

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, FEBRUARY 6, 2014
TOWN OFFICES – 7:00 P.M.**

TOWN OF DUNBARTON 2014 BUDGET PUBLIC HEARING

The Dunbarton Board of Selectmen held the scheduled Public Hearing on the 2014 Town Budget and 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
Patrick Bowne, Transfer Station Manager
Fred Mullen, Town Moderator
Jon Wiggin, Fire Chief
Dan Sklut, Police Chief
Chris Remillard, Police Sergeant
Jason Patten, Police Officer
Brian Pike, Cemetery Trustee
Tim Terragni, Chairman, Board of Assessors
Tiffany Dodd, Chairman, Town Hall Theatre Restoration Committee
Margaret Watkins, Town Hall Theatre Restoration Committee
Clem Madden, Town Hall Theatre Restoration Committee
Don Larsen, Town Hall Theatre Restoration Sub-Committee for Fund Raising
Enid Larsen, Town Hall Theatre Restoration Sub-Committee for Fund Raising
Linda Landry, Town Clerk
John Stevens, Chairman, Energy Committee

Members of the Public:

J. R. Swindlehurst
Frances Hill
Darlene Leone
Ron Slocum

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, January 30, 2014)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, January 30, 2014 with the amendment as follows:

Amendment: Take the letter out of the minutes which is listed on page 9 of the 1/30/2014 minutes relative to the Town Clerk.

Les Hammond seconded the amended motion.

Board Discussion:

Travis James stated he doesn't feel it should be in the Selectmen's minutes. It will raise concern at Town Meeting and it needs to come out. Most of the letter was read at the meeting anyway.

Ted Vallieres stated that the reason it is included within the minutes was the person who submitted the letter asked that it be read into the minutes of the Selectmen's meeting. It is the same if someone were sitting in the audience and spoke and wanted what they said in the minutes. It was not read word for word. Are you trying to censor what people are saying? You don't feel people should know what was said at the meeting?

Travis James stated that was not the reason he was suggesting that the letter be taken out of the minutes.

Ted Vallieres stated that the minutes are always noted "Draft, subject to review, correction and approval" and are voted upon at the next Selectmen's Meeting. They must be available to the public within five working days. You had no right not to put the draft minutes on the Web. This decision was not made at a Selectmen's Meeting. You never contacted me to ask about this. Ted Vallieres stated he saw the e-mail where Travis James said "I have told Linda not to put the 1/30/14 minutes on the web site".

Alison Vallieres stated that when she prepares the minutes, whenever anyone presents a letter "pro or con" she makes sure it is included in the minutes of the meeting.

Les Hammond, Chairman, stated that the letter was not directed to the appropriate people. The Town Clerk is an elected official and does not answer to anyone but the people. The letter should have been given to the Town Clerk and not the Board of Selectmen.

Frances Hill stated that the reason she directed the letter to the Board of Selectmen was because they were responsible for the budget process and the addition of an extra Deputy Town Clerk to the Town Clerk's budget along with mileage reimbursement, etc. was within the 2014 budget process.

The motion passed by a majority vote as follows:

*James - Yes
Hammond - Yes
Vallieres - No*

At this point in the meeting, Ted Vallieres read a letter submitted from a concerned citizen for the 1/30/2014 meeting and requested that this letter be included in the meeting minutes for this evening:

Letter received Town Office 1/30/2014 re Town Clerk's Office:

At this point in the discussion, a letter was presented to the Board of Selectmen received January 30, 2014, for reading into the Minutes of the meeting from Francis Hill regarding the additional Deputy Town Clerk hours, etc. as follows:

"In reading over the minutes from the December 19th, 2013 Dunbarton Selectmen meeting, I have some questions and concerns about the proposed budget for the Town Clerk Dept.

1. When the town clerk position was originally made a full time position, it was based upon having office hours Monday-Thursday with Friday being designated as a working day for the town clerk to use catch up on any unfinished paperwork etc for that week. if necessary.

2. Later a deputy town clerk position was approved for 10 hours a week to help out when needed, and to cover for the town clerk vacation hours, election voting hours, etc.

Now the Town Clerk is requesting more money for an additional assistant to work 10 more hours, for a total of 20 hours worth of extra help a week.

I believe the Town Clerk gets 4 weeks (160 hrs) of vacation time a year, goes to a conference once a year, is required to be at the polls on voting days and may have to attend some classes, but beyond those hours, additional coverage during office hours should not be needed to keep the office open.. especially 20 hours worth a week!

My questions are as follows:

With a total population of only 2787 people, is there that much of a work load that we now need 20 hours a week for town clerk assistance? Before we agree to added help, are we sure Friday's are being utilized to complete the weekly duties?

If the reason for a 2nd assistant is to have a back-up trained "in case" the current deputy town clerk leaves, we need to check on other towns in NH of similar population and with similar situations. Do they all have one clerk and 2 part-time assistants?

If the town goes to e-reg for dog licenses and vehicle registrations, shouldn't that free up some office time for the clerks to do other duties without added assistance? I realize even e-reg will still require time to process, but it should require less time than attending to people one at a time.

Also, I noted that giving mileage reimbursement to go back and forth to the bank 3 times a week is being considered? First, unless this has changed, I understand Town Clerk bank deposits were only made 2 times a week. But my main concern is this:

Part of the duties of the town clerk has ALWAYS been to make the bank deposits as required. That is part of the job and that compensation falls within the salary the town approved. Quoted from the published Town Clerk duties: "In order to change the method of compensation for a Town Clerk, that change must be voted on at the annual meeting in a specific Warrant Article."

I would assume before this is put in the budget, a specific Warrant Article will be submitted so the towns people can vote on it?

This letter is in no way meant to criticize the operation of the town office itself. It is more to bring my concerns to the Selectmen as to how our tax dollars are going to be spent. We rely on you, as Selectmen, to manage our tax dollars wisely.

Thank you. Frances Hill"

Les Hammond, Chairman, opened the Budget Public Hearing for the 2014 Budget at 7:20 p.m.

Les Hammond, Chairman, explained the 2014 Town Budget as follows:

1. Stated that we have 15 Articles of which 5 (five) articles are from surplus, 1 (one) for Federal Grant monies, 1 (one) from private money, etc. The remaining six articles for a total of \$143,000 are from tax dollars. The Operating Budget in the total amount of \$2,174,004 shows a 105,000 increase . If the Operating Budget and all the Warrant Articles pass, there will be an increase of 7% or .79/thousand on the Tax Rate.

02/06/2014 08:32
000001

Town of Dunbarton

Page

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = 01-4130.01-130 thru 01-4550.00-000; Mask = ##-####.##-###

Level of Detail = Line Item Detail; Level = 9

Fund: GENERAL FUND - 2014 EXP Budget Year: January 2014 thru December 2014

		This Year Budget	This Year Actual	Next Year Requested	Next Year Revised
Account Number	Account Name	(3)	(4)	(5)	(6)

--					
----- B U D G E T -----					

EXECUTIVE					

01-4130.01-130	Board of Selectmen	6,030	6,030	6,133	_____
	CPI increase 1.7%				
	2014 budget increase = \$102.64				
01-4130.02-110	Town Administrator	53,312	53,312	55,037	_____
	Qualified for step III increase May 9, 2013				
	CPI increase 1.7%				
	2014 CPI increase = \$935.63				
01-4130.04-120	Sec/Planning & Zoning	6,592	5,241	8,600	_____
	CPI increase 1.7%				
	2014 budget increase = \$112.06				
01-4130.05-120	Sec/Town Office	21,516	17,647	21,877	_____
	CPI increase 1.7%				
	New calculation = \$17.53 x 24 hrs x 52 = \$21,877				
	2014 budget increase = \$361.00				
01-4130.06-120	Recording Sec/Tn.Office	6,340	5,452	6,448	_____
	CPI increase 1.7%				
	2014 budget increase = \$108.00				
	TOTAL EXECUTIVE	93,789	87,681	98,095	up 4,305

Public Comments:

Ron Slocum asked if the economy was down still, why is the Secretary/Planning and Zoning going up.

