

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JANUARY 23, 2014
TOWN OFFICES – 7:00 P.M.**

The Dunbarton Board of Selectmen held their regularly scheduled meeting at the above time, date and place with Les Hammond, Chairman, presiding.

The following were present:

Les Hammond, Chairman
Ted Vallieres, Selectman
Travis James, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Jon Wiggin, Fire Chief
Mark Lang, Fire Department
Patrick Bowne, Transfer Station Manager
Linda Landry, Town Clerk

Members of the Public:

None

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 16, 2014)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, January 16, 2014 Board of Selectmen's meeting as written. Travis James seconded the motion. The motion passed unanimously.

BUDGET AND WARRANT ARTICLES UPDATES:

Line Comeau, Town Administrator, presented a draft Warrant listing all the Warrant Articles for the Board of Selectmen to review as follows:

With regard to the Milfoil Article, Line reported that Amy Smagula had not gotten back to her with a final number as to what to put in the Warrant Article. Due to this, the Board of Selectmen agreed to leave the amount for the Milfoil open until they receive the exact number, etc.

At this point in the discussion, Ted Vallieres stated that he had been reviewing the Warrant Articles and noted that they were all being funded from the unassigned fund balance (surplus). Stated that the total amount calculated at last Selectmen's Meeting was \$237,677. We should not be funding Warrant Articles with 2014 estimated revenues. Stated that the way he computes the fund balance (surplus) is as follows:

Should be calculated as follows:

Total amount of money that is lapsed from Departments as of 12/31/2013 -	105,625
Less Stark Bridge which was within the Highway Department Budget (This amount should be put in a Warrant Article (\$65,000) and removed from the Highway Department Operating Budget)	<u>- 65,000</u>
Remaining from lapsed funds	40,625
Anticipated Revenue Actual 2013	977,552
Budgeted 2013	<u>892,100</u>
Revenue to be applied to budget	85,452
Less Flood Control monies	<u>50,000</u>
Remaining Excess Revenue Available for Warrant Articles	35,452
Actual Surplus available for Warrant Articles	<u>76,077</u>

Previous calculation:

Anticipated 2014 Revenue	988,600
Budgeted 2013	<u>892,000</u>
Increase in Anticipated Revenues	96,600
Lapsed from Departments	105,625
Excess Revenues received	<u>35,452</u>
Amount previously used towards Warrant Articles	<u>237,677</u>

Board Discussion:

Jon Wiggin stated that if he were a person attending Town Meeting and the budget was presented with the \$65,000 Stark Bridge within the Highway Budget again; he would ask why it was not put in as a Warrant Article.

Ted Vallieres stated that he has gone over the last ten years of Town Reports and anticipated revenues have always been applied to the Town Budget and not to Warrant Articles. Why are we changing now? All Warrant Articles should be coming from Tax Dollars with the exception of \$76,077.

Travis James stated he would agree with Ted Vallieres's point and that it was a more transparent way of presenting the budget and the surplus, etc. Ted Vallieres is correct.

After considerable discussion, the Board of Selectmen agreed that this was the more transparent way of presenting the budget and the Warrant Articles.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen prepare a new Warrant Article for the Stark Bridge for \$65,000 and be made as non-lapsing and that \$65,000 be taken out of the Highway Budget Operating Budget thus reducing the total Operating Budget by \$65,000. Travis James seconded the motion. The motion passed unanimously.

Review of Warrant Articles:

Executive	97,134
Elections, Registrations & Vital Stats	71,997
Financial Administration	* 100,457
Assessor	37,610
Legal Expenses	12,100
Personnel Administration	292,223
Planning & Zoning	14,400
General Government Buildings	128,821
Cemeteries	16,300
Insurance	27,100
Police	* 389,815
Fire	81,582
Building Inspection	60,959
Emergency Management	1,000
Highway Department	* 635,000
Solid Waste Expenses & Disposal	226,896
Welfare	14,479
Parks & Recreation	12,700
Library	92,962
Total	*2,313,535

* To be revised after this meeting.

The Board of Selectmen agreed that they would not vote on the Budget Warrant Article until all the numbers were adjusted in accordance with recent changes.

