

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JANUARY 30, 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
Jeff Crosby, Road Agent
Patrick Bowne, Transfer Station Manager
Linda Landry, Town Clerk
Christopher Remillard, Sergeant, Police Department
James Patten, Police Officer

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 23, 2014)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, January 23, 2014 Board of Selectmen's meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

WARRANT AND BUDGET COMPLETION:

Line Comeau, Town Administrator, stated that she has scheduled a Public Hearing for the upcoming Budget and Warrant Articles for Thursday, February 6, 2014 at 7:00 p.m. at the Town Offices.

The Board of Selectmen did a final review of the Budget and Warrant Articles as follows:

Warrant Articles:

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, 1 against)*

(Jeff Crosby, Road Agent, will speak to this Article.)

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.

Board Discussion:

Travis James stated that he felt this was important for the Town to continually improve and upgrade things for the residents that are useful and meaningful. There have been issues with the Cemetery Trustees with the Cemetery maintenance and lapsing of monies. This is for mapping and products and this would make it easier for people to find where their loved ones are buried. He would recommend approval of this Article.

Les Hammond stated he would also recommend approval of this Article.

*The Selectmen recommend the passage of this article.
(Vote was 2 votes for the passage and 1 vote against passage of this Article.)*

(Brian Pike, Cemetery Trustees, will speak to 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.)*

(Tim Terragni, Board of Assessors, will speak to 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.

Board Discussion:

Ted Vallieres stated that the way this Article is worded with reference to the sale of the old Highway vehicle, will not allow the money received for the sale of the old vehicle to go back into the Capital Reserve Fund. It will go into the General Fund. Should change the wording so it goes back to the Capital Reserve Account for future Highway vehicle purchases.

The Board of Selectmen reached a consensus that the Article be re-worded accordingly.

Line Comeau will check with DRA re the wording, etc.

*The Selectmen recommend the passage of this article.
(Vote was 3 votes for the passage of this Article.)*

(Jeff Crosby, Road Agent, will speak to 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.

Board Discussion:

Travis James suggested taking out the reference to the Capital Improvements Plan (CIP) from the Article because the CIP was in a "shambles" and nothing had been done with the CIP for two years.

The Board of Selectmen agreed to leave the reference to the CIP within the Article.

*The Selectmen recommend the passage of this article.
(Vote was 3 votes for the passage of this Article.)*

(Jeff Crosby, Road Agent, will speak to 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.)*

(Jon Wiggin, Fire Chief, will speak to this Article.)

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

To see if the town will vote to raise and appropriate the sum of \$20,000 for Capital 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.)*

(Jon Wiggin, Fire Chief, will speak to this Article.)

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.)*

(Patrick Bowne, Transfer Station Manager, will speak to 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.

Board Discussion:

At this point in the meeting, Travis James stated he would not vote in favor of this Article due to the \$15,000.

Alison Vallieres stated that Travis James was a Co-Chairman of the 250th Committee and it would not look good if he voted against this Article.

Based on this information , the Board of Selectmen agreed to reduce the amount of the Article to \$10,000 instead of \$15,000.

Line Comeau, Town Administrator, will change the amount to \$10,000.

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

(Ted Vallieres and Travis James will both speak to this Article.)

12. Milfoil Treatment at Gorham Pond

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.

Board Discussion:

It was noted that the numbers are revised from the previous Article.

Travis James stated he still would not vote in favor of this Article.

*The Selectmen recommend the passage of this Article.
(Vote was 2 in favor of passage and 1 against.)*

(Lou Deberio, Gorham Pond, will speak to this Article.)

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

To see if the town will vote to authorize the withdrawal of \$25,000 from the Capital Reserve Fund created to restore the 2nd floor of the Town Hall & Theatre to cover costs associated with Phase II: architectural/engineering design materials.

Board Discussion:

Travis James stated that the reasoning was that they needed the money for additional engineering design materials. They need to hire an architect to be ready to build in 2015. Need access to the money in 2014.

Ted Vallieres stated that the reason they were asking for the original \$25,000 to be set aside was if they got a Grant for Matching Funds, they could show that they had the monies for the matching funds. Based on this information, he would not be in favor of passage of this Article. That money was there to show people that the Town was backing them up. They never said they wanted this money to spend. That argument will be made at Town Meeting. Don't feel this money was given to spend for engineering and construction.