At this point in the Public Hearing, Alison Vallieres stated she could address this issue as follows:

Alison Vallieres explained as follows:

1. Stated that she was a New Hampshire Retirement System retiree and the Legislature passed an RSA several years ago that prohibits any Retiree who works for a municipality which is also a member of NHRS to work more than 32 hours a week. Based on this, for the past three years, she has been unable to be paid for all her work for the Planning and Zoning Departments because by the time she works 24 hours for the Payroll/Accounts Payable Section, does Selectmen's Minutes on a weekly basis, she is up to the 32 hours a week. She can no longer afford to donate all these hours to the Town so she is now on a stipend payment instead of hourly which has been approved by the NHRS.

01-4140.01-130	Town Clerk	44,130	44,130	45,781	_____
	Qualified for step III increase May 9, 2013				
	CPI increase 1.7%				
	2014 CPI increase = \$778.27				
01-4140.01-140	Deputy Town Clerk	10,988	10,152	16,106	up 5118
	CPI Increase 1.7%				
	2014 TOTAL budget request = \$5,118.00				
01-4140.02-130	ELEC. ADMIN-BALLOT-SERVICES	1,460	895	4,864	up 3404
01-4140.03-000	Election Expenses/Meals	500	250	750	up 250
01-4140.04-000	Animal Population Control Fees	1,460	1,288	1,318	_____
01-4140.05-000	Dog License Fees to State	393	350	357	_____
01-4140.06-000	Marriage Licenses	874	798	836	_____
01-4140.07-000	Vital Statistics	619	535	507	_____
01-4140.19-620	Voting Booths & Equipment	_____	_____	_____	_____
01-4140.19-621	Supervisor of the Check List	_____	_____	700	_____
	Laptop	_____	_____	_____	_____
	TOTAL ELECTION,REGISTRATION & VITAL STATS	60,424	58,398	71,219	_up 10,795

EXPLANATION:

Les Hammond explained that the Deputy Town Clerk budget line was increased due to an additional 10 hours of work. The Board of Selectmen agreed to add the additional 10 hours of work instead of an additional position to the budget. There will be three elections in 2014, therefore the Election Ballot Services line was increased by 3,000. In addition, there is a 700 cost for a laptop computer for the supervisor of the checklist.

Stated that the Board of Selectmen agreed to give employees a 1.7% CPI raise with the exception of four employees who received raises in 2013 through the Step Increase Program.

FINANCIAL ADMINISTRATION

Sub-Total Financial Administration

01-4150.02-301	Audit Services	15,750	14,750	13,500	- 2250
01-4150.04-130	Tax Collector	16,152	16,140	16,427	_____
	CPI increase 1.7%				
	2014 budget increase = \$275				
01-4150.04-140	Deputy Tax Collector	323	277	328	_____
	CPI increase 1.7%				
	2014 budget increase = \$5.00				
01-4150.05-130	Treasurer	5,384	5,384	5,476	_____
	CPI increase 1.7%				
	2014 budget increase = \$92				
01-4150.07-560	Dues	2,300	2,259	2,320	_____
	NHMA dues =		\$2,260.02		
	NH City & Town Clerk Assoc. dues =		\$20.00		
	NH Association of Assessing dues =		\$20.00		
	NH Tax Collector's dues =		\$20.00		
	TOTAL expense =		\$2,320.02		
01-4150.08-310	Advertising, Tn. Off.	1,200	2,629	2,500	_up 1300
01-4150.09-670	Reference Books/Tn.Off	600	623	625	_____
01-4150.11-625	Postage, Tn.Off	5,050	4,103	5,000	_____
01-4150.11-626	Postage Conservation Commissio			100	_____
01-4150.12-630	Office Equipment & Repair	4,000	4,058	4,200	_____
	Microsoft license 6 computers =		\$1,433.00		
	A.V.G. license 10 computers =		\$347.00		

	Replace XP Computers in town offices(no longer supported)				
	Tax Collector computer =		\$570.00		
	monitor =		\$200.00		
	Customer viewing station =		\$570.00		
	monitor =		\$200.00		
	Town Clerk Vital records computer monitor =		\$200.00		
	Memory Selectmen's desk =		\$100.00		
	Incidentals		\$380.00		
	tablet		\$200.00		
	TOTAL		\$4,200.00		
01-4150.14-390	Copier Maint. Agreement	600	589	600	_____
01-4150.15-342	Computer Support Services	16,400	10,791	19,574	_up 3174
	BMSI Blue Book royalty =		\$300.00		
	BMSI Accounting =		\$2,286.00		
	BMSI Tax =		\$2,046.00		
	BMSI Payroll =		\$1,237.00		
	BMSI Clerkworks =		\$1,711.00		
	BMSI Advantage Data =		\$103.00		
	BMSI Vision Interface =		\$1,715.00 (module + support \$315.00)		
	BMSI Direct Deposit =		\$1,176.00 (module + support \$216.00)		
	Computer support \$450.00 month x 12 =		\$5,400.00		
	Computer support incidentals 3hrs average/per month\$100.00 per/hr =				
\$3,600.00					
	TOTAL computer support =		\$19,574.00		
01-4150.15-350	Medical Services/Tn.Off	350	405	420	_____
	Rate increased to \$60.00 per physical				
	Average 7 physicals =		\$420		
01-4150.15-390	Fees & Services/Tn.Off	2,500	2,298	2,500	_____

01-4150.16-550	Printing/Tn.Off	6,000	4,345	6,200	_up 200
	2013 Town portion paid =	\$4,052.00			
	2013 School portion paid =	\$1,833.00			
	TOWN REPORT TOTAL =	\$5,885.00			
	Ballot Town Clerk =	\$ 293.00			
<hr/>					
	Printing Books =				\$
TOTAL Printing Town Office = \$6,178.00					
01-4150.17-390	Record Preservation	700	497	700	_____
01-4150.18-341	Telephone/Tn.Off	4,000	3,252	4,000	_____
01-4150.19-620	Supplies/Tn.Off	5,500	6,521	5,500	_____
01-4150.20-621	Training-Tn.Off	1,163	667	1,163	_____
01-4150.20-622	Education All Departments	6,089		4,200	_____
	2014 education				
	TA (2) courses = \$1,050.00				
	PD (2) officers = \$2,100.00				
	Bldg Secretary = \$1,050.00				
	2014 TOTAL budget = \$4,200.00				
01-4150.20-623	Mileage Other Departments			5,125	5125 NEW
	Town Clerk request mileage = \$1,375.00				
	Tax Collector mileage = \$1,375.00				
	Treasurer mileage = \$ 687.50				
	Welfare mileage = \$ 687.50				
	Misc mileage = #1,000.00				
	TOTAL budget = \$5,125.00				
<hr/>					
TOTAL	Sub-Total Financial Administration	94,061	79,589	100,457	UP 6,396

EXPLANATION:

Les Hammond, Chairman, explained that the Board of Selectmen decided to include a new budget line for mileage for Departments to travel to make bank deposits, etc. It will be based on the State rate of .565/mile.

