

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, FEBRUARY 28, 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
Ron Wanner, Selectman
Ted Vallieres, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary**

Members of Boards/Committees and Town Officials:

**Patrick Bowne, Transfer Station Manager
Travis James, Planning Board and Town Hall & Theatre Restoration Committee
Linda Landry, Town Clerk
Fred Mullen, Town Moderator
Deb Foster, Dunbarton School Board**

Members of the Public:

**Joyce Hammond
Gary MacCubbin
Koren MacCubbin**

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 (February 21, 2013) :

Ron Wanner stated that we need to know the term ending date for the appointment for Charles Frost which was appointed as a full-time member of the Dunbarton Planning Board at the meeting of February 21, 2013.

Les Hammond, Chairman, stated that all appointments made up until Town Meeting would be only for the period ending in March at Town Meeting.

Based on this information, the motion made for Charles Frost's appointment to the Dunbarton Planning Board as a full-time member was amended to state the ending date of March 12, 2013. Appointments will be made in March after Town Meeting.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, February 14, 2013 as amended above. Ted Vallieres seconded the motion. The motion passed unanimously.

Les Hammond, Chairmen, stated the Selectmen dedicated the Town Report to retiring Tax Collector, Martha Rae. He also stated that the Town Report came out very well due to the efforts of Line Comeau, Town Administrator, and Ted Vallieres, Selectman. They both worked many hours on the report. Wanted to thank both of them for a job well done.

FRED MULLEN, TOWN MODERATOR, ARMENIANS VISIT AT TOWN MEETING:

Fred Mullen, Town Moderator, reported that he had received a communication that Armenians would be visiting the Dunbarton Town Meeting this year. He did not have a lot of information at this point as to the number, etc.

The Board of Selectmen discussed possible gifts such as the Town has done in the past with out of the country visitors. Suggestions were maple syrup, Town Report, etc. Linda Landry stated in the past, some of the Town Girl Scouts presented Girl Scout Cookies. Police Department had given mugs.

Fred Mullen stated he usually puts a flag of the foreign country on the podium in their honor. Will check into this.

The Board of Selectmen asked that Fred Mullen work with Line Comeau, Town Administrator, in working out the details for appropriate gifts for the visitors.

At this point in the meeting, Gary MacCubbin stated the American Legion had stamped Dunbarton envelopes, etc. they would probably be willing to donate for this purpose. In addition, he was in contact and knew someone of Armenian descent which would be able to help with this project. He would be willing to work on the project along with Fred Mullen.

GARY MACCUBBIN, GENERAL DISCUSSION:

Gary MacCubbin and his wife, Koren MacCubbin, appeared before the Board of Selectmen regarding a possible easement across their property to the Town of Dunbarton for crossing from the School Ball Field to the Library and Town Offices. This would be part of a proposed subdivision which the MacCubbins are planning. This will require Zoning Board approval.

The MacCubbin's stated the bank would like to be sure that the Dunbarton Board of Selectmen are in favor of receiving the easement, etc. before they go forward with their plans.

The MacCubbins stressed this was only the Selectmen's agreement with the easement to the Town.

Les Hammond, Chairman, stated he did not have a problem with the granting of the easement.

Ron Wanner stated he would like a week to do some research into the situation and get more information before making a decision.

DEB FOSTER, SCHOOL BOARD:

Deb Foster, School Board, appeared before the Board of Selectmen to discuss several issues as follows:

Storage Unit for Tables and Chairs:

Patrick Bowne stated that a couple of years ago, Fred Mullen, Les Hammond and he had worked to straighten out the storage area for the tables and chairs that are used for Town Meeting and other functions. We had a plan for putting the tables and chairs away so there would be enough room, etc. The Town just purchased two new voting booths and we now are unable to fit them into the storage area. In addition, the tables and chairs are a mess.

Deb Foster stated that she did not know who was responsible for putting the tables and chairs away but will look into it. It wasn't their intention to make the storage area a mess. She stated it would help if there was a diagram as to how the tables and chairs should be put back into the storage area.

We could put the diagram on the door of the storage area and when things are put away, they would hopefully be put in correctly.

She noted there are a lot of volunteers putting things away after meetings, etc. In addition, sometimes they loan them out, etc.

Fred Mullen noted that the janitor told him recently that we are missing about 50 chairs.

It was noted that when the locks were changed, only Fred Mullen, Patrick Bowne, and Kelley from the school have keys to the storage area.

It was noted that the Basketball and Recreation Committee get their items out of the storage sheds and not the storage area.

Fred Mullen and Patrick Bowne agreed to develop a diagram describing the way the tables and chairs should be put back into the storage area and put a copy on the door of the storage area. In addition, they will provide copies to the school and School Board.

Use of Kitchen for Town Meeting Day:

Linda Landry, Town Clerk, asked Deb Foster if there was any way a group such as the PTO or the Church would be able to utilize the kitchen for providing coffee and lunch for the Town Meeting officials on Town Meeting Day. In the past, Mellisa Maille catered this but this year due to price increases, the Town is unable to hire her. Are we going to be allowed to do this?

Deb Foster stated she did not feel this would be a problem but will check on it. Mellisa Maille will not be in on that day. Deb Foster will bring this up at the School Board Meeting this coming Wednesday.