*The Selectmen recommend the passage of this Article.
(Vote was 2 in favor and 1 against passage of this Article.)*

(Tiffany Dodd will speak to this Article.)

At this point in the Warrant discussion, Travis James suggested putting Articles 14. and 15. near the end instead of before money Articles.

The Board of Selectmen reached a consensus to put Articles 14 and 15 after the Police Officer/Secretary Articles.

14. 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.)*

(Jon Wiggin, Fire Chief, will speak to this Article.)

15. 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.)*

(Dan Sklut, Police Chief, will speak to 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:

If this Article were passed, due to Holiday pay and leave benefits, this would mean only an additional 6 hours of work for the entire year at a total cost of \$17,000 for the first year and would not justify the expenditure.

Ted Vallieres suggested that the Warrant Article be withdrawn based on the fact that all Selectmen were not in favor of the passage of this Article.

It was also suggested that the wording of the Article be changed to read as suggested by Linda Landry, Town Clerk:

"To see if the town will vote to raise and appropriate the sum of \$17,000 to change the classification of the *Police Secretary from part-time to full-time status* effective July 1, 2014. This sum to be raised from taxation. "

The Board of Selectmen reached a consensus to put this Article on the Warrant.

15. 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.

*The Selectmen recommend the passage of this Article.
(Vote was 2 in favor and 1 against passage of this Article.)*

(Dan Sklut, Police Chief, will speak to this Article.)

17. 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.)*

(Ted Vallieres will speak to this Article.)

18. 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.)*

(Ted Vallieres will speak to this Article.)

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

(Ted Vallieres will speak to this Article.)

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

(Travis James will speak to this Article.)

Board Discussion:

At this point in the meeting, Ted Vallieres stated he had some general comments about the budget as presented as follows:

1. CPI: Stated that during last year's Step Increase Program deliberation, the recommendation was made by Travis James that he would suggest not giving full-time employees who received large raises with the institution of the Step Increase Program, a CPI raise in the 2014 year. He would suggest that we follow this recommendation. Travis James agreed that he had made this statement.

The Board of Selectmen reached a Consensus not to pay CPI this year to full-time employees who received increases in the Step Increase Program instituted last year.

Based on this information, the following full-time employees will not receive a CPI increase this year:

Line Comeau, Town Administrator
Patrick Bowne, Transfer Station Manager
Linda Landry, Town Clerk
Christopher Remillard, Police Sergeant

The remaining full-time employees did not receive a Step Increase in 2013. Therefore, they will be eligible for the CPI.

Line Comeau, Town Administrator, will recalculate the CPI increases for the budget.

2. Would like to voice his objections to hiring a second Deputy Town Clerk. We have received a letter from Frances Hill stating that this should be on a Warrant Article and not included within the budget as an addition. We don't have the authority to create a new position. If we do, there will be two part-time Deputy Town Clerks. We are creating another Deputy without going through the Warrant Article process. The only legal way to do this is to have a Warrant Article requesting a second Deputy Town Clerk.

Linda Landry, Town Clerk, stated that there are three ways to fund the Town Clerk: Salaries, Fees and Salary or straight fees. The only way is to make it a vote of the people. They did vote for a full-time Town Clerk in 2007 for salary and a benefit package the same as for all other full-time Town employees.

Board Discussion:

The Board of Selectmen discussed adding another ten (10) hours to the present Deputy Town Clerk's budget line instead of another person.

Linda Landry, Town Clerk, stated that the present Deputy Town Clerk does not want to work more than ten (10) hours a week. If she is required to work twenty (20) hours, she will resign.

We then will have to find another Deputy Town Clerk which will require considerable training, etc. Stated it takes at least six months to train a new Deputy Town Clerk.

Stated the Deputy Town Clerk has to be a resident. An Assistant Clerk does not have to be a resident.

If this happens, Linda Landry, Town Clerk, stated that in December 2014, she will approach the Board of Selectmen to pay her unused Vacation Time because she will be unable to take it, etc.

Les Hammond stated he would vote for additional hours and keep it to one person. Next year we could put in a separate Warrant Article. This year we will find out how it will work. Linda stated the present Deputy Town Clerk will not work 20 hours a week.