Assessing Department

01-4151.01-120	Secretary-BOA	754	754	767	_____
01-4151.01-130	Administration-BOA	1,615	1,615	1,643	_____
01-4151.02-312	Appraisal Services	10,000	10,418	10,000	_____
01-4151.03-330	Utility Assessor	18,000	18,525	20,000	_up 2000
01-4151.03-620	General Supplies-BOA				_____
01-4151.03-621	Training-BOA		50	50	_____
01-4151.03-622	Support-BOA			100	_____
01-4151.15-342	Computer Support/BOA	5,050	4,900	5,050	_____
<hr/>					
TOTAL	Assessing Department	35,419	36,262	37,610	_up 2191
<hr/>					
TOTAL	FINANCIAL ADMINISTRATION	129,480	115,851	138,067	_____

LEGAL

01-4153.01-320	Recording Fees, Legal	300	53	300	_____
01-4153.02-320	Planning, Legal	1,000	852	2,000	up 1000
01-4153.03-320	Zoning, Legal	1,500		1,500	_____
01-4153.04-320	Tax Collector, Legal	300		300	_____
01-4153.05-320	BOA, Legal	1,500	6,028	6,000	up 4500
01-4153.08-320	Selectmen, Legal	4,000	527	2,000	- 2000
<hr/>					
TOTAL	LEGAL	8,600	7,460	12,100	up 3500

PERSONNEL ADMINISTRATION

01-4155.20-220	Social Security	31,000	30,796	33,500	up 2500
01-4155.22-225	Medicare	10,000	10,317	11,300	up 1300
	Medicare total salary (less PD full time) x 1.45%				

01-4155.23-230	Retirement	66,000	66,515	70,447	up 4447
<hr/>					
Ten Employees NHRS 2014 budget = \$80,653.59					
22.2% increase or \$14,653.59 (includes PD FT OT \$8,889.00)					

Employee Full time Police Officer @ 36 weeks
 Employee Full time Secretary @ 27 weeks

Eight Employees NHRS 2014 budget = \$70,446.72
6.7% increase or \$4,446.72 (includes PD FT OT \$8,889.00)

01-4155.25-250	Unemployment	500	500	500	
01-4155.26-260	Workers Compensation	6,600	4,118	15,568	up 8968

2014 budget increase = \$943 over net contribution \$14,625
 Notice of first premium holiday credit applied to 2013 budget (\$8,035)
 Adjusted 2013 budget \$6,600
 Notice of second premium holiday not received until April 2013
 Second premium holiday included multi-year adjustments or
 unanticipated revenues of \$9,724

01-4155.27-270	Vacation/Longevity	2,730	1,560	1,950	
Bowne = \$1,170.00					
Comeau = \$780.00					

01-4155.27-271	Step Increase FT Employees	1,864			
01-4155.29-210	Health Insurance	105,300	92,034	116,117	up 10817

Total Medical expenses 6-employees = \$101,650.92
 Total Stipend benefits 2-employees = \$ 14,465.71
 1 FT Police Officer 36 weeks = \$ 14,074.75
 1 FT Secretary 27 weeks = \$ 10,556.06

TOTAL (10) employees partial year = \$140,747.44
 2014 Budget increase = \$35,447.00

Total Medical 8-employees 52/weeks = \$ 143,875.18
 Total Stipend benefits 2-employees = \$ 14,465.71
TOTAL (10) emp. @ current rate est. 2015 (52 weeks) = \$ 158,340.89

Total medical for current staff includes (2- stipend in lieu of benefits)
Total Medical 6-employees = \$ 101,650.92
Total Stipend benefits 2-employees = \$ 14,465.71
TOTAL 8 employees full year = \$ 116,116.63

2014 budget increase = \$ 10,816.63 (one current emp. plan change)

01-4155.29-215	Dental Insurance	2,200	2,084	2,700	
01-4155.29-217	Disability Insurance	5,000	4,173	5,000	
01-4155.29-219	Retiree Health Insurance	600	544		

****TOTAL** PERSONNEL ADMINISTRATION 231,794 212,640 257,081 _up 25287**

Public Comment:

At this point in the Public Hearing, Ron Slocum asked how many employees were receiving a Stipend in lieu of receiving Health Insurance and why were we doing this?

Ted Vallieres explained that there were two employees receiving a Stipend in lieu of Health Insurance. The amount they receive in a Stipend is one half of what the cost would be to the Town for Health Insurance if they chose to take it. Based on this arrangement, it is more cost effective to offer the employee a Stipend of 1/2 the cost of the Health Insurance then to have him take the Health insurance to reduce the co-pay, etc. This saves money for the town in the Health insurance budget line.

Jon Wiggin stated that he looked into six surrounding towns regarding their Health Insurance and there is only one town that pays 50% for a Stipend and that is the Town of Bow. The average of what other towns pay is \$2,500/year to not take the insurance.

PLANNING & ZONING

01-4191.01-310	Advertising-Planning	1,600	574	1,600	
01-4191.03-310	Advertising-Zoning	1,300	806	1,300	
01-4191.04-625	Postage-Planning	500	501	500	
01-4191.05-625	Postage, Zoning	500	285	500	
01-4191.06-620	Supplies, Pl. & Zn.	100		100	

01-4191.07-620	Fees & Services	3,000	2,902	3,050	_____
01-4191.08-390	Mapping	2,500	2,500	1,500	_down 1000
01-4191.08-391	Online Query Manager GIS	1,800	1,800	1,800	_____
01-4191.09-390	Recording Fees/Pl.	200	87	200	_____
01-4191.10-390	Engineering Costs	1,000	_____	1,000	_____
01-4191.11-620	Planning Consultant	2,850	_____	2,850	_____
		-----	-----	-----	-----
	TOTAL PLANNING & ZONING	15,350	9,455	14,400	_down 950

GENERAL GOVERNMENT BUILDINGS

01-4194.01-430	Town Bldg, Maint.& Improve.	55,000	87,439	65,000	_up 10,000
----------------	-----------------------------	--------	--------	--------	------------

Town Office:

Fire Extinguishers annual insp. (14) = \$ 462.00
 AED battery = \$ 50.00
 Air conditioner BPZ = \$1,850.00
 Annual carpet cleaning (spring & fall)= \$ 520.00
 Moderator request 50 more chairs = \$ 848.00
 Milfoil Lake Host Program = \$ 300.00
 U-shaped conference table = \$9,500.00
 New Signage(1) cemetery (1) Stk Hwy So = \$1,000.00
 Touch up Town Office exterior paint = \$1,000.00
 SUBTOTAL Town Office expenses = \$15,530.00

Highway Garage:

Annual inspection of tanks = \$ 400.00
 Paint Highway Garage & Salt Shed
 Replace weather stripping where necessary
 = \$4,190.00
 Generator Insp. Major/minor = \$ 900.00
 Widen garage door/new door = \$6,250.00
 SUBTOTAL Highway expenses = \$11,740.00

Transfer Station:

Misc. Repairs:

Replace pine trim w/ pvc on building housing trash compactor
 Replace PVC trim around door on shed
 Misc. vinyl siding and trim repair
 Install 4 windows inside box trailer
 3-pc 1"x7"stainless steel folded edges, custom cut for columns; approx
 48" x 22' = \$4,793.75

Paint Recycling Center = \$2,750.00

Misc Electrical service:

Wire oil heater for baler
 Fix an outside outlet for truck
 Add oil indicator light for compactor
 Replace electric heater in break room
 Fix fluorescent light in recycling build

TOTAL = \$725.00

Sewage enclosure = \$ 500.00
 Add gravel & grade parking lot = \$2,000.00
 Sewage pump and repair = \$1,500.00
 Repair roof =
 Heating system = \$6,000.00
 SUBTOTAL for known expenses TS = \$18,268.75

Safety Complex:

PD Security alarm system upgrade = \$ 750.00
 PD Security video system upgrade = \$1,400.00
 PD Steel door = \$ 700.00
 FD relocate 2 smoke detectors = \$ 80.00
 FD Service overhead doors = \$ 750.00

SUBTOTAL Safety Complex = \$ 3,680.00

Library:

Annual Fire Alarm test & inspection = \$178.00
 Security Alarm System upgrade = \$798.00
 Heating System upgrade ductwork = \$2,000.00

