

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, FEBRUARY 7, 2013
TOWN OFFICES – 7:00 P.M.**

PUBLIC HEARING - 2013 TOWN BUDGET

The Dunbarton Board of Selectmen held their scheduled Public Hearing on the 2013 Town Budget 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:

Linda Landry, Town Clerk
Patrick Bowne, Transfer Station Manager
Jeff Crosby, Road Agent
Fred Mullen, Town Moderator
Brian Pike, Cemetery Trustee
John Trottier, Chairman, Zoning Board of Adjustment
Dan Sklut, Police Chief
Jackie Pelletier, Police Officer
Jon Wiggin, Fire Chief
Tim Terragni, Chairman, Board of Assessors

Members of the Public:

Mert Mann
J. R. Swindlehurst
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 (January 31, 2013) :

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the January 31, 2013 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

2013 TOWN BUDGET AND WARRANT ARTICLES PUBLIC HEARING:

Les Hammond, Chairman, opened up the Public Hearing for the 2013 Town Budget and Warrant Articles and noted that this was the first Public Hearing. If any changes are made in this budget, there will have to be another Public Hearing prior to Town Meeting.

Stated the total valuation of property upon which the tax rate is calculated is \$306,401,275.

The Town picked up approximately \$500,000 in valuation this past year. The total expenditures for FY 2013 is budgeted at \$2,152,580 and the net expenditures (the amount to be raised from taxes after deducting revenues and surplus) is \$1,239,630. This provides a tax rate of \$4.13/thousand of assessment or a \$.31 increase per thousand which is an 8.1% rise on the tax rate for the Town side. This rate was calculated using \$73,192 in fund balance and \$892,000 in general fund revenue.

Article 3 is the Operating Budget and includes 19 cost centers at a budget of \$2,068,430 which is 6.9% higher than last year with a \$132,885 increase. This Warrant Article includes 96% of the total Town Budget. I would like to review each of the cost centers with you as follows:

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|---|--|
| 1. EXECUTIVE: | \$90,884 |
| Increase of \$4,412 | Consists of increase \$3,276 for CPI Raise (COLA)
Increase of \$1,176 for added hours for the recording secretary |
| 2. ELECTION, REGISTRATION & VITAL STATS: | \$57,618 |
| Decrease of \$ 2,638 | Consists of increase\$2,387 for CPI Raise (COLA)
\$5,025 decrease for three less elections in 2013 |
| 3. FINANCIAL ADMINISTRATION: | \$94,061 |
| Increase of \$ 6,102 | Consists of increase of \$6,089 for Education (Police Department budgeted \$4,069 and Town is \$2,000) Moved Police budget line to this line)
Consists of decrease of \$1,736 Web Site Develop.
Consists of increase of \$363 in Training
Consists of increase \$1,200 in Town Report
Consists of decrease \$2,200 in Computer Support
Consists of increase \$500 Office expense
Consists of increase \$950 CPI (COLA)
Consists of increase \$750 in Audit
Consists of increase of \$900 in Advertising
Consists of increase \$514 in Miscellaneous |
| 4. ASSESSING DEPARTMENT: | \$35,419 |
| Increase of \$369 | Consists of increase \$369 for Computer Support |
| 5. LEGAL EXPENSES: | \$8,600 |
| Decrease of \$175 | Consists of decrease of \$175 Tax Collector Legal |
| 6. PERSONNEL ADMINISTRATION: | \$241,930 |
| Decrease of \$7,407 | Consists of decrease \$1,500 in FICA
Consists of increase \$8,000 in Retirement
Consists of addition for \$12,000 Step Increases
Consists of decrease \$11,200 Health/Stipends
Consists of decrease \$2,700a Dental/Stipends
Consists of decrease \$5,144/Retiree Health
Consists of decrease \$6,942 Workmen's Comp
Consists of decrease \$610 Miscellaneous |