3. Ted Vallieres also stated he objected to the mileage being included in the budget for \$5,126. He stated that this is for personnel who all are elected officials and they knew what the compensation was when they ran for office. This should also be put on a Warrant Article and let the voters decide. These people ran for the office knowing what they would be paid and knew we would not be paying for mileage.

1/27/2014 14:57

Town of Dunbarton

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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

Account Number	Account Name	This Year Budget (3)	This Year Actual (4)	Next Year Requested (5)	Next Year Revised (6)
----- B U D G E T -----					
EXECUTIVE					
01-4130.01-130	Board of Selectmen CPI increase 1.7% 2014 budget increase = \$102.64	6,030	6,030	6,133	up 103
01-4130.02-110	Town Administrator Qualified for step III increase May 9, 2013 CPI increase 1.7% 2014 CPI increase = \$935.63	53,312	53,312	55,972	up 2660
01-4130.04-120	Sec/Planning & Zoning CPI increase 1.7% 2014 budget increase = \$112.06	6,592	5,241	8,600	up 2080
01-4130.05-120	Sec/Town Office CPI increase 1.7% New calculation = \$17.53 x 24 hrs x 52 = \$21,877 2014 budget increase = \$361.00	21,516	17,647	21,877	up 361
01-4130.06-120	Recording Sec/Tn.Office CPI increase 1.7% 2014 budget increase = \$108.00	6,340	5,452	6,448	up 108
	TOTAL EXECUTIVE	93,789	87,681	99,030	up 5241
ELECTION, REGISTRATION & VITAL STATS					
01-4140.01-130	Town Clerk Qualified for step III increase May 9, 2013 CPI increase 1.7%	44,130	44,130	46,559	up 2439

01-4150.04-140	Deputy Tax Collector	323	277	328	up 5
	CPI increase 1.7%				
	2014 budget increase = \$5.00				
01-4150.05-130	Treasurer	5,384	5,384	5,476	up 92
01-4150.07-560	Dues	2,300	2,259	2,320	up 20
	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	up 25
01-4150.11-625	Postage, Tn.Off	5,050	4,103	5,000	down 50
01-4150.11-626	Postage Conservation Commissio			100	up 100
01-4150.12-630	Office Equipment & Repair	4,000	4,058	4,200	up 200
	Microsoft license 6 computers =		\$1,433.00		
	A.V.G. license 10 computers =		\$347.00		

	Replace XP Comuters 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		
	TOTAL =		\$4,000.00		
01-4150.14-390	Copier Maint. Agreement	600	589	600	same
01-4150.15-342	Computer Support Services	16,400	10,791	19,574	up 3,174
	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	up 70
	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	same
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		
	TOTAL PRINTING TOWN OFFICE =		\$6,178.00		
01-4150.17-390	Record Preservation	700	497	700	same
01-4150.18-341	Telephone/Tn.Off	4,000	3,252	4,000	same

01-4150.19-620	Supplies/Tn.Off	5,500	6,521	5,500	same
01-4150.20-621	Training-Tn.Off	1,163	667	1,163	same
01-4150.20-622	Education All Departments	6,089		4,200	down 1889
	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	new 5125
	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				

****TOTAL** Sub-Total Financial Administration 94,061 79,589 100,457 up 6396**

Assessing Department

01-4151.01-120	Secretary-BOA	754	754	767	up 13
01-4151.01-130	Administration-BOA	1,615	1,615	1,643	up 41
01-4151.02-312	Appraisal Services	10,000	10,418	10,000	same
01-4151.03-330	Utility Assessor	18,000	18,525	20,000	up 200
01-4151.03-620	General Supplies-BOA				
01-4151.03-621	Training-BOA		50	50	up 50
01-4151.03-622	Support-BOA			100	new 100
01-4151.15-342	Computer Support/BOA	5,050	4,900	5,050	same
	TOTAL Assessing Department	35,419	36,262	37,610	up 2191

