

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, DECEMBER 5, 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 Ted Vallieres, Selectman, presiding.

The following were present:

**Ted Vallieres, Selectman  
Travis James, Selectman  
Line Comeau, Town Administrator  
Alison Vallieres, Recording Secretary**

Les Hammond arrived at 8:30 p.m.

**Members of Boards/Committees and Town Officials:**

**John Trottier, Chairman, Zoning Board of Adjustment  
Kelly Dearborn-Luce, Planning, Building and Zoning Department  
Gregory Arce, Library Trustee  
Brian Pike, Cemetery Trustee  
Doug Domin, Cemetery Trustee  
Tom Groleau, Cemetery Trustee  
Jeff Crosby, Road Agent  
Deb Marcou, Recreation Committee  
Carrie Letellier, Recreation Committee  
Heidi Wright, Recreation Committee  
Linda Landry, Town Clerk**

Ted Vallieres, Selectman, called the meeting to order at 7:00 p.m. with two Board of Selectmen present (Ted Vallieres and Travis James) along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary. It was noted Les Hammond, Chairman, was absent due to another commitment.

**APPROVAL OF PREVIOUS MEETING MINUTES (Thursday, November 21, 2013)**

***MOTION:***

*Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, November 21, 2013 Board of Selectmen's meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.*

**BUILDING, PLANNING AND ZONING DEPARTMENT BUDGET DISCUSSION:**

**John Trottier, Chairman, Zoning Board of Adjustment, and Kelly Dearborn-Luce, Building Department and Planning and Zoning appeared before the Board of Selectmen to present the Building Department and the Planning and Zoning Department budgets as follows:**

**BUILDING INSPECTION**

<u>Account Number</u>	<u>Name</u>	<u>Budget 2013</u>	<u>Proposed 2014</u>
01.4240.01.120	Secretary-Building Inspection	40,316	42,723.20
01.4240.01.121	Building Secretary OT	2,346	2,495.61
01.4240.01.140	Admin. Building Inspector	12,826	16,318.00
01.4240.02.620	Supplies/BI	4,000	2,000.00
01.4240.03.621	Training/BI	500	350.00
01.4240.04.560	BOCA Dues	155	350.00
	<b>Total Building Inspection</b>	<b>60,142</b>	<b>64,246.81</b>

Kelly Dearborn-Luce presented a work sheet showing the breakdown of hours for the Building Inspector and herself, including overtime. She explained the overtime line was based on 81 overtime hours for her. She noted that there were monthly Planning and Zoning Board meetings plus it will include reaffirming the CIP Committee this coming year. In addition, she noted that she would like to start the process of working on the Master Plan because it needs to be updated by 2015. Noted she had been reviewing the Zoning Ordinance and there are several small changes that should be done which affect the Building Inspector.

She also submitted a Building Department Report for 2013. (attached)

**PLANNING & ZONING**

<u>Account Number</u>	<u>Name</u>	<u>Budget 2013</u>	<u>Proposed 2014</u>
01.4291.01.310	Advertising-Planning	1,600	1,600
01.4191.03.310	Advertising-Zoning	1,300	1,300
01.4191.04.625	Postage-Planning	500	500
01.4191.05.625	Postage-Zoning	500	500
01.4191.06.620	Supplies-Planning/Zoning	100	100
01.4191.07.620	Fees & Services	3,000	3,050
01.4191.08.390	Mapping	2,500	1,500
01.4191.08.391	Online Query Manager GIS	1,800	1,800
01.4191.09.390	Recording Fees/Planning	200	200
01.4191.30.390	Engineering Costs	1,000	1,000
01.4191.11.620	Planning Consultant	2,850	2,850
	<b>Total Planning &amp; Zoning</b>	<b>15,350</b>	<b>14,400</b>

The Board of Selectmen noted that the Planning and Zoning Budget had gone down by \$950 due to a reduction in the Mapping Fees from Cartographic.

**LEGAL**

<u>Account Number Name</u>	<u>Budget 2013</u>	<u>Proposed 2014</u>
Planning, Legal	1,000	2,000
Zoning, Legal	1,500	1,500

The Board of Selectmen noted these two legal items were not all of the Legal Budget but only a portion.