SUBTOTAL Library: \$2,976.00

TOTAL for known expenses to date = \$51,694.75

01-4194.02-120	Admin-General Govt. Bldgs	6,500	4,800	6,500	_____
01-4194.06-000	Historical Society	805	805	1,200	_____
01-4194.06-635	Gasoline Town	2,400	3,281	3,000	_____
01-4194.06-636	Diesel Town	9,500	8,525	9,500	_____
01-4194.30-410	Elec.-Town Office	3,000	2,438	3,000	_____
01-4194.31-410	Elec.-Town Hall	2,500	2,169	2,200	_____
01-4194.32-410	Elec.-Police/Fire	4,000	4,977	5,000	up 1000
01-4194.33-410	Elec.-Transfer Station	3,500	3,073	3,300	_____
01-4194.34-410	Elec.-Highway Garage	1,900	1,875	1,700	_____
01-4194.35-411	Heating Oil -Town Off	2,500	3,162	3,500	up 1000
01-4194.36-411	Heating Oil-Highway	1,800	3,198	3,400	up 1600
01-4194.37-411	Heating Oil-Town Hall	3,200	4,595	4,850	up 1650
01-4194.38-411	Heating Oil-Police/Fire	6,500	6,728	7,500	up 1000
01-4194.39-411	Heating Kero-Trans.Station	750	442	500	_____
01-4194.40-120	Janitor	6,070	5,906	6,171	_____
01-4194.50-431	Heating/Maint & Repairs	1,700	2,535	2,500	_____
		-----	-----	-----	-----
TOTAL	GENERAL GOVERNMENT BUILDINGS	111,625	145,948	128,821	up 17,196

Public Comment:

Ron Slocum asked if the \$14,000 for repairs to the Town Hall was included within this budget. It was noted that this has been carried forward with a contract. This is for the two porticos in the front of the Town Hall.

CEMETERIES

01-4195.01-390	Cemetery Maintenance	9,000	8,985	9,000	_____
01-4195.03-390	Cemetery Improvements	3,000	3,445	1,500	down 1500
01-4195.05-430	Monument Repair	250	_____	250	_____
01-4195.07-430	Corner Stones-Cemetery	1,000	295	1,000	_____
01-4195.10-430	Fence Repair/Cemetery	1,000	1,000	4,000	up 3000
01-4195.32-390	Mapping Services/Cemetery	500	1,640	_____	_____
01-4195.60-620	Supplies/Cemetery	150	_____	150	_____
01-4195.61-000	Loam/Cemetery	100	_____	100	_____
01-4195.63-000	Hearse & House Maint.-Cem	500	_____	300	down 200
		-----	-----	-----	-----
TOTAL	CEMETERIES	15,500	15,365	16,300	up 800_

Public Comment:

Brian Pike stated that the Cemetery Trustees also had a warrant Article for Software to map the cemeteries so the public would be able to locate graves, etc.

INSURANCE

01-4196.01-480	Property Liab. Insurance	33,000	26,961	26,100	_
01-4196.03-480	Insurance:Other	1,000	1,000	1,000	_____
	TOTAL INSURANCE	34,000	27,961	27,100	_down 6900

POLICE DEPARTMENT

01-4210.02-110	Crime Control-Full Time	170,876	175,817	173,524	up 2648_
	CPI increase 1.7%				
	2014 budget request for (3) current full time = \$174,376.00				
	2014 current staff request = \$173,524				
	Sergeant step I = \$50,169.60 + .50 wage differential = \$51,209.60				
	Request additional full time officer @ 36 weeks = \$32,284.00				
	Reduce current budget by \$852.00 or \$173,524.00				
	2014 TOTAL budget request = \$206,832.00				
	 2014 BUDGET increase = \$32,456.00				

01-4210.02-111	Crime Control FT Overtime	6,397	13,652	8,889	up 2492
01-4210.02-120	Crime Control-Part Time	43,813	37,877	45,930	up 2117
01-4210.03-120	Secretary-Police Dept	30,929	30,125	31,449	up 520
	CPI increase 1.7% new rate = \$17.53				

Current part time 34.5 hrs @ new rate = \$604.78 per week
 \$604.78 x 52 = \$31,448.56

Request Full time; increase hours 5.5/wk = \$96.42 week or \$701.20
 Full time effective July 1 (27 weeks) 27 x \$96.42 = \$2,603.34

2014 BUDGET increase = \$2,962.44

01-4210.03-390	Vehicle Lease	6,000	5,490	1,000	down 5000
01-4210.03-620	Supplies/Exp-Police	4,500	5,571	4,500	_____
01-4210.04-621	Training Police Dept.	4,000	2,478	4,000	_____
01-4210.05-680	Prosecution Fees/Police	7,762	6,238	7,825	_____
01-4210.06-622	Computer Hardware-Police	3,500	2,482	6,320	up 2820
01-4210.06-635	Gasoline-Police	13,000	13,657	15,000	up 2000
01-4210.07-390	Police Dispatch	23,000	23,000	24,196	up 1196_
01-4210.07-622	Computer Software-Police	900	_____	900	_____
01-4210.07-623	Network Hosting Service	_____	_____	3,024	up 3024
01-4210.08-622	IMC Contract-Police	4,200	4,200	4,765	up 565
01-4210.09-622	Physical Plant-Police	450	440	450	_____
	Elevator Maintenance and Inspection = \$450.00				
01-4210.10-341	Telephone-Police	5,000	4,996	5,000	_____
01-4210.11-660	Vehicle Maint-Police	4,500	4,424	4,500	_____
01-4210.12-631	Dept.Equip.-Police	2,000	90	2,000	_____
01-4210.13-390	Fees & Services-Police	1,200	1,870	2,150	up 950
01-4210.13-630	Radio Repair-Police	550	361	550	_____
01-4210.13-631	Crime Prevention-Police	300	187	300	_____
01-4210.14-631	Uniforms-Police	4,500	4,709	4,500	_____
01-4210.15-390	Accreditation - Police	50	_____	_____	_____
01-4210.15-631	Criminalistics-Police	250	_____	250	_____

****TOTAL** POLICE DEPARTMENT 337,677 337,665 351,022 up 13,395**

FIRE DEPARTMENT

01-4220.02-120	Administration-Part Time	12,284	12,287	12,493	_____
01-4220.02-121	Administration-Fire Chief	3,090	3,371	3,238	_____
01-4220.02-190	Forest Fire Fighting	1,000	406	1,000	_____
01-4220.04-621	Training-Fire Dept.	3,500	2,226	3,500	_____
01-4220.05-680	Mutual Aid Compact	25,108	25,108	22,839	_____
01-4220.06-635	Gasoline-Fire Dept.	750	876	900	_____
01-4220.07-636	Diesel Fuel-Fire	2,800	2,295	2,800	_____
01-4220.08-620	Office Supplies/Fire	500	228	500	_____
01-4220.09-620	Fire Station Supplies	400	288	400	_____

01-4220.10-341	Telephone-Fire Dept.	1,000	900	1,000	_____
01-4220.11-341	Mobile Phone-Fire Dept	1,500	713	1,500	_____
01-4220.11-630	Dept. Equip. Maint.	10,000	10,027	10,000	_____
01-4220.12-560	Dues/Fire Dept.	500	744	750	_____
01-4220.13-630	Radio Repair/Fire	1,000	176	1,000	_____
01-4220.14-390	Pagers-Fire Dept				_____
01-4220.15-390	Fees & Services/Fire Dept.	1,000	337	1,000	_____
01-4220.15-680	Protection Equipment	10,000	12,553	11,012	_____
	Forestry Grant \$3,272 - Federal Portion \$1,500.00 Town \$1,772				
01-4220.16-560	Subscriptions/Fire	300	193	200	_____
01-4220.17-560	Fire Prevention	900	994	1,000	_____
01-4220.18-630	Dry Hydrant Repairs	750		750	_____
01-4220.19-610	Med/Ambulance Expenses	3,000	3,737	3,500	_____
01-4220.22-390	Paramedic Intercepts	2,200	849	2,200	_____
	TOTAL FIRE DEPARTMENT	81,582	78,307	81,582	_SAME

