer
Crime Control FT Overtime		6,397	9,917 Up \$3,520
Crime Control-Part Time		43,813	45,930 Up \$2,117
Secretary - Police Dept.		30,929	34,441 FT Secretary
Vehicle Lease		6,000	1,000 Will be paid for in Feb
Supplies/Exp. Police		4,500	4,500 Same
Training Police Dept.		4,000	4,000 Same
Prosecution Fees/Police		7,762	7,875 Small increase
Computer Hardware-Police		3,500	6,320 Replace XP and Computers
Gasoline-Police		13,000	15,000 Up \$2,000

Police Dispatch	23,000	24,196	Fixed Rate
Computer Software--Police	900	900	Same
Education Costs - COP	--	--	
IMC Contract-Police	4,200	4,765	Slight increase
Physical Plant-Police	450	3,300	Increase \$2,850
Telephone-Police	5,000	5,000	Same
Vehicle Maint-Police	4,500	4,500	Same
Dept-Equip-Police	2,000	2,000	Same
Fees & Services - Police	1,200	2,150	Up \$950/ physicals
Radio Repair - Police	550	550	Same
Crime Prevention-Police	300	300	Same
Uniforms-Police	4,500	6,000	2 new officers
Accreditation-Police	50	--	Down \$50
Criminalistics-Police	250	250	Same
Network Hosting Service	--	3,024	Computer Hosting New
<b>Totals</b>	<b>336,235</b>	<b>392,695</b>	<b>Up \$56,468</b>

**Budget Discussion and Presentation:**

**Full-time Officer and Full-time Secretary:**

Police Chief Sklut presented the Board of Selectmen with details of the 2014 Budget Narrative. (attached) He noted that he would be adding an additional full-time officer along with making the Secretary full-time. He would start the Full-time officer on May 1, 2014.

Noted that the Secretary would become full-time effective July 1. Stated that people will be able to access the Police Department during regular working hours. She has specific skills and if she were to leave and go elsewhere, it would be difficult to replace her. To train someone new would be a serious impact.

He noted that the benefits costs are covered in the Financial part of the Town Budget and is not within the Police Department Budget. A copy of the impact of the benefits was attached. (attached)

These two items would lessen the financial impact of these two new full-time positions in the year 2014. It would not be until the year 2015 that the cost would be for the total year.

**Police Coverage:**

Travis James asked if Police coverage for the "Arts on the Common" was built into this plan. Police Chief Sklut noted it was. He noted he was adding additional hours for coverage for Old Home Day and other events, etc.

**New Part-time Officer:**

Chris Remillard, Sergeant, reported that the applicant for the part-time Police Officer position had recently passed his drug screening, etc. He will be sworn in on Thursday, January 2, 2014 at the Board of Selectmen's meeting at 7:00 p.m.

**JEFF C ROSBY, ROAD AGENT, REVISED HIGHWAY PROPOSED 2014 BUDGET:**

**Stark Bridge:**

Jeff Crosby, Road Agent, reported that there is no contract for the Stark Bridge at this point. The money will lapse back into the General Fund. We will be putting the \$65,000 back into the 2014 budget and

hopefully will be able to get the bridge done. He cannot guarantee the bridge will be done next year but will do his best.

**Highway Paving and Construction Estimates for Projects for 2014:**

He stated that Ted Vallieres had asked him for a detail of how the Highway Paving monies would be expended in 2014 at the last meeting. He noted that the additional monies put into the Highway budget would be utilized as follows:

1. **Holmes Road** - Need to complete. Have spent a lot of money bringing it up to a better standard. Will be working on the intersection with Route 13. Estimated cost will be **\$40,000**.
2. **Flintlock Farm Road** - Will redo the oldest section, Birchview to where the old turn around was. Past the Fire Pond and up the Hill about .8 of a mile. Will grind the asphalt and repave. Doesn't need a lot of culverts, etc. Estimated cost will be **\$165,000**.
3. **Burnham Lane and Grapevine Road** where it goes east has had nothing done to it for a long time. This would be an .8 mile section doing the same process of grinding the pavement and repaving at an estimated cost of **\$165,000**. Grapevine does go through to Bow. Maintenance and plowing is pretty tough now. There was still snow on it today whereas other roads are clear. We are going to have to address it. The rest of Grapevine Road has been rebuilt. It would be 2 miles in total.
4. **Armands Way** - Top coat of pavement. Estimated cost of **\$30,000**
5. **Overlaving final coat of Town Office Parking Lot**
6. **Regular ongoing maintenance and culverts, etc.**

Ted Vallieres noted that for five or six years the Highway Budget has basically remained the same.

Travis James asked if the Road Agent was planning on doing crack sealing. What about maintenance on Stark Lane?