****TOTAL** FINANCIAL ADMINISTRATION 129,480 115,851 138,067 up 8587**

LEGAL

01-4153.01-320	Recording Fees, Legal	300	53	300	same
01-4153.02-320	Planning, Legal	1,000	852	2,000	up 1000
01-4153.03-320	Zoning, Legal	1,500		1,500	same
01-4153.04-320	Tax Collector, Legal	300		300	same
01-4153.05-320	BOA, Legal	1,500	6,028	6,000	up 4500
01-4153.08-320	Selectmen, Legal	4,000	527	1,000	down 3000
	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
	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	same
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	down 780
	Bowne = \$1,170.00				
	Comeau = \$780.00				
01-4155.27-271	Step Increase FT Employees	1,864			down 1864
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 rates 2015 = \$ 158,340.89

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	up 500
01-4155.29-217	Disability Insurance	5,000	4,173	5,000	same
01-4155.29-219	Retiree Health Insurance	600	544		out 600
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TOTAL	PERSONNEL ADMINISTRATION	231,794	212,640	257,081	up 14,470

PLANNING & ZONING

01-4191.01-310	Advertising-Planning	1,600	574	1,600	same
01-4191.03-310	Advertising-Zoning	1,300	806	1,300	same
01-4191.04-625	Postage-Planning	500	501	500	same
01-4191.05-625	Postage, Zoning	500	285	500	same
me1-4191.06-620	Supplies, Pl. & Zn.	100		100	same
01-4191.07-620	Fees & Services	3,000	2,902	3,050	up 50
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	same
01-4191.09-390	Recording Fees/Pl.	200	87	200	same
01-4191.10-390	Engineering Costs	1,000		1,000	same
01-4191.11-620	Planning Consultant	2,850		2,850	same
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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 10000
	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			
	Parking lot lighting	= \$9,500.00			
	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 Stil Mac:
 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 1/7" 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 bailer
 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

Paving =
 Add gravel & grade parking lot = \$2,000.00
 Sewage pump = \$1,500.00
 Repair roof =
 Heating system = \$6,000.00
 SUBTOTAL for known expenses TS = \$18,768.75

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 expenses to date = \$51,694.75

01-4194.02-120	Admin-General Govt. Bldgs	6,500	4,800	6,500	same
01-4194.06-000	Historical Society	805	805	1,200	up 395

01-4194.06-635	Gasoline Town	2,400	3,281	3,000	up 600
01-4194.06-636	Diesel Town	9,500	8,525	9,500	same
01-4194.30-410	Elec.-Town Office	3,000	2,438	3,000	same
01-4194.31-410	Elec.-Town Hall	2,500	2,169	2,200	down 300
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	down 200
01-4194.34-410	Elec.-Highway Garage	1,900	1,875	1,700	down 200
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	down 250
01-4194.40-120	Janitor	6,070	5,906	6,171	up 101
01-4194.50-431	Heating/Maint & Repairs	1,700	2,535	2,500	up 800
TOTAL GENERAL GOVERNMENT BUILDINGS		111,625	145,948	128,821	up 17196

Board Discussion:

Travis James asked why are we giving the Dunbarton Historical Society money. They are a private organization. We don't give money to the Garden Club.

Ted Vallieres stated the Historical Society owns three buildings. It is for the public good. The Garden Club doesn't own any buildings. In addition, this year we acquired the Cobbler Shoppe which increased our insurance by \$400.

Les Hammond said they came to the Board of Selectmen some time ago and stated they did not have quite enough money to pay for the insurance on their buildings. They are a quasi public/private organization.

CEMETERIES

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

INSURANCE

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

POLICE DEPARTMENT

01-4210.02-110	Crime Control-Full Time	170,876	175,817	174,376.00	up 3500
CPI increase 1.7%					
2014 budget request for (3) current full time = \$174,376.00					
Request additional full time officer @ 36 weeks = \$32,284.00					
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

2015 est. Budget = \$34,411

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	same
01-4210.04-621	Training Police Dept.	4,000	2,478	4,000	same
01-4210.05-680	Prosecution Fees/Police	7,762	6,238	7,825	up 63
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	same
01-4210.07-623	Network Hosting Service			3,024	new 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	same
	Elevator Maintenance and Inspection = \$450.00				
01-4210.10-341	Telephone-Police	5,000	4,996	5,000	same
01-4210.11-660	Vehicle Maint-Police	4,500	4,424	4,500	same
01-4210.12-631	Dept.Equip.-Police	2,000	90	2,000	same
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	same
01-4210.13-631	Crime Prevention-Police	300	187	300	same
01-4210.14-631	Uniforms-Police	4,500	4,709	6,000	up 1500
01-4210.15-390	Accreditation - Police	50			out 50
01-4210.15-631	Criminalistics-Police	250		250	same
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	TOTAL POLICE DEPARTMENT	337,677	337,665	351,874	up 14197