BUILDING INSPECTION

01-4240.01-120	Secretary-Building Inspection	42,001	33,699	42,709	_____
	CPI increase 1.7%				
	2014 Budget increase = \$713.92				
01-4240.01-121	Building Secretary OT	2,346	409	2,496	_____
01-4240.01-140	Admin. Bldg. Inspector	12,826	12,696	13,054	_____
01-4240.02-620	Supplies/BI	4,000	1,155	2,000	_____
01-4240.03-621	Training/BI	500	45	350	_____
01-4240.04-560	BOCA Dues	155	150	350	_____
	TOTAL BUILDING INSPECTION	61,827	48,155	60,959	down 868

EMERGENCY MANAGEMENT

01-4290.01-000	Emergency Management	1,000	490	1,000	_____
	TOTAL EMERGENCY MANAGEMENT	1,000	490	1,000	_SAME

HIGHWAY DEPARTMENT

01-4311.10-341	Telephone Highway	800	807	800	_____
01-4311.17-610	Supplies/Highway	10,000	8,435	10,000	_____
01-4312.01-110	Admin.Highway-Full Time	40,968	40,759	41,398	_____
	CPI increase 1.7%				
	2014 budget increase = \$692.00				
01-4312.01-120	Admin.Highway-Part Time	30,000	31,680	35,000	_____
	CPI increase 1.7%				
	2014 TOTAL budget request = \$5,000.00 (covers all part time)				
01-4312.01-121	Admin.hwy full time OT	4,332	5,499	5,000	_____
01-4312.03-355	Highway Paving & Const.	246,500	189,380	238,402	_____
01-4312.03-390	Highway-Other Services	20,000	13,500	20,000	_____
01-4312.03-680	Roadside Mowing	6,000	5,555	6,000	_____
01-4312.09-630	Uniforms-Highway Dept	1,000	1,000	1,100	_____
01-4312.10-341	Mobile Phones-Hwy	400	304	300	_____
01-4312.12-635	Gasoline	500	274	500	_____
01-4312.13-636	Diesel Fuel	15,000	14,813	15,000	_____
01-4312.16-630	Dept. Equip & Maint-Hwy	15,000	18,183	15,000	_____
01-4312.18-440	Equip Rental-Hwy	8,500	6,200	8,500	_____
01-4312.19-655	Patching-Hwy	2,500	326	2,000	_____
01-4312.20-680	Culverts/Guardrails				_____
01-4312.21-680	Blasting-Hwy	3,500	2,350	3,500	_____
01-4312.22-680	Gravel-Hwy				_____
01-4312.23-680	Road Striping	10,000	6,770	7,500	_____
01-4312.24-680	Tree Cutting-Hwy	15,000	8,614	15,000	_____
01-4312.26-680	Crushing Gravel				_____
01-4314.04-390	winter-Ind. Contractors	75,000	82,651	75,000	_____
01-4314.05-610	winter-Road Salt	45,000	54,260	50,000	_____
01-4314.06-610	winter-Sand	20,000	15,602	20,000	_____

		-----	-----	-----	-----
TOTAL		HIGHWAY DEPARTMENT	570,000	506,961	570,000 <u>SAME</u>
SOLID WASTE DISPOSAL					
01-4321.01-110	Admin-Solid Waste-Full Time	44,906	44,906	45,781	_____
		Qualified for step III increase May 9, 2013			
		CPI increase 1.7%			
		2014 CPI increase = \$778.27			
01-4321.01-120	Admin-Solid Waste-PT	52,137	46,846	53,023	up 672
		CPI increase 1.7%			
		2014 budget increase = \$886.33			
01-4321.01-121	Solid Waste Admin fulltime OT		594	672	_____
01-4321.04-440	Equip. Rental Fees	150	70	150	_____
01-4321.04-621	Training/Solid Waste	500	200	650	_____
01-4321.07-390	Sub-Contracted Services	750	1,137	2,550	up 1800
01-4321.08-610	Supplies, Trans.St.	2,500	6,848	4,300	up 1800
01-4321.09-630	Dept. Equip. Maint	9,000	14,387	20,000	up 11,000
		Painting of Mac truck \$9,000.00			
		Expense for hauling while Mac is being painted			
		Baler heater/install			
01-4321.10-341	Telephone-Trans.St.	665	670	676	_____
01-4321.10-630	Uniforms-Tran.St.	3,800	2,865	3,800	_____
01-4321.11-341	Mobile Phone-Trans.St.	375	306	375	_____
01-4321.12-635	Fuel Costs	8,000	8,576	8,500	_____
01-4321.13-390	Ash & Lab Testing	250	215	3,000	up 2700
01-4321.15-390	Fees & Services-Trans.St.	368	268	268	_____
01-4324.02-390	Incineration	58,651	57,829	60,855	up 2000
01-4324.03-360	C & D Removal	8,320	6,154	7,980	_____
01-4324.05-390	Hazardous Waste Coll.	4,500	4,868	5,500	up 1000
01-4325.02-000	Recycling Costs	7,600	5,247	7,900	_____
01-4325.04-560	Dues-NRRA	138	138	138	_____
TOTAL SOLID WASTE DISPOSAL		202,610	202,124	226,118	up 22,508

Public Comment:

Brian Pike asked if the Town had considered renting the equipment to cover the time when the roll-off large truck is being repaired. Patrick Bowne stated that the price for covering the roll-off truck during the time it is out of service is about \$100/hour. Don't know if we could rent a truck for a short time.

WELFARE

01-4415.03-000	Salvation Army Dunbarton	2,000	2,000	2,000	_____
01-4415.04-000	Community Action Program	2,000	2,000	2,000	_____
01-4442.02-120	Admin.-Overseer of Welfare	5,387	5,405	5,479	_____
		CPI increase 1.7%			
		2014 budget increase = \$91.58			
01-4442.03-000	Direct Assistance-Vendor/Other	4,023	360	5,000	up 977
TOTAL WELFARE		13,410	9,765	14,479	up 1069

PARKS & RECREATION

01-4520.01-620	Rec-Basketball	1,200	3,382	1,200	_____
01-4520.01-621	Rec-Softball	250		250	_____
01-4520.01-622	Rec-Halloween	500	18	500	_____
01-4520.01-623	Rec-Christmas	100	106	100	_____
01-4520.01-624	Rec-Easter	150	147	150	_____
01-4520.01-625	Rec-Excursions	1,200	582	1,200	_____
01-4520.02-000	OLD HOME DAY	8,000	6,996	4,500	_____
01-4520.02-001	Fire Works Display			4,500	_____
01-4520.03-000	Memorial Day	300	300	300	_____

	TOTAL	PARKS & RECREATION	11,700	11,531	12,700	up 1,000
Les Hammond stated that last year, the town spent an extra \$1,000 for fireworks in order for them to be more visible, etc. We added the \$1,000 to this budget.						
LIBRARY						
01-4550.00-000		Library	91,061	91,061	92,962	
	TOTAL	LIBRARY	91,061	91,061	92,962	up 1901
TOTAL	----- B U D G E T -----		2,071,430	1,966,817	2,174,004	-----
	TOTAL	BUDGET TOTAL	2,071,430	1,966,817	2,174,004	up 102,574

Public Comment:

Brian Pike asked about the mileage line for \$5,000 and who would be receiving the payments.

Les Hammond stated that the Town Clerk, Tax Collector, Town Treasurer, etc. in making required bank deposits and other trips. The rate would be the State rate of \$.565 per mile. No one has been paid for their mileage in the past. In addition, the Board of Assessors travel in relation to their duties and should be reimbursed for their mileage.

WARRANT ARTICLES:

- To see if the town will vote to raise and appropriate the sum of \$65,000 to replace the stark bridge. This article is non-lapsing per RSA 32:7 and will not lapse until the project is completed or December 31, 2019 whichever comes first. This sum to come from unassigned fund balance (surplus) and no amount to be raised from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Les Hammond, Chairman, explained that last year the Town had put money aside within the Highway Department budget for the replacement of the Stark Bridge but has been unable to do it because of not getting required DES permits in time. The money was carried over into Surplus and we are doing a Warrant Article this year with a non-lapsing clause so the money will be carried forward until the bridge is completed.