7. PLANNING AND ZONING:	\$15,350
Increase of \$1,800	Consists of increase \$1,800 On Line Mapping
8. GENERAL GOVERNMENT BUILDINGS:	\$111,625
Increase of \$14,379	Consists of increase \$15,00 in Building Maint. Consists of increase \$2,000 in Lawn Care/Snow Consists of decrease of \$3,321 in Utilities Consists of increase \$700 in furnace/pump rep.
9. CEMETERIES:	\$12,500
Decrease of \$3,000	Consists of decrease \$500 fence repair Consists of decrease \$400 stone repairs Consists of decrease \$450 mapping services Consists of decrease \$1,000 improvements Consists of decrease \$650 miscellaneous items
10. INSURANCE:	\$34,000
Increase \$794	Consists of increase \$794 Property Liability for Police cruiser
11. POLICE:	\$336,235
Increase \$16,618	Consists of decrease \$1,500 Training Consists of decrease \$3,000 Gasoline Consists of increase \$1,959 Dispatch Services Consists of increase \$900 Computer Software Consists of increase \$1,500 Uniforms Consists of decrease \$2,450 Accreditation Consists of increase \$6,377 Full-Time Overtime Consists of increase \$11,479 Part-Time CPI Consists of increase \$837 Secretary CPI
12. FIRE DEPARTMENT:	\$81,582
Increase \$3,910	Consists of increase \$2,062 Mutual Aid Consists of increase \$650 Mobile Phone Consists of increase \$1,198 Miscellaneous
13. BUILDING INSPECTION:	\$60,142
Increase \$567	Consists of increase \$1243 Salaries for CPI Consists of decrease \$1,000 Supplies Consists of increase \$374 Miscellaneous
14. EMERGENCY MANAGEMENT:	\$1,000
No change from previous year	No change
15. HIGHWAY DEPARTMENT:	\$570,000
Increase \$85,000	Consists of increase \$65,000 Stark Bridge Consists of increase \$20,000 New Construction

16. SOLID WASTE:	\$201,3113
Increase \$9,367	Consists of increase \$1,270 for CPI Consists of increase \$9,294 TS Assistant Consists of increase \$1,200 Recycling Consists of decrease \$1,000 Fuel Consists of increase \$1,200 C&D Consists of decrease \$2,597
17. WELFARE:	\$13,410
Increase \$160	Consists of increase \$160 Salaries CPI
18. PARKS AND RECREATION:	\$11,700
No Change	No Change
19. LIBRARY:	\$91,061
Increase \$2,626	Consists of increase \$1,974 for Salaries CPI Consists of increase \$1,100 Computer Tech Consists of increase \$800 Audio Visual Consists of decrease \$800 Software Conversion Consists of decrease \$448 Miscellaneous

QUESTIONS FROM THE PUBLIC AS FOLLOWS:

Education:

Tim Terragni, Chairman, Board of Assessors, asked if the Education monies set aside in the Executive Budget would be available to all Boards.

The Board of Selectmen stated that this budget line was strictly for Education and not for Training.

Tax Collector Salary:

J. R. Swindlehurst stated that years ago, the Tax Collector's salary was set by a Warrant Article in the amount of \$15,000. Does the Board of Selectmen have the authority to increase this salary and/or Elected Officials Salaries without going through a Warrant Article?

Ron Slocum stated that these are Elected Officials and not appointed. Shouldn't they all be given raises through a Warrant Article.

J. R. Swindlehurst stated he was speaking about only the Tax Collector at this point. Shouldn't it be cut back to the original \$15,000 which was set by a Warrant Article.

Les Hammond, Chairman, stated that when the Town gave a CPI raise they decided to give it to all employees.

Education Reimbursement Conditions:

Ron Slocum asked if there is any contract that employees have to sign in order to get Education monies.

The Selectmen noted that the new Personnel Plan requires that an employee stay with the Town at least 18 months or forfeit payment of the Education monies.

Ron Slocum asked if this Education monies were to be used for courses particular to the position the employee is holding or would it be just any courses towards a degree, etc.

The Board of Selectmen noted that the courses being cost shared would have to be directly related to the position the employee was holding in the Town in order to obtain reimbursement.