Jeff Crosby, Road Agent, noted that Stark Lane and Mansion Road are maintained by the State of New Hampshire. Dunbarton only plows them in the winter. The Town maintains a small portion of Stark Lane up to the Caleb's Way subdivision. That is our agreement with the State of New Hampshire for winter maintenance. Any other maintenance is a State issue.

Travis James asked if the Highway Department would be able to correct the water situation at Stinson Hills where the water does not drain, etc.

Jeff Crosby noted that it is a rather bitter pill to swallow to work on the newest road in the Town. We have corrected this situation through the Planning Board for future subdivisions. He will work on this problem.

**Revised Proposed 2014 Budget:**

Jeff Crosby, Road Agent, appeared before the Board of Selectmen with a revised budget based upon Ted Vallieres' suggestion at the last meeting. He noted the following changes: The items marked Same are the same amount as presented at the previous meeting.

Account Name	Actual 2013	Proposed 2014	
Telephone-Highway	800	800	Same
Supplies/Highway	10,000	10,000	Same

Admin-Highway-Full-Time	40,968	41,398	Same
Admin.-Highway-Part-Time	30,000	35,000	Same
Admin-Highway Full time OT	4,332	5,000	1.7%
Highway Paving & Construction	246,500	303,402	Up \$56,902
Highway-Other Services	20,000	20,000	Same
Roadside Mowing	6,000	6,000	Same
Uniforms-Highway Dept.	1,000	1,100	Up \$100
Mobile Phones-Hwy.	400	300	Down \$100
Gasoline	500	500	Same
Diesel Fuel	15,000	15,000	Same
Dept. Equip & Maint-Hwy	15,000	15,000	Same
Equip Rental-Hwy	8,500	8,500	Same
Patching-Hwy	2,500	2,000	Same
Culverts/Guardrails	--	--	
Blasting-Hwy.	3,500	3,500	Same
Gravel-Hwy	--	--	
Road Striping	10,000	7,500	Same
Tree Cutting-Hwy	15,000	15,000	Same
Crushing Gravel	--	--	
Winter-Ind. Contractors	75,000	75,000	Same
Winter-Road Salt	45,000	50,000	Up \$5,000
Winter-Sand	20,000	20,000	Same
<b>Total Highway Budget</b>	<b>570,000</b>	<b>635,000</b>	<b>Up \$65,000 from last budget discussion</b>

**OTHER DEPARTMENTS:**

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

**Contract for Mapping:**

Presented a contract for Tax Mapping Update for pickups for the period April 1, 2014 - March 31, 2015. Same as last year.

**Selectmen signed contract.**

**Community Center Usage:**

Owen Harrington, School Principal, reported that after the Wednesday evening Planning Board Meeting, the school was left unlocked and the lights were left on.

The Board of Selectmen noted that as far as they knew, there was to be a janitor in the building until 9:00 p.m. and the Planning Board meeting adjourned at 8:15 p.m.

**FEMA monies from 2012:**

Reported that the Town has received notice of an additional \$914 in FEMA monies for the year 2012 which will be coming to the Town.

**Library Furnace:**

Reported that J. R. Swindlehurst has checked the Library furnace four times this week. The furnace has been operating properly. J. R. did not know there was a problem.

Travis James suggested that the Library purchase a curtain for the bathroom window at some point.

**Primex:**

Reported that Phil St. Cyr, Primex, has asked to do a Cultural Assessment of the Town of Dunbarton before quoting a price for Property Liability insurance. The cost was \$26,000 which is down about \$7,000 from last year. Taking a look at our long term claims to see if we are a risk.

**Annual Report:**

Letter has been sent to all Departments and Committees that the Annual Report is due on January 17, 2014.

**250th Warrant Article:**

Presented a Purchase Order for ordering the 250th medals in the amount of \$1,029. Funds have not been transferred into the checking account because the Town Treasurer has not yet received the checks, etc. The purchase order allows us to encumber the money so when we get our checks, we can pay for the medals. Town Treasurer is in charge of the check book.

**Board of Selectmen reached a consensus to encumber the money as requested by the 250th Committee.**

**Historic Awareness Committee Appointees:**

Les Hammond, Chairman, reported that the following were nominated by the Historic Awareness Committee to serve on the Committee:

- Ted Vallieres
- Alison Vallieres
- Linda Aramini

Linda Landry, Town Clerk, will get the paperwork ready for the Selectmen's signature for the next meeting.

**Town Clerk Proposed 2014 Budget - Mileage Costs:**

Linda Landry, Town Clerk, presented an estimated cost for mileage for taking monies to the bank three times a week. Will be included in the proposed 2014 budget.

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

***MOTION:***

*Travis James made a motion that the Board of Selectmen meeting adjourn at 9:45 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.*

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

\_\_\_\_\_  
Les Hammond, Chairman

\_\_\_\_\_  
Ted Vallieres, Selectman

\_\_\_\_\_  
Travis James, Selectman