Jeff Crosby, Road Agent, stated that the existing bridge will be taken away. It is an "arched culvert" which is 1/2 of a steel culvert. It has rusted out at the bottom and is unsafe for any traffic. The stone walls are cracked in the middle. At this point, we do not have a legal contract. We are putting the money aside in a non-lapsing fund instead of having to come back every year until it is complete.

- To see if the town will vote to raise and appropriate the sum of \$6,700 to purchase new mapping software, including installation and labor cost for the layout of the town cemeteries. This sum to come from taxation.

The Selectmen recommend the passage of this article.

Discussion:

Les Hammond stated that the Cemetery Trustees purchased a computer this past year and now need the software. This will allow the public to actually go in with a name and search for the burial, etc.

Brian Pike stated this will avoid the possibility of graves being sold twice which happened in Bow. This would be a huge legal mess. Right now everything is done on paper. There would be a file stored off site also in the event of a fire, etc.

Fred Mullen stated he could attest to the possibility of this happening because he found out by mistake that the two lots that he and his wife had purchased 13 years ago had been also sold to someone else from Connecticut.

It was noted that the price of lots was \$100 each with perpetual care of \$300/each, etc. Cremains Garden is \$25.00.

5. To see if the town will vote to raise and appropriate the sum of \$10,000 for deposit into the established Capital Reserve Fund for future revaluation of the town. This sum to come from unassigned fund balance (surplus) and no amount to be raised from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Les Hammond noted that this amount was to come from surplus. The Town has been putting aside monies for several years.

Tim Terragni, Chairman, Board of Assessors, stated that the next Reval will be done in 2015 and will be a Statistical Reval at an estimated cost of \$40,650. We will have enough money set aside to pay for it.

6. To see if the town will vote to raise and appropriate the sum of \$75,000 to purchase a new highway maintenance vehicle and necessary equipment and authorize the withdrawal of \$75,000 from the Highway Capital Reserve Fund created for this purpose. Any funds received from the sale or trade of the old highway vehicle will be used to lower the purchase price. No amount to be raised by taxation.

The Selectmen recommend the passage of this article.

Discussion:

Les Hammond stated that this article was to take monies out of the Capital Reserve Account that have already been set aside for the purchase of a replacement truck for the Highway Department. There is no cost to the Town at this point because the monies have already been set aside.

7. To see if the town will vote to raise and appropriate the sum of \$25,000 for deposit into the established Capital Reserve Fund for the future purchase of a highway department vehicle as summarized in the Capital Improvements Plan. This sum to come from unassigned fund balance (surplus) and no amount to be raised from taxation.

The Selectmen recommend the passage of this article.

Discussion:

Les Hammond stated that this article is to continue setting monies aside in a Capital Reserve Account for replacement of Highway vehicles as needed in the future.

8. To see if the town will vote to raise and appropriate the sum of \$75,000 to renovate the existing fire department kitchen, bath and meeting areas and add three new offices. This article is non-lapsing per RSA 32:7 and will not lapse until the fire department office renovations are complete or December 31, 2019 whichever comes first. This sum to be raised from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Jon Wiggin, Fire Chief, explained that the existing building which presently houses the Fire Department was moved in 1963 to this location. There has been nothing done to it since that time. The building does not meet the current building code in regard to electrical wiring, stairs, etc. There is no place to wash our contaminated equipment from the ambulance. We are presently using a kitchen sink. There is no room for computers. We don't have enough meeting room. There are no electrical grounds or plugs which meet code. Everything is 1963 vintage. There are also ADA issues.

We would plan to put three offices up over the garage where we store our apparatus. There would be an office for the Fire Chief, make a larger bathroom, have a radio room. People could stay there in an emergency. During the ice storm we had people staying there for four or five days. Everything we have now is second hand. We have second hand refrigerators, microwave, etc. They all need to be replaced.

Ron Slocum stated that we always seem to be spending money on plans and we never get anything done. Remember we purchased an electrical study at a cost of \$15,000. Nothing ever got done. Jeff Nelson, Police Chief, wanted a Sully and was going to take over the bathroom of the Fire Station.

Jon Wiggin stated that this proposal does not include money for plans. We have had several contractors come in to give us a basic plan of things that could be done. In addition, we had an engineer come in to check out the requirements for putting an addition on top of the existing garage. We are not touching the heating system. The electrical issues are the main problem. Two additions have been put on with no changes to the electrical. We have electrical outlets that we can't plug anything into. Noted this had been noted in the CIP.

Margaret Watkins asked how the CIP plan worked.

Les Hammond stated that the CIP Committee had been inactive for two years because they had decided to leave the Plan as it was, etc. Stated he was the Chairman of the CIP and members were Jon Wiggin, Patrick Bowne, Jeff Crosby and other representatives. These recommendations are in the plan. Stated that eventually we will have to do a Safety Building.

9. To see if the town will authorize the establishment of a Capital Reserve Fund, pursuant to RSA 35:1 for the future purchase of a fire department emergency vehicle and to raise and appropriate the sum of \$20,000 as summarized in the Capital Improvements Plan. This sum to come from unassigned fund balance (surplus) and no amount to be raised from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Jon Wiggin, Fire Chief, stated that this amount was to be set aside to set up a Capital Reserve Account for replacement of Fire Engine #1 which is estimated to cost \$400,000. The life of this engine is thirty years. This means that it should be replaced in 2021. We need to start putting money aside now.

10. To see if the town will authorize the establishment of a Capital Reserve Fund, pursuant to RSA 35:1 for the future purchase of a transfer station department vehicle or equipment and to raise and appropriate the sum of \$20,000 as summarized in the Capital Improvements Plan. This sum to come from unassigned fund balance (surplus) and no amount to be raised from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Patrick Bowne, Transfer Station Manager, stated that we don't have any backup vehicle for the roll-off truck. It was purchased in 2000. The smaller pickup is a 2003 model. We should probably replace the roll-off in ten years. The cost of the roll-off vehicle was \$200,000. We should start putting money away now.

Brian Pike asked if the Town had an Equipment Acquisition project out which lists all equipment with a life service so we are not spending everything at once, etc.

Les Hammond explained that we list major equipment items within the CIP so we can try to keep the tax rate somewhat level.

11. To see if the town will vote to establish a capital reserve fund under the provisions of RSA 35:1 for the purpose of the town's 250th anniversary celebration and to raise and appropriate \$10,000 to be placed in this fund and further to appoint the selectmen as agents to expend from this fund. This sum to be raised from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Ted Vallieres stated that the 250th Anniversary Committee has been meeting on a regular basis and they have decided that they would need to purchase flags, bunting, entrance mats, etc. In addition, they have already purchased Commemorative Medallions for the 250th to be used as a Fund Raiser. They also will need to set aside monies for bands for the Parade.

12. To see if the town will vote to raise and appropriate the sum of \$18,200 for the milfoil control at Gorham Pond and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of \$7,280, known as the Variable Milfoil Control Grant. The balance of \$10,920 to come from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Les Hammond stated that the Milfoil treatment for Gorham Pond will continue because there are part of the pond that are rocky and the milfoil gets into the crevices, etc. We will be having divers come in a pull out the infestations manually this year. We are hiring State divers which are at a better price than the originally contracted divers. This is the only pond in Dunbarton which has Milfoil according to DES.

13. To see if the town will vote to raise and appropriate the sum of \$25,000 by withdrawing the funds from the Capital Reserve Fund created to restore the 2nd floor of the Town Hall & Theatre to cover cost associated with Phase II: architectural/engineering design materials.

The Selectmen recommend the passage of this article.