Step Increases:

The question was asked about the Step Increases and how it would work. The Board of Selectmen stated that in the previous Personnel Plan, there was a Longevity payment on a sliding scale relating to years worked, etc. The Step Increase would take the place of the Longevity payment. It was noted that the existing employees who are already receiving Longevity payments would continue to receive them only they would be "rolled into their salary" instead of a one-time payment in December.

Ron Slocum asked if the Step Increase was in addition to the CPI increase. He did not know of any business or industry that gave employees both. This would mean that some employees would be getting an 8% raise between the two.

Brian Pike stated that the State's raises are negotiated through the Union and when a raise is given, it also affects the Step Increase Charts, etc.

The Board of Selectmen stated that they had not yet worked out all the details regarding the Step Increase. It would be for anyone full-time who had worked at least five years. Don't know the % at this time. Would be doing this in lieu of the Longevity Scale.

Board of Selectmen noted that the CPI of the New England Non-Urban not including Boston Chart was used.

Health Benefits:

Ron Slocum asked about the Health Insurance Stipends and how the Town was saving money on this.

The Board of Selectmen explained that if an employee already has Health Insurance through their spouse, they are given the option of having a Stipend of 50% of the amount the Town would be paying for Health Insurance for the employee.

Ron Slocum stated that other businesses offer Health Insurance to their employees and if the employees do not take it, they say okay. There is no stipend for them. We are paying 50% of their insurance and they already have insurance with someone else. Why should we be paying the stipend?

The Board of Selectmen noted that the town was able to save considerable money by not paying 100% of the Health insurance for the employees that are receiving the Stipend. Presently, there are three employees receiving the Stipend.

The Selectmen noted that were saving approximately \$17,900/year by giving the employees the option of taking a Stipend for Health Insurance.

Town Government Buildings:

Ron Slocum asked why they could not add air conditioning to the new heating system which was put in this year.

J. R. Swindlehurst stated it was hot water and would not take air conditioning.

The Board of Selectmen noted that one of the items in the Town Government Building budget line was the replacement of the Transfer Station retaining wall which was starting to leaning outward. It will be a "Michie Wall" comprised of interlocking blocks with engineered plans. The cost to put a solid concrete wall was \$50,000 or more.

Other items within the Town Government Building Maintenance account were as follows:

Town Office:

Paint outside	\$2,570
Paint inside	\$2,210
Vapor Barrier	\$3,800
Replace sill	\$ 655
Bulletin Board	\$2,000
Air Conditioners	\$1,500

Transfer Station:

Repair wall	\$33,000
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Highway:

Pain grage and salt shed	\$4,200
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Insurance:

J. R. Swindlehurst asked if the Town of Dunbarton gets their Property insurance from the LGC and if so, have they gotten something in writing that they would be paid the amount they are insured for?

The Board of Selectmen noted that an insurance representative from LGC came to speak with them and assured them they would be paid the amount they are insured for, etc.

In addition, the Board of Selectmen noted they would be seeking bids from other insurance companies.

Amendments from the Floor:

Fred Mullen asked about amendments from the floor and if residents were able to single out a budget line and request that it either be taken out or reduced.

Les Hammond stated he had spoken with DRA and they stated that residents can amend the budget by requesting a reduction in a particular budget line. The Board of Selectmen is required to do diligence by the residents, etc. If the residents choose to take out the \$65,000 for the Stark Bridge replacement, they would be allowed to do it.

Fred Mullen stated that this means DRA now allows line item scrutiny. DRA stated that we should do what the people tell you to do at Town Meeting. It has to be an amount of dollars.

Jeff Crosby, Road Agent, stated he did not think it was wise to target specific projects because it is not in the best interest of the Town. We haven't laid out specific road repairs within the budget. There are a number of people who live on Route 13 and the maintenance is done by the State. He stated that he honestly feels the Stark Bridge replacement is important for the Town. It connects Ray Road with Mansion Road and saves time for the Winter Maintenance trucks by going up Mansion Road instead of having to go up Mills Hill, etc.