**LIBRARY BUDGET:**

Greg Arce, Library Trustee, presented the proposed Library Budget as follows:

<b>INCOME</b>	<b>2013</b>	<b>2014</b>	<b>Notes</b>
Town Appropriation	91,061.00	92,865.00	2% increase
Fines	1,174.00	1,000.00	
Fundraising	1,000.00	1,000.00	
Equipment Income	150.00	150.00	
Donations	200.00	200.00	
Book Sales	50.00	75.00	
Grant Income	300.00	300.00	
Interest Income	500.00	550.00	
Miscellaneous	300.00	300.00	
<b>Total</b>	<b>94,735.00</b>	<b>96,440.00</b>	<b>1.8% Increase</b>
<b>EXPENSES</b>			
Bookkeeper	1,200.00	1,200.00	
Salaries	67,450.00	68,500.00	1.6% Increase
Books	8,600.00	8,600.00	
Periodicals	700.00	650.00	
Audiovisual	5,000.00	4,400.00	
Building Maintenance	700.00	700.00	Security & Fire Monitoring
Computers	1,500.00	2,700.00	Equip. replacement & Maint.
Apollo software	900.00	1,200.00	
Fundraising Costs	900.00	800.00	
Internet	1,000.00	1,000.00	
Programs	3,200.00	3,105.00	
Supplies & Equipment	2,200.00	2,200.00	
Telephone	485.00	485.00	
Professional Fees	600.00	600.00	
Miscellaneous	300.00	300.00	
<b>Total</b>	<b>94,735.00</b>	<b>96,440.00</b>	<b>1.8% Increase</b>

**Budget Discussion:**

Greg Arce stated that they were giving the Library employees a 1.6% raise. At this point, the Board of Selectmen stated that the Town was giving employees a 1.7% raise in conjunction with the CPI Urban Percentage. They would like to give all employees of the Town the same percentage.

Greg Arce stated their goal was to keep their budget at no more of an increase than 1.7%. It is a little more at 1.8%.

Travis James asked what the \$2,700 for computers was for. Are they replacing the computers with lap tops?

Greg Arce stated they were going to try to replace one computer this year and one next year. They will be replaced with desktop computers. Also have to update Quick Books yearly at a cost of \$500-\$600. Stated they have two laptops for the public and another laptop for catalog search.

The Board of Selectmen agreed with the Library budget as presented with the exception of making the salary increase at 1.7% in conjunction with the Town employees.

**JEFF CROSBY, HIGHWAY DEPARTMENT:****Driver for Transfer Station Truck:**

Jeff Crosby, Road Agent, appeared before the Board to discuss the possibility of the Highway employee being trained to drive the Transfer Station truck as needed in Patrick Bowne's absence. He stated that Peter Gamache would be willing to do it as needed. He would like to be able to do it on his regular working hour schedule and not have to come in on a Saturday if possible. It would be regular hours or overtime.

It was noted there is another employment ad on the website and at the LGC website for help at the Transfer Station.

Jeff Crosby stated that the previous Highway employee would take the trash for P. Bowne when he was on vacation, etc. He has left. At that point, Patrick Bowne hired a person to do it on a per trip basis but that person has moved out of the area.

Jeff Crosby stated that he thought Pete Gamache could be trained to drive the Transfer Station large truck when needed as he already has a Commercial License.

**Travis James stated that he would not approve of this plan.****CEMETERY TRUSTEES PROPOSED BUDGET:**

Brian Pike, Tom Groleau, and Doug Domin, Cemetery Trustees, appeared before the Board of Selectmen to discuss their 2014 budget as follows:

At this point in the meeting, Ted Vallieres asked for a clarification on a recent invoice to Leo Martel in the amount of \$2,500 for labor and materials. The invoice states that he has purchased some of the materials and will be installing them in the year 2014. He stated the Board of Selectmen have made it a habit not to pay for labor and materials in advance. He asked if this was the case for this invoice.

The Cemetery Trustees stated that this labor and materials are for the period ending December 31, 2013 and does not include any for 2014.

**CEMETERY**

<u>Account Number Name</u>	<u>Budgeted 2013</u>	<u>Proposed 2014</u>
Cemetery Maintenance	9,000	9,000
Cemetery Improvement	3,000	1,500
Monument Repair	250	250
Corner Stones-Cemetery	1,000	1,000
Fence Repair/Cemetery	1,000	4,000
Mapping Services/Cemetery	500	6,700
Supplies/Cemetery	150	150
Loam/Cemetery	100	100
Hearse House Maint.-Cemetery	500	300
<b>Total</b>	<b>15,500</b>	<b>23,000</b>

**Budget Discussion:**

Travis James, Selectman, asked what falls under Cemetery Improvements. Brian Pike explained that the Cemetery Trustees are an individual group just like the Library Trustees and School Board. These categories are just where the monies are put for the Cemetery Trustees to expend.

Brian Pike stated with the 250th Anniversary coming up in 2015, we would like to make sure the Cemeteries look nice.