Discussion:

Tiffany Dodd, Chairman of the Town Hall and Theatre Restoration Committee, explained that the Committee was requesting permission to use the monies in the amount of \$25,000 which were set aside at the last Town Meeting for engineering and design for Phase II of the project.

Ron Slocum stated that we seem to be always spending money on architectural studies and nothing is done. In a few years later, we are doing to same thing again.

Brian Pike asked if they had a Construction Manager. You don't have a clue as to how much it will cost at this point?

Tiffany Dodd stated we have estimated costs but again we haven't got down to the "nitty-gritty" costs yet. We have some estimates All we know at this time, is what we are required to do to gain access to the second floor of the building. This will not impact the Library.

It was noted that the Sprinkler System will impact the Library.

Jon Wiggin, Fire Chief, has stated there will be no more people allowed on the second floor due to safety concerns.

14. To see if the town will vote to raise and appropriate the sum of \$105,200 to purchase breathing apparatus for the volunteer fire department. Furthermore to withdraw \$10,520 from the Fire Department Special Revenue Fund and authorize the board of selectmen to accept a Federal grant of \$94,680 for this purpose. This article is contingent on the receipt of the grant. No amount to be raised from taxation. This article is non-lapsing and will not lapse until the equipment is purchased or December 31, 2019 whichever comes first.

The Selectmen recommend the passage of this Article.

Discussion:

Jon Wiggin, Fire Chief, explained the article and stated that five Towns got together and wrote a grant request for \$1.1 million dollars to cover breathing apparatus for the Volunteer Fire Departments. Dunbarton's portion would be \$105,200 worth of equipment for a cost of \$10,520 which will be withdrawn from the Fire Department Special Revenue Fund. The life expectancy of our existing equipment is that it will have to be replaced in three years. If we do not get this grant, the cost will be borne by the Town in three years.

15. To see if the town will vote to raise and appropriate the sum of \$17,000 to change the police department secretary's position from part time to full time. Said amount reflecting funds for this position starting July 1st, 2014. This sum to be raised from taxation.

The Selectmen do not recommend the passage of this Article.

Discussion:

Dan Sklut, Police Chief, stated that this article was to make the present Police Department's Secretary full-time from a 34.5 hour to a 40 hour work week. He stated the reason was to stabilize the work force in the Police Department. He stated that she does not work on Fridays but we still get calls from citizens. She is the one person who is in the building during these hours. Have looked over the history of the secretary and she has been part-time since the 1990's. The secretary knows the operation behind the scenes, etc.

Jon Wiggin asked if they had considered hiring a second part-time person instead of making the position full-time. Also have they considered changing her hours so there would be someone there on 1/2 day on Fridays? She could work less hours on Monday, Tuesday and Wednesday, etc. 34.5 hours is the maximum for part-time employment. The position is paid comparable to other Police Department Secretaries.

Les Hammond stated that they had done an analysis of the increase of 5.5 hours per week and by the time we considered vacation, holidays and sick leave, the amount of increased hours was only about 80 for the entire year. This seems to be a very high price to pay for less than two extra hours per week. The total cost for benefits would be in the vicinity of \$34,000.

Dan Sklut stated he realizes that it is a lot of money to ask for a small amount of additional hours.

16. To see if the town will vote to raise and appropriate the sum of \$24,000 to hire and equip a full time police officer position. Said amount reflecting funds for this position starting September 1st, 2014. This sum to be raised from taxation.

The Selectmen recommend the passage of this Article.

Discussion:

Dan Sklut, Police Chief, stated that there is a need for a second officer on the evening shift. I found that we were not only handling more calls, there were requirements for two man calls i.e. domestic calls, simultaneous calls, etc. In order to address this, we ran a pilot program with a part-time officer to work on a Friday night and Saturday night. We need a second officer that would work during the time when the town is busy. A Sunday - Thursday evening job @ 8 hours and work as a second officer on duty for weekends covering time for a full-time officer. We also need someone when an officer is out. When Jackie Pelletier left we tried to provide the same level of service. This was having a second officer working the afternoon or evening shift. The salary is split over the second year.

Ron Slocum asked if this was a brand new position.

It was noted yes this is a brand new position. We would leave all the full-time officers in place. We would like to place on of our part-time officers into this position who has already been trained and qualified. We don't have anyone for Friday and Saturday nights. There presently is a gap filled by the State Police.

Brian Pike asked what the salary would be for a full-time officer for a year.

It was noted that it would be in the vicinity of \$72,000 including \$1,500 for equipment.

Chris Remillard, Police Sergeant, stated that he understood that I was hired because I was here part-time. They posted the position and I applied for and was hired. Officers who work part-time are already trained. We would be able to slide them in avoiding sending those 3 1/2 months to the Police Academy, and 2 1/2 - 3 months learning the job. It would be six months before the officer would be "up and running" and ready to work. If we hired one of the part-timers, they would be full-time and fully equipped and already fully trained. We are not looking at taking someone off the street. The cost of training someone is huge. We felt it was important for you to know that and we do have an applicant.

Ron Slocum asked if they would fill the other part-time position.

Chris Remillard stated he had been here since 2009 and there have been a lot of changes. After Jackie left, there was just he and the Police Chief trying to do three officers jobs. We were down to 66% of our work force. Posting the position internally is going to save us tons of time. We are trying to do it with a minimum of effort.

Travis James stated he has been working with the Police force and there is need for more help out there. They had a very stressful year and were not able to keep up with everything.

Les Hammond stated that when we hired a new Police Chief, we told him we would like to have new officers come "ready to go". We don't want to lose our officers to other towns like Manchester where John Lavassaser went.

Chris Remillard stated that when they look for a part-time applicant, we make sure it is someone who likes to work in the small town capacity and not the big city. Eric, Shayne, Joe and Mike are the people that are going to stay. When Officer McClellan is in the office having to do paperwork, there is no one out on the road. Paperwork is required and we are sometimes completely bogged down. The activity level keeps going up. We need more people.

17. To see if the town will vote per RSA 32:5 V-a, to require the governing body, relative to budget items or any warrant article, to record votes and the numerical tally of any such vote to be printed next to the affected warrant article.

The Selectmen recommend the passage of this Article.

Discussion:

Brian Pike asked what the "governing body" was considered to be. It was noted that the Board of Selectmen are the governing body relative to budget items, etc.

18. To see if the town will vote per RSA 32:3 V-b, to require that the annual budget and all special warrant articles having a tax impact shall contain a notation stating the estimated tax impact of the article.

The Selectmen recommend the passage of this Article.

19. To hear the reports of agents, auditors, committees and other officers heretofore chosen and pass any vote relating thereto.

20. To transact any other business that may legally come before this meeting.

Les Hammond stated that if any changes are made to this budget, we are required to have another Public Hearing.

There being no changes to the budget, the following motion was made:

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen close the Public Hearing on the 2014 Proposed Budget at 8:50 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

OTHER BUSINESS:

Line Comeau, Town Administrator, presented names as Representatives to Central New Hampshire Regional Planning Commission as follows:

Kenneth Swayze
Michael Guiney

Les Hammond, Chairman, signed the appointment paperwork for the above representatives.

John Stevens, Grant for a Thermal Camera:

John Stevens, Energy Committee, presented paperwork for a Thermal Camera for the Town to receive a grant. Once the paperwork is filed, a check for the camera will follow. Congratulations to John Stevens.

Les Hammond signed the appropriate paperwork.

LINDA LANDRY, TOWN CLERK, RESPONSE TO LETTER OF 1/30/2014:

At this point in the meeting, Linda Landry, Town Clerk, stated she had done a written response to the letter submitted by Frances Hill on 1/30/2014 which she wanted included in this meeting's minutes. She responded as follows:

Dear Fran,

Your letter was presented to the Board of Selectmen at their meeting of January 31. Unfortunately, we receive a lot of misinformation on many things through many sources. I do my best to be open to the public and I would like to address each of your concerns with accurate answers. I have "copied and pasted" your letter. My responses to your questions and statements are printed in blue type.