Ron Slocum asked if the Highway Department receives a portion of the funds from registration of vehicles, etc. for road maintenance. The Board of Selectmen noted they did in the past but this has been discontinued.

He noted that the Board of Selectmen have a Public Hearing in the spring on what Road Maintenance will be completed for the year. This is a good idea.

Jeff Crosby, Road Agent, noted that if we were to get a Bond for road repairs, we would be in debt and probably pay more in the end with interest, etc.. Personally, feel the way to go is with budgeted expenses year by year.

Brian Pike stated that Highway Block Grants are determined by the State.

John Trottier stated he would agree with putting the money in the budget versus bonding.

Jeff Crosby, Road Agent, stated that in the past, we have had meetings with Stephanie Alexander, Central NH Regional Planning Commission, and she has stated that we were one of the few towns that did not carry any debt and this was a very positive thing for the Town.

Welfare:

J. R. Swindlehurst asked why there was a Salvation Army Budget line in the Welfare budget.

The Board of Selectmen noted that the Welfare Director directs many Dunbarton clients to the Salvation Army for food and other assistance. She requested that part of our Welfare Budget be for the Salvation Army because they are a great assistance to Dunbarton's Welfare Program.

Transfer Station, Assistant Manager:

Ron Slocum asked if the Transfer Station did not already have someone down there as backup.

The Board of Selectmen noted that Patrick Bowne, Transfer Station Manager, needs a backup person to cover when he is out on vacation or sick. Also, there are many times he needs to be at the facility and to be able to have someone else deliver a load would be helpful. In the past, Alan Sheldon covered but he has left and there is no backup at this point. This would be replacing a person already on the staff.

Cemetery Budget:

Brian Pike stated he noticed that most all departments had a increase in their budget with the exception of the Cemeteries. Why is this?

Les Hammond stated that for several years in a row, the Cemetery Trustees have not expended all their monies and they have turned back up to \$3,000/year.

WARRANT ARTICLES:

The following Warrant Articles were read and discussed as follows:

Police Cruiser

4. To see if the town will vote to raise and appropriate the sum of \$36,000 for the purchase of a new police cruiser with equipment and installation of equipment as summarized in the Capital Improvements Plan. A portion of these funds to come from the Police Special Detail Revolving Fund in the amount of \$6,098. The balance of \$29,902 to come from fund balance (surplus) and no amount to be raised from taxation

Les Hammond stated the Police Cruiser was in the CIP. It will be replacing the 2002 Ford Explorer which has in excess of 100,000 miles. He stated he had spoken with the Police Chief and expressed his concern that they had too many vehicles.

The Police Chief noted that the Police Department has two 2 wheel drive vehicles and one 4 wheel drive vehicle at this time. He stated that 4 wheel drive vehicles are better suited for Dunbarton. In addition, there is no resale value in used two wheel drive vehicles. The lease car is a two wheel drive and the lease will be up in February 2014.

Reval:

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 fund balance (surplus) and no amount to be raised from taxation.

Tim Terragni, Chairman, Board of Assessors, stated that this is the third year the Town has put aside monies for the Reval which will be a Statistical Reval to be done in 2015.

Highway Trucks:

6. 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 fund balance (surplus) and no amount to be raised from taxation.

Jeff Crosby, Road Agent, stated that this is the third year the Town has set aside monies to go towards to purchase of replacement vehicles for the Highway Department. Unknown at this time which vehicle he would recommend replacing. There is a 2000 International dump truck and a smaller 2002 One Ton dump truck. Have maintained both vehicles well over the years.

Milfoil Treatment:

7. To see if the Town will vote to raise and appropriate the sum of \$12,150 for 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 \$4,860, known as the Variable Milfoil Control Grant, with the balance of \$7,290 to come from fund balance (surplus) and no amount to be raised from taxes.