Board Discussion:

Ted Vallieres stated that the full-time officers are working every Holiday and getting paid 8 hours for the Holiday plus they are paid 12 hours @ 1 1/2 for time worked. Don't feel this is realistic. Why do we have all the full-time officers working on the Holidays and not the part-time officers. There are five part-time officers. Don't feel we should be spending \$9,000 for overtime.

Jon Wiggin asked if the Special Duty Details are separate from the budget. It was noted they were not included in the budget figures.

At this point in the discussion, Christopher Remillard, Police Sergeant, stated that the full-time officers work the Holidays when they fall on their regularly scheduled work day. We work in 12 hour shifts and this is why we are paid at 12 hours at 1 1/2 when we work the Holidays.

Ted Vallieres asked if you have a part-time officer come in for a shift, why couldn't you have either the State Police and/or Sheriff's Office cover the remaining time as on call basis instead of having full-time officers working the Holidays.

Stated the overtime line has increased from \$3,500 three years ago, to \$6,000 last year to \$9,000 this year.

FIRE DEPARTMENT

01-4220.02-120	Administration-Part Time	12,284	12,287	12,493	up 209
01-4220.02-121	Administration-Fire Chief	3,090	3,371	3,238	up 148
01-4220.02-190	Forest Fire Fighting	1,000	406	1,000	same
01-4220.04-621	Training-Fire Dept.	3,500	2,226	3,500	same
01-4220.05-680	Mutual Aid Compact	25,108	25,108	22,839	up 2269
01-4220.06-635	Gasoline-Fire Dept.	750	876	900	up 150
01-4220.07-636	Diesel Fuel-Fire	2,800	2,295	2,800	same
01-4220.08-620	Office Supplies/Fire	500	228	500	same
01-4220.09-620	Fire Station Supplies	400	288	400	same
01-4220.10-341	Telephone-Fire Dept.	1,000	900	1,000	same
01-4220.11-341	Mobile Phone-Fire Dept	1,500	713	1,500	same
01-4220.11-630	Dept. Equip. Maint.	10,000	10,027	10,000	same
01-4220.12-560	Dues/Fire Dept.	500	744	750	up 250
01-4220.13-630	Radio Repair/Fire	1,000	176	1,000	same
01-4220.14-390	Pagers-Fire Dept				
01-4220.15-390	Fees & Services/Fire Dept.	1,000	337	1,000	same
01-4220.15-680	Protection Equipment	10,000	12,553	11,012	up 1,012
	Forestry Grant \$3,272 - Federal Portion \$1,500.00 Town \$1,772				

01-4220.16-560	Subscriptions/Fire	300	193	200	down 100
01-4220.17-560	Fire Prevention	900	994	1,000	up 100
01-4220.18-630	Dry Hydrant Repairs	750		750	same
01-4220.19-610	Med/Ambulance Expenses	3,000	2,725	3,500	up 500
01-4220.22-390	Paramedic Intercepts	2,200	849	2,200	same
	TOTAL FIRE DEPARTMENT	81,582	77,295	81,582	same

BUILDING INSPECTION

01-4240.01-120	Secretary-Building Inspection	42,001	33,699	42,709	up 708
	CPI increase 1.7%				
	2014 Budget increase = \$713.92				
01-4240.01-121	Building Secretary OT	2,346	409	2,496	up 150
01-4240.01-140	Admin. Bldg. Inspector	12,826	12,696	13,054	up 228
01-4240.02-620	Supplies/BI	4,000	1,155	2,000	down 2000
01-4240.03-621	Training/BI	500	45	350	down 150
01-4240.04-560	BOCA Dues	155	150	350	up 195
	TOTAL BUILDING INSPECTION	61,827	48,155	60,959	down 868