"In reading over the minutes from the December 19th, 2013 Dunbarton Selectmen meeting, I have some questions and concerns about the proposed budget for the Town Clerk Dept.

1. When the town clerk position was originally made a full time position, it was based upon having office hours Monday-Thursday with Friday being designated as a working day for the town clerk to use catch up on any unfinished paperwork etc for that week. if necessary.

Correct. This took effect 2007.

2. Later a deputy town clerk position was approved for 10 hours a week to help out when needed, and to cover for the town clerk vacation hours, election voting hours, etc.

The Deputy Town Clerk position is not a new one. It was first approved by the legislature in 1899. The first record of a Deputy for the Town of Dunbarton that I could find was in 1976. Irene Thalheimer appointed Muriel Lively to the position. It never showed up in Town Reports until 1983 when Janice Jelly became Deputy.

Now the Town Clerk is requesting more money for an additional assistant to work 10 more hours, for a total of 20 hours worth of extra help a week.

The position is not for 20 hours of extra help a week. It is currently budgeted for 12 hours per week and I am requesting an additional 8 hours per week to bring it to a total of 20 hours. The position would be split between a Deputy and an Assistant for 10 hours a week each.

I believe the Town Clerk gets 4 weeks (160 hrs) of vacation time a year, goes to a conference once a year, is required to be at the polls on voting days and may have to attend some classes, but beyond

those hours, additional coverage during office hours should not be needed to keep the office open... especially 20 hours worth a week!

Vacation is currently 3 weeks (120 hours). Yes, additional coverage is needed for elections, conference, workshops, and classes. The 12 existing hours per week is put towards that extra coverage. Staffing the office on a regular basis keeps the skills required to perform the job according to the requirements of respective state agencies sharp. Also, there are duties that extend beyond counter service.

My questions are as follows:

With a total population of only 2787 people, is there that much of a work load that we now need 20 hours a week for town clerk assistance? Before we agree to added help, are we sure Friday's are being utilized to complete the weekly duties?

Moultonboro's population is about 1 ½ times our size (4046) and their deputy works 40 hours per week. Strafford has a population a fraction of our size (746) yet their deputy works 8 hours per week. There is no consistency statewide.

Regarding Fridays: This is the article that was approved at the 2007 Town Meeting: To see if the town will vote to change the method of compensation (RSA 41:25) for the Town Clerk from a combination of salary and statutory fees to an annual salary plus benefit package offered to full time town employees, and further to raise and appropriate \$18,450 in salary and benefits, which represents the difference between the current status and remainder of the fiscal year. The Town Clerk's position will change from part time to full time effective April 1, 2007. All remaining fees shall be paid to the Town Treasurer for the use of the Town. This package shall be reviewed annually for equity purposes. This article is in effect until rescinded by the legislative body at a future town meeting.

When I spoke to the article I agreed to work 40 hours per week, (even though technically I think 37.5 can be considered "full time"). I proposed to be open four eight hour days per week to the public: two early days and two late days to accommodate a broad schedule for our residents. This offered two evenings per week. Most towns are not open any evenings. I generally stay at least one hour beyond closing. This time is used to run reports, prepare bank deposits, return phone calls, and miscellaneous items to complete the day. I make bank deposits two days a week.

<i>4 days x 8 hours</i>	<i>32 hours</i>
<i>1 hour per day for closeout, etc.</i>	<i>4 hours</i>
<i>2 bank deposits per week</i>	<i><u>2 hours</u></i>
<i>Total</i>	<i>38 hours</i>

I find myself staying much later than one hour past closing so I average more than 40 hours per week by the time I leave Thursday nights.

In 2012 the Board of Selectmen contemplated hiring a part time person for the Assessing office. At the 12/20/2012 Selectmen meeting, I expressed the need for additional help in my office and asked them to consider sharing that new employee with my department for 8 hours per week. The need is not a new request.

If the reason for a 2nd assistant is to have a back-up trained "in case" the current deputy town clerk leaves, we need to check on other towns in NH of similar population and with similar situations. Do they all have a one clerk and 2 part-time assistants?

See previous question regarding towns of similar size. The source I used for this information did not include Assistants so I cannot answer that question at this time. I am willing to research it but, remind you that this is an example of an additional request for my time that does not involve a car registration, dog license, vital record, election, etc.

There were Assistant Clerks in 2000, 2001, and 2002. When Darlene Leone expressed her desire to retire, she graciously agreed to stay on as "Assistant Clerk" until Denise Morin was hired and subsequently trained. I knew she was anxious to retire and tried not to ask her to work unless I was in a bind, however, she did fill that position for part of 2012.

The position exists; it has just remained vacant.

If the town goes to e-reg for dog licenses and vehicle registrations, shouldn't that free up some office time for the clerks to do other duties without added assistance? I realize even e-reg will still require time to process, but it should require less time than attending to people one at a time.

In the year 2000 I offered the "renew by mail" service. So far, less than 20% of the vehicles are processed that way. Most people prefer to come in person. I imagine e-reg will have similar results. Residents have requested it and I will offer it but I don't expect it will cut down on that much traffic in the office.

Also, I noted that giving mileage reimbursement to go back and forth to the bank 3 times a week is being considered? First, unless this has changed, I understand Town Clerk bank deposits were only made 2 times a week. But my main concern is this:

Part of the duties of the town clerk has ALWAYS been to make the bank deposits as required. That is part of the job and that compensation falls within the salary the town approved.

Regarding the bank deposits: I make two deposits per week. The number was erroneously reported in the minutes of the December 19 Selectmen's meeting as three per week.

Yes, it was part of the job when I became Clerk. I made my bank deposit once a week. I processed registrations on a typewriter and didn't issue plates or stickers. Residents wanted stickers and plates and I went through the training, signed the agreement and became a Municipal Agent for the state. Accepting money on behalf of the State changed the deposit requirements to daily. Because the early/late schedule proved to make daily deposits all but impossible, I had to write to the Director of Motor Vehicles and ask for an alternate schedule. I was granted permission to make two deposits a week instead of four. I have been doing this since 1997 using my personal vehicle regardless of the price of gas.

None of the employees, officials, etc. have been reimbursed for gas though we do considerable traveling on behalf of the town. The Fire Chief has a "command car" to use in his capacity as Fire Chief (and possibly Assistant Building Inspector?) even though this was not part of the deal when he accepted these positions. The Transfer Station Supervisor has a vehicle to use for meetings and other town business. To make it fair, the Selectmen will offer fuel reimbursement to all employees when they go to the bank, etc.

Quoted from the published Town Clerk duties: "In order to change the method of compensation for a Town Clerk, that change must be voted on at the annual meeting in a specific Warrant Article."

I would assume before this is put in the budget, a specific Warrant Article will be submitted so the towns people can vote on it?

This "method of compensation" refers to the Town Clerk's salary: fees, salary, or a combination of the two -- not compensation for fuel.

This letter is in no way meant to criticize the operation of the town office itself. It is more to bring my concerns to the Selectmen as to how our tax dollars are going to be spent. We rely on you, as Selectmen, to manage our tax dollars wisely.

Thank you. Frances Hill"

I hope my responses have adequately addressed your concerns. If you have any further questions or require additional information, you are always welcome to contact me.

*Sincerely,
Linda Landry
Dunbarton Town Clerk*

At this point in the meeting, Travis James stated that Linda Landry has been maintaining the Town Website and is spending 10-15 hours a week on it. Yesterday we were closed because of weather conditions.

Fred Mullen - Library Calendar:

Fred Mullen noted that the Library Calendar has the School District Meeting listing in error. The date says March 15 and it should say **March 8**.

At this point in the meeting, Les Hammond, Chairman, stated he would like to thank Line Comeau, Town Administrator, for doing a wonderful job on the 2014 Town Budget and Warrant Articles. She was most helpful to him during the process.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 9:30 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