Article 3. Stark Bridge - \$65,000

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 Stark Bridge project is complete or December 31, 2019 whichever comes first. This sum to come from unassigned fund balance (surplus) and no amount to be raised from taxation.

Selectmen recommend the passage of this Article. (Vote was 2 in favor and one against)

Article 4. Cemetery - \$6,700

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 do not recommend the passage of this article.
(Vote was 3 votes against passage of this Article.)*

Article 5. Revaluation - Capital Reserve \$10,000

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.
(Vote was 3 votes for passage of this Article.)*

Article 6. Highway Equipment - \$75,000 (Permission to withdraw monies from the existing Capital Reserve Account

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 not to exceed \$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.
(Vote was 3 votes for the passage of this Article.)*

Article 7. Capital Reserve Fund - Highway \$25,000

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.
(Vote was 3 votes for the passage of this Article.)*

Article 8. Fire Department Renovations \$75,000

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.
(Vote was 2 in favor of passage and one against.)*

Board Discussion:

At this point in the meeting, Travis James asked Patrick Bowne, who is a member of the Fire Department, what his thoughts were about the improvements at the Fire Department.

Patrick Bowne stated that he was not in favor of it because there were no plans and there are other issues with the building, etc. In addition, it seems to be a "collection area". This is only his personal opinion.

Travis James stated he felt this was a band aid approach to the issues with the Fire Department building and thought we should be looking into a new Safety Complex and funding it with a Bond and voted against this proposed Warrant Article.

Ted Vallieres stated that even if the Town voted for a new Safety Complex, it would probably take ten years before it would be ready to use. In the meantime, firefighters have to meet and would be meeting out of an outdated area and voted against this proposed Warrant Article.

9. Capital Reserve Fund for Fire Department vehicle or equipment - \$20,000

Reserve Fund, pursuant to RSA 35, 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.
(Vote was 3 in favor of passage of this Article.)*

Board Discussion:

Patrick Bowne, Transfer Station Manager, asked that the Fire Department emergency vehicle fund be reduced from \$40,000 to \$20,000 in order to allow the Transfer Station Vehicle to also be taken from unassigned fund balance (surplus) instead of money from taxation.

Jon Wiggin, Fire Chief, agreed to reduce the amount to \$20,000 from \$40,000 in order to allow the Transfer Station vehicle monies to be taken from surplus.

Ted Vallieres stated that the reasoning behind the Fire Department amount being \$40,000 was that the Fire Truck #1 which will need replacing in 8 years will cost \$400,000 whereas the Transfer Station Vehicle will be \$200,000.

10. Capital Reserve Fund for Transfer Station Department Vehicle - \$20,000

To see if the town will authorize the establishment of a Capital Reserve Fund, pursuant to RSA 35, 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.
(Vote was 3 in favor of passage of this Article.)*

11. 250th Anniversary Celebration in the amount of \$15,000

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 \$15,000 to be placed in this fund and further to appoint the selectmen as agents to expend from this fund. 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.
(Vote 3 in favor of passage of this Article.)*

12. Milfoil Treatment at Gorham Pond

To see if the town will vote to raise and appropriate the sum of \$29,806 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 \$11,922, known as the Variable Milfoil Control Grant. The balance of \$17,884 to come from taxation.

This Article was not finalized because Selectmen are waiting for revised figures from DES. No vote taken.

13. Town Hall Restoration Capital Reserve Account in the amount of \$30,000

To see if the town will vote to raise and appropriate the sum of \$30,000 for deposit into the established Capital Reserve Fund, for the future restoration of the Dunbarton Town Hall & Restoration project. This sum to come from taxation.

*The Selectmen recommend the passage of this Article.
(Vote was 3 in favor of passage of this Article.)*

14. Requiring governing body to record votes and the numerical tally of budget items to be printed next to the affected warrant article.

To see if the town will vote per RSA 32:3 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.
(Vote was 2 in favor of passage of this article and one against.)*

15. To require that annual budget and all special warrant articles having tax impact contain the estimated tax impact of article.

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.
(Vote was 2 in favor of passage of this article and one against.)*

16. To withdraw \$10,520 from the Fire Department Special Revenue Fund and to authorize Selectmen to accept a Federal Grant in the amount of \$94,690 for breathing apparatus for the volunteer fire department.