**\$6,700 for Mapping Services:**

The \$6,700 amount for Mapping Services is for a person to come in and map out all the graves and put them into a special Computer software program so burials can be found easily and also put on the website for the public to use.

At this point in the discussion, Travis James stated he would like the Cemetery Trustees to put the \$6,700 in as a separate Warrant Article for vote at Town Meeting and not include it within the Cemetery Budget. He would suggest the \$6,700 be taken out of surplus.

**Fence - Pages Corner Cemetery:**

The Board of Selectmen asked about the fence at Pages Corner and when chains would be put up between the posts to clarify where to drive and where the cemetery bounds are.

Brian Pike stated that this would be a lot of chains. They are planning on cutting in roads whereby people would be able to know where to drive instead of driving onto the cemetery.

**Perpetual Care:**

The Board of Selectmen asked about the status of the Perpetual Care Interest monies that were supposed to be drawn out on a yearly basis.

Jason DuBrow, Trustee of the Trust Funds, is working on this at this point. It was also noted that the interest rate has gone down so low, we are only getting \$30-\$40/year in interest.

**It was noted that the Cemetery Budget will be for a total of \$16,300 and a Warrant Article for the Mapping for \$6,700.**

**Parking Lot Repaving:**

Brian Pike, Cemetery Trustee, asked what the situation was with the repaving of the Parking Lot. We are concerned about us not being involved. It would have been nice to know about it. You know the rules and should include the Cemetery Trustees in the discussion.

Jeff Crosby, Road Agent, stated the only thing we found was the old foundation from the old garage where they stored the Highway equipment. We replaced the parking lot because of major safety concerns. Also the water used to drain. We corrected that problem.

**RECREATION COMMITTEE PROPOSED BUDGET:**

Carrie Letellier, Deb Marcou and Heidi Wright appeared before the Board to present their budget for the year 2014 as follows:

<u>Account Number Name</u>	<u>Budgeted 2013</u>	<u>Proposed 2014</u>
Rec.-Basketball	1,200	1,200
Rec.-Softball	250	250
Rec.-Halloween	500	500
Rec.-Christmas	100	100
Rec.-Easter	150	150
Rec.-Excursions	1,200	1,200
Old Home Day	8,000	8,000
Memorial Day	300	300
<b>Total</b>	<b>11,700</b>	<b>11,700</b>

**Budget Discussion:**

At this point in the meeting, Carrie Letellier stated that the Recreation Committee was not asking for any increase. They will continue with the same budget as the previous year.

**Recreation Committee Members:**

Carrie Letellier stated that they were looking for residents to volunteer to be on the Recreation Committee. It was suggested there be a note put on the Dunbarton Web Site. She stated that Mark Wamser and Lara Routhier both resigned from the Recreation Committee. She stated the present members have no guidance at this point. There evidently is a book that Lara will get to them at some point. She stated that Will Johnson is on the Recreation Committee but is only involved in Basketball. Karen Harris is also a new member.

**Separate Recreation Checkbook:**

The Board of Selectmen noted that the Recreation Committee also had a checkbook which Pam Milioto, Town Treasurer, maintains for the Recreation Committee which consists of about \$13,000 at this point.

**e-mails:**

Travis James stated that he would like his name taken off the e-mail list for the Recreation Committee. Does not want to receive all the e-mails.

**Fireworks:**

Les Hammond asked if there was enough money for fireworks within the budget.

It was pointed out that the Fireworks money is within the Old Home Day account. Les Hammond stated that Fireworks should be on its own line and separate from Old Home Day.

It was noted for the record that this year there was \$3,500 set aside for Fireworks and the Selectmen added an additional \$1,000 from unanticipated revenue.

**Purchase Order for Bleaches:**

Will approach Mast Road Lumber to see if they will store materials for the Recreation Committee, etc. If not, will store the materials in Deb Marcou's barn.

**OTHER DEPARTMENTS:**

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

**Posting of Minutes for the Public:**

She noted there are many Town Committees who are not posting their meeting minutes on the web site nor giving them to the Town to keep on file as required by the RSA. She will prepare a letter to all town Committees asking that they adhere to this RSA.

Jeff Crosby noted that the Town Forest Committee only meets every three months. By the time the minutes are approved, three months has gone by. It was noted there is a note that goes on the top of the minutes stating that they are in Draft form until approved, etc.

**Line Comeau will research the RSA with regard to posting of minutes and get a letter out to all Town Committees.**

**LINDA LANDRY, TOWN CLERK:**

She stated she had nothing to bring up for the Board of Selectmen this 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 8:55 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.*

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

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Les Hammond, Chairman

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Ted Vallieres, Selectman

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Travis James, Selectman