EMERGENCY MANAGEMENT

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

HIGHWAY DEPARTMENT

01-4311.10-341	Telephone Highway	800	807	800	same
01-4311.17-610	Supplies/Highway	10,000	8,435	10,000	same
01-4312.01-110	Admin.Highway-Full Time	40,968	40,759	41,398	up 430
	CPI increase 1.7%				
	2014 budget increase = \$692.00				
01-4312.01-120	Admin.Highway-Part Time	30,000	31,680	35,000	up 5,000
	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	up 668
01-4312.03-355	Highway Paving & Const.	246,500	189,380	238,402	down 8098
01-4312.03-390	Highway-Other Services	20,000	13,500	20,000	same
01-4312.03-680	Roadside Mowing	6,000	5,555	6,000	same
01-4312.09-630	Uniforms-Highway Dept	1,000	1,000	1,100	up 100
01-4312.10-341	Mobile Phones-Hwy	400	304	300	down 100
01-4312.12-635	Gasoline	500	274	500	same
01-4312.13-636	Diesel Fuel	15,000	14,813	15,000	same
01-4312.16-630	Dept. Equip & Maint-Hwy	15,000	18,183	15,000	same
01-4312.18-440	Equip Rental-Hwy	8,500	6,200	8,500	same
01-4312.19-655	Patching-Hwy	2,500	326	2,000	down 500
01-4312.20-680	Culverts/Guardrails				
01-4312.21-680	Blasting-Hwy	3,500	2,350	3,500	same
01-4312.22-680	Gravel-Hwy				
01-4312.23-680	Road Striping	10,000	6,770	7,500	down 2500
01-4312.24-680	Tree Cutting-Hwy	15,000	8,614	15,000	same
01-4312.26-680	Crushing Gravel				
01-4314.04-390	winter-Ind. Contractors	75,000	82,651	75,000	same
01-4314.05-610	winter-Road Salt	45,000	54,260	50,000	up 5000
01-4314.06-610	winter-Sand	20,000	15,602	20,000	same
	TOTAL HIGHWAY DEPARTMENT	570,000	506,961	570,000	same

SOLID WASTE DISPOSAL

01-4321.01-110	Admin-Solid Waste-Full Time	44,906	44,906	46,559	up 1653
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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 886
	CPI increase 1.7%				
	2014 budget increase = \$886.33				
01-4321.01-121	Solid Waste Admin fulltime OT		594	672	up 672
01-4321.04-440	Equip. Rental Fees	150	70	150	same
01-4321.04-621	Training/Solid Waste	500	200	650	up 150
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	up 11
01-4321.10-630	Uniforms-Tran.St.	3,800	2,865	3,800	same
01-4321.11-341	Mobile Phone-Trans.St.	375	306	375	same
01-4321.12-635	Fuel Costs	8,000	8,576	8,500	up 500
01-4321.13-390	Ash & Lab Testing	250	215	3,000	up 2750
01-4321.15-390	Fees & Services-Trans.St.	368	268	268	down 100
01-4324.02-390	Incineration	58,651	57,829	60,855	up 2204
01-4324.03-360	C & D Removal	8,320	6,154	7,980	down 340
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	up 300
01-4325.04-560	Dues-NRRA	138	138	138	same
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TOTAL	SOLID WASTE DISPOSAL	202,610	202,124	226,896	up 24286

Board Discussion:

Ted Vallieres stated that he would like to see the part-time line reduced. He stated he has spent many hours working at the Transfer Station trying to get things more efficient. He felt that all the improvements should have made it possible for a somewhat reduction in hours worked by the part-timers.

Patrick Bowne stated that the Board of Selectmen were the ones who told him to hire an Assistant Manager to drive the large truck in the event he was out on vacation or sick, etc. He has been unable to find an Assistant Manager. He has had three employees hired who did not work out.

WELFARE

01-4415.03-000	Salvation Army Dunbarton	2,000	2,000	2,000	same
01-4415.04-000	Community Action Program	2,000	2,000	2,000	same
01-4442.02-120	Admin.-Overseer of Welfare	5,387	5,405	5,479	up 92
	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

Board Discussion:

Ted Vallieres asked why we were increasing the Direct Assistance budget line when we only spent 360 last year.

It was noted that when the welfare Director came in with her budget, she suggested having an extra amount in the event that there was a greater demand for welfare next year. Don't agree with increasing a budget line with no reasoning. We can move money around if we need to.

Travis James asked how do you project welfare costs?