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.
(Vote was 3 in favor of passage of this article.)*

17. Appropriate \$24,000 to hire and equip a Full- Time Police Officer position starting 9/1/2014

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

Board Discussion:

At this point in the meeting, there was considerable discussion regarding the number of weeks this position was to be funded in the 2014 budget year.

Ted Vallieres stated that the Police Chief had requested the position for 36 weeks starting May 1, 2014 and now we are changing it to something else.

Les Hammond stated he had spoken recently with the Police Chief and he was willing to start the Police Officer on September 1, 2014 instead of May 1, 2014.

Ted Vallieres stated this was not a Board of Selectmen decision made at the previous meeting. This should have been discussed at the Board of Selectmen's meeting. This reduces the amount for the first year (2014 from \$43,731 to \$24,000).

(This Warrant Article was not voted on by the Board of Selectmen at this time.)

18. Full-Time Secretary Position for Police Department for \$17,000

To see if the town will vote to raise and appropriate of the sum of \$17,000 for the town to hire a full time secretary position. Said amount reflecting funds for this position starting July 1st, 2014. This sum to come from taxation.

*The Selectmen do not recommend the passage of this Article.
(Vote was 3 against the passage of this article.)*

Board Discussion:

Les Hammond stated he had done some calculations on the effect of changing the Secretary position to full-time as follows:

52 weeks x 40 hours =	2080 (Full-time position)
52 weeks x 34.5 hours =	<u>1799 (Existing part-time position)</u>

Difference is 286 hours

Reduced hours for Full-Time due to Benefits:

	<u>Hours</u>
Personal Days (2)	16
Vacation Days (5)	40
Sick Leave (15)	120
Holidays (11)	<u>88</u>
Total	<u>268</u>

Difference 18 Additional hours

This would mean only an additional 18 hours of work for the entire year at a total cost of \$17,000 for the first year would not justify this.

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.

Board Discussion:

Board decided that Line Comeau, Town Administrator, should go ahead and make all adjustments to the budget prior to next week's meeting so there would be a final figure for the budget to act on.

This will involve changes to the Police Department, Financial Administration, Highway Department, etc.

OTHER BUSINESS:**Cover of Town Report:**

Les Hammond presented the Board with a copy of a picture of an observation tower which was supposedly located in Dunbarton. He would like to have this on the cover of the Town Report with a brief history of the Observation Towers in Dunbarton in the 40's.

Ted Vallieres stated because we cannot verify where this tower was located, and even if it was in Dunbarton, the Board of Selectmen might end up with "egg on their face" if they did this. Would like to see more verification as to what this picture is and when and where it was taken. He felt the fact that it had a horse and buggy in it did not reflect that it was taken in the 1940's as suggested.

Line Comeau, Town Administrator, brought up the following requests for action by the Board of Selectmen:

Town of Dunbarton Sign:

Stated she had received a request from a resident for permission to duplicate the Town of Dunbarton sign to hang on the wall in their home.

Board of Selectmen agreed that this was alright with them as long as she paid the costs of the sign.

Time Off:

Requested permission to take a day off in lieu of the time spent the previous weekend in preparing minutes of Budget Meeting because Secretary was not available due to eye surgery. She will plan to take the day off after budget and Town Meeting is over.

Board of Selectmen agreed with allowing her a day off to replace the time spent doing minutes.

At this point, Les Hammond, Chairman, expressed his appreciation for the hard work and time she has spent in preparing the budget and warrant articles.

Planning and Zoning Secretary:

At this point in the discussion, Ted Vallieres recused himself from the discussion.

Alison Vallieres requested that her position of Secretary for the Planning and Zoning Board be changed to her receiving a 1099 instead of a W-2 form due to the fact that according to the RSA passed two years ago, state retirees are only allowed to work 32 hours a week, etc. She has checked with NHRS and a 1099 would not affect the threshold of 32 hours a week and this is allowed. She stated that for the past two years, she had been unable to be paid for all hours worked for the Planning and Zoning because of the 32 hour threshold.

The Board of Selectmen (Hammond and James) agreed that this would be satisfactory with them.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 9:20 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