Linda Landry stated we need to know who we can hire and what we can do. We would need use of the refrigerator and a place to assemble. We could put soup in a crock pot. We would make sure it is cleaned up.

Fred Mullen noted that the locks have been changed. Normally the kitchen area is locked. He stated he did not have a key for the kitchen area. These workers are at the Town Election Day and Town Meeting for long hours and need to be able to have some form of coffee and food.

Deb Foster will get back to the Board of Selectmen, etc. after the School Board Meeting.

Town Report Printing Charges for School:

Deb Foster stated that before the School SAU can pay the Town of Dunbarton for their portion of the Town Report (\$1,700), they need a copy of the invoice for the printing from the vendor who did the printing and how the charges were broken down for the School's portion of the bill.

Line Comeau, Town Administrator, stated the Town had not received the invoice from the printer yet but as soon as we did, we will provide a copy of the invoice to the school.

The Board of Selectmen noted that they only ordered 20 extra copies of the Town Report for the School District Meeting due to the fact that all residents receive a copy in the mail.

Linda Landry and Travis James stated they would be willing to put a note on the Dunbarton Web Site Hot Topics that all residents should be sure to bring their copy of the Town Report to both the Town Meeting and the School District Meeting with a note that there might not be additional copies at these meetings.

Plaque Text for Noyes:

Deb Foster, School Board, asked if the Board of Selectmen had a chance to look at the proposed wording for a plaque for the Noyes to be put at the school. They have suggested having a brass plaque and put in in the alcove where it will not be subject to the weather.

She noted they had not received anything back from the Board of Selectmen to date.

They plan to have this completed this year. Stated they are already using the name in flyers, etc.

PATRICK BOWNE, TRANSFER STATION:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen and asked if they would be in favor of signing a letter to an applicant for the Assistant Transfer Station Manager position stating that they cannot hire the applicant until after Town Meeting, March 12, 2013, due to funding, etc. This is in case a position is offered the applicant through the Unemployment Office, etc. He would be required to take another position if it were offered if he did not have this letter.

The Board of Selectmen reached a consensus that they would be in favor of the letter as submitted.

ENERGY COMMITTEE PROJECT:

Ted Vallieres, Selectman, reported that the Energy Committee was looking into whether they can start a program for the Elderly and Low Income Residents to help them evaluate their homes with Energy Audits. It will be called "Neighbors Warming Neighbors". It will involve an Energy Audit, caulking, insulating and plastic windows, etc. We will be working with the Welfare Director also.

The Committee has already raised \$500 through donations from Dunbarton organizations. They are considering asking the Town for an appropriation of \$500 at Town Meeting.

We are looking into whether or not we can use Town monies (the \$500 appropriated from the Town) for energy improvements to private homes. Are checking with DRA and the LGC. The donations we have already received will be going into a special fund. Can the Town appropriate money for this purpose?

The Energy Committee is awaiting answers to these questions before proceeding any further.

PERSONNEL PLAN:

Les Hammond, Chairman, asked if the Board of Selectmen would be proceeding on finishing up the Personnel Plan. Stated we have had a Public Hearing with the Town employees. We can look at their suggestions, etc. and go from that point on.

The Board of Selectmen decided that they should wait until after Town Meeting to finish up the Personnel Plan. It was noted the new Selectmen will have to review the revised Personnel Plan before it becomes final.

HIRING OF BUILDING DEPARTMENT EMPLOYEE:

The Board of Selectmen noted that they could start the process of hiring a Building Department employee after Town Meeting. They would prefer to have the new Personnel Plan in place before hiring another full-time employee.

AUDITOR FOR TAX COLLECTOR:

Line Comeau, Town Administrator, noted that the Auditor is working on auditing the Tax Collector's books. He will return to complete the project the day after Town Meeting when there will be a new Tax Collector.

LIBRARY REQUEST FOR NEW SECURITY SYSTEM:

The Board of Selectmen reviewed the letter received by the Library regarding a replacement Security System for the Library. The system is similar to the one put in at the Transfer Station and the cost is \$800.

The Board of Selectmen agreed that there was no money appropriated within the 2013 budget for a replacement Security System for the Library and that they should request it in the 2014 year budget.

Travis James asked if the Library had a Capital Improvements budget line.

PATRICK BOWNE, TRANSFER STATION:

Patrick Bowne, Transfer Station Manager, reported he had received acknowledgment that we would be receiving an \$1,800 grant for the purchase and repair of containers.

Noted he has also received \$3,000 towards the purchase of the baler from America the Beautiful.

MISSING POLITICAL SIGNS:

The Board of Selectmen noted that there were about 14 missing political signs. The Police Department has been alerted. It was also noted that this is a Federal offense and is serious.

At this point in the meeting, Les Hammond, Chairman, stated that the Board of Selectmen would be going into a Non-Public Executive Session in accordance with 91:3-A to discuss a Welfare issue. There will be no further business after the Non-Public Session adjourns.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with 91:3-A to discuss a Welfare Issue. Ted Vallieres seconded the motion. The motion passed unanimously with the following roll call vote:

Hammond - Yes
Wanner - Yes
Vallieres - Yes

The Non-Public Meeting on a Welfare issue adjourned at 8:00 p.m.

There were no motions or decisions made.

There being no further regular business, the meeting adjourned with the following motion:

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 8:21 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Les Hammond, Chairman

Ron Wanner, Selectman

Ted Vallieres, Selectman