The Town appropriated money last year for treatment of Milfoil at Gorham Pond and the article was amended to include the other four ponds in Dunbarton. To date, the other four ponds have not been evaluated for Milfoil infestation. Last year the Town approved the expenditure of \$22,575 and the State of New Hampshire paid 50% of the cost. It was decided to treat Gorham Pond with the liquid chemical instead of the dry chemical. It was 90% effective according to the sampling done. This is a multi-year project. This year, the State will contribute 40% of the cost of applying the chemicals.

250th Dunbarton Anniversary Celebration:

8. To see if the town will vote to raise and appropriate the sum of \$1,000 for Dunbarton 250th Anniversary Celebration, and to authorize the Selectmen to appoint a Committee to expend this money only for this purpose. This sum to come from fund balance (surplus) and no amount to be raised from taxation.

Les Hammond explained that this article was to start a Working Committee for the 250th Celebration. It is not known at this time what the Town residents would like to do. This will provide an opportunity for suggestions, etc.

Town Hall and Theatre Restoration Project:

9. To see if the town will authorize the establishment of a Capital Reserve Fund, pursuant to RSA 35, for the future restoration of the Dunbarton Town Hall & Theatre Restoration project and to raise and

appropriate the sum of \$25,000 and appoint the Selectmen to act as agents to administer the funds. This sum to be raised from taxation.

Les Hammond, Chairman, stated there is \$25,000 in 2013, \$50,000 in 2014, and \$50,000 for 2015 in the CIP for the Town Hall and Theatre Restoration project. The money this year will be used for matches for grants which the Committee will be seeking out.

Ron Slocum asked if this money was just going to be used like previous studies of the Town Hall for plans that eventually get voted down by the residents.

It was explained that so far this Committee has been able to fund raise money in the amount of over \$20,000 for plans, etc.

Other Comments:

It was noted that the following were the big ticket items for the increase in the budget:

Highway Department (Stark Bridge and road construction) -	\$85,000
Police Department	\$16,000
Government Buildings	\$14,000
Personnel Administration	\$ 7,000
Financial Administration	\$ 6,000

Fred Mullen stated that the replacement of Stark Bridge would allow vehicles to get around Pages Corner, etc. in the event of an accident to continue down Route 13, etc. In addition, it would allow residents to avoid Mills Hill in the event of a major snow storm or trees down, etc.

Tax Rate:

Brian Pike noted that the Town Operating Budget would increase the Town Tax Rate by \$.23 and the one Warrant Article funded by tax monies \$.08 for a total Tax Rate increase of \$.31.

School District Meeting:

Fred Mullen stated that the residents should be aware that the School District Meeting is scheduled to be held the Saturday AFTER Town Meeting, on Saturday, March 16, 2013 at 1:00 p.m. This will be the vote for the Area Agreement as to whether Dunbarton will send their high school students to Bow or Goffstown.

Town Forest - Trees on Town Common:

Jeff Crosby, Road Agent, stated he had brought up the Town Common Trees with the Town Forest Committee. The Town Forest Committee is more than willing to supply and plant new trees for the dead trees that will be taken down on the Common. They will plant the replacement trees in the same spot of the dead trees. They will pay for the trimming of limbs also.

Ted Vallieres stated that there is a Memorial Ash Tree on the Town Common which is probably the dead Ash Tree. It was dedicated to the Burnham Family.

Alison Vallieres asked Jeff Crosby if he could have the Arborist look at the Memorial Magnolia Tree on the Town Common and make suggestions as to replacement, etc.

Secretary - Building Department:

Ted Vallieres stated he had received a phone call from Ken Swayze, Chairman, Planning Board and he was concerned about the filling of the position of Secretary in the Building Department. Stated that the Planning Board and Zoning Boards need to have the position filled as soon as possible. Would like to get the process

started with putting an employment ad in the paper. Would suggest a Committee of the Planning Board Chairman, the Zoning Board Chairman and Alison Vallieres, Secretary of both boards.

Ron Wanner stated that Line Comeau, Town Administrator, needed all the time she could get on preparing the Town Report. Once Town Meeting is over, they would consider filling the position.

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

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 8:50 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