PARKS & RECREATION

01-4520.01-620	Rec-Basketball	1,200	3,382	1,200	same
01-4520.01-621	Rec-Softball	250		250	same
01-4520.01-622	Rec-Halloween	500	18	500	same
01-4520.01-623	Rec-Christmas	100	106	100	same
01-4520.01-624	Rec-Easter	150	147	150	same
01-4520.01-625	Rec-Excursions	1,200	582	1,200	same

01-4520.02-000	OLD HOME DAY		8,000	6,996	4,500	_____
01-4520.02-001	Fire Works Display		_____	_____	4,500	up 1000
01-4520.03-000	Memorial Day		300	300	300	same
			-----	-----	-----	-----
	TOTAL	PARKS & RECREATION	11,700	11,531	12,700	up 1000 fireworks
LIBRARY						

01-4550.00-000	Library		91,061	91,061	92,962	_____
			-----	-----	-----	-----
	TOTAL	LIBRARY	91,061	91,061	92,962	_____
			-----	-----	-----	-----
	TOTAL	----- B U D G E T -----	2,071,430	1,965,805	2,177,348	_____
			-----	-----	-----	-----
	TOTAL	BUDGET TOTAL	2,071,430	1,965,805	2,177,348	UP 106,918 _____

Board Discussion:

Les Hammond, Chairman, stated that the Operating Budget only went up by 5%. Ted Vallieres noted that because we took the \$65,000 for the Stark Bridge out of the previous budget, we actually increased our spending by \$170,000. The actual percentage of increase would be 8% instead of 5%. You wanted to keep the \$65,000 in the budget.

If all the Warrant Articles pass, what will the increase be? With the Operating Budget and the Warrant Articles passing, the total cost to the Tax Rate will be \$.824/thousand. We are funding \$140,000 of the Warrant Articles from surplus. This is not "free money". It has already been raised. It could be used to decrease the Tax Rate.

Budget Hearing:

Line Comeau, Town Administrator, reported that the Budget Public Hearing is scheduled for Thursday, February 6, 2014 at 7:00 p.m. at the Town Offices.

Reported that she has received reports for the Town report from Goffstown.

OTHER BUSINESS:

Printing of "Where the Winds Blow Free":

Les Hammond reported that he had checked with a printing company about the reprinting of the "Where the Winds Blow Free" in a hard cover version. The cost is as follows:

- Hard cover 6" x 9" - \$22.00/book
- Soft cover 6" 9" - \$8.00/book

These prices will be for the first time printing and will include setup charges. Can order 25 or 50 at a time.

Les Hammond agreed that the Town could not afford to print these books in a hard cover version because of the cost, etc. Would have to consider the soft cover version.

At this point in the discussion, Ted Vallieres stated that the Historical Society orders soft cover copies of "Where the Winds Blow Free" a few at a time. They ordered 20 copies in 2010, and 12 more in 2013. The Historical Society has already paid for the setup fees.

The Historical Society is also considering when ordering the next group of "Where the Winds Blow Free" to have it a 250th Edition, etc.

Pole License:

Linda Landry, Town Clerk, presented the Board of Selectmen with Pole License for signature.

All Selectmen signed the license.

Linda Landry, Town Clerk, reported that she recently had an audit from the Motor Vehicle Department and all was in order. Stated that every year, the Dept. of Motor Vehicles does an audit. If anything is missing, they bill the Town.

2013 Outstanding Invoice - Fire Department:

Line Comeau, Town Administrator, brought up the fact that the Fire Department had just received an invoice in the amount of \$1,011.76 which should be charged to Old Year 2013 as it was purchased in October 2013. For some reason, the invoice was supposed to have been sent via e-mail but we did not receive it until this week.

The Board of Selectmen reached a consensus that it was agreeable with them to pay this invoice in the amount of \$1,011.76 from 2013 funds.

Line Comeau - Update on Job Review:

Line Comeau, Town Administrator, reported that she was asked to report back to the Board of Selectmen on her Job Review regarding furthering her education plans, etc.

She reported that she has signed up to take a Management Course starting in March at a cost of \$672.00. In addition, she will be signing up for Accounting courses in the future.

The Board of Selectmen reached a consensus that they will allow her to take this course under the Education line of the budget in accordance with the Personnel Plan.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 9:35 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