

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JANUARY 9, 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
Brett St. Clair, Conservation Commission
Greg Arce, Library Trustee
Linda Landry, Town Clerk

Members of the Public:

Lou Deberio, Milfoil

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, December 19, 2013)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, December 19, 2013 Board of Selectmen's meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the Non-Public minutes of the Wednesday, December 19, 2013 Meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

Town Report Cover:

Les Hammond, Chairman, presented a copy of a picture of an observation tower that he would like to have on the cover of the Town Report. He stated that in the 1940's, there were three observation towers in Dunbarton which were used for monitoring aircraft, etc. He will get more information and write a story on the tower for the Town Report. He is still researching.

GREG ARCE, LIBRARY TRUSTEE: MAINTENANCE AT LIBRARY:

Greg Arce appeared before the Board of Selectmen to discuss maintenance at the Dunbarton Library as follows:

1. The Board of Selectmen noted that problems with the furnace had been reported by the Librarian and wanted to make sure they were now corrected.

Ted Vallieres stated that when JR went to check the problem, it was the reset button which had gone off. This happened again when Ted Vallieres went over to the Library to do some maintenance work. Stated that he contacted JR to service the burner and if necessary change the reset button as this seems to be the problem. Since that time, there have been no issues with the furnace. This has been taken care of.

2. Library Maintenance for 2014:

Line Comeau stated she wanted to verify the maintenance items in the 2014 Budget as follows:

| | |
|-------------------------------------|---------------|
| Annual Fire Alarm test & inspection | 178.00 |
| Security Alarm System upgrade | <u>798.00</u> |
| Total | 976.00 |

Greg Arce stated he agreed with these two items being in the maintenance budget for 2014.

Travis James asked if the Library had agreed to pay a portion of the security panel upgrade.

Greg Arce stated that he did not know at this time. This might have been discussed when they thought it was going to be done in the 2013 budget year.

3. Ted Vallieres reported that all the windows had been fixed. The two balconies are scheduled to be repaired during 2014.

4. Ted Vallieres reported that there is a light that is left on. He would suggest changing the switch to a timer switch so if the light is left on over a certain period of time, it automatically shuts off. This will resolve this problem. This past weekend the light was on all weekend.

5. Ted Vallieres stated that over the course of many years, book shelves and desks have been moved. At this point, the heat ducts are mostly covered up and are not efficiently placed for heat, etc. Would suggest having JR look at the duct layout in relation to the heat needs and make recommendations on moving heat ducts, etc. so the workers do not have to turn the heat up so high to get warm.

Ted Vallieres will contact JR to take a look at the duct work layout in relation to heating needs.

BRETT ST. CLAIR, CONSERVATION COMMISSION: DISCUSS DISCONTINUED ROAD AND TIMBER CUT AROUND KIMBALL POND:

Brett St. Clair, Conservation Commission, appeared before the Board of Selectmen to discuss the following items:

Closing of Legache Hill Road:

Asked the Board of Selectmen about putting in a Warrant Article to allow the Conservation Commission to close Legache Hill Road because of continual dumping in the Kimball Pond area.

The Board of Selectmen noted that Legache Hill Road is a Class VI Road subject to Gates and Bars and we do not have to have a Warrant Article to close it. They would suggest having a Public Hearing to let the public know that the Town intends to close the road with some sort of gate, etc. They noted that anyone who owns land and needs to access cannot be locked out.

Brett St. Clair will work with Line Comeau, Town Administrator, to set up a Public Hearing for the closing of Legache Hill Road subject to Gates and Bars.

Timber Cut at Kimball Pond:

Brett St. Clair reported that the Conservation Commission was planning a small timber cut at Kimball Pond and would like to contract with Ed White's company to do it. They do the cut and give the Conservation Commission a percentage of the revenue from the cut. This will be a selective cut. Timber cut will be across from the house. Will consist of White Pine and Oak.

Wanted to check with the Board of Selectmen to make sure it was alright to contract with Ed White's Company to do the cut.

The Board of Selectmen agreed that Ed White was a Professional Forester and would recommend him highly for this work. The Board of Selectmen noted that they were in favor of keeping as much work within the town as possible.

Possible Conservation Easement:

Will be contracting with an appraiser to give the Conservation Commission a value on a possible Conservation Easement for the future.

LOU DEBERIO, MILFOIL WARRANT ARTICLE:

Lou Deberio appeared before the Board of Selectmen to discuss the upcoming Warrant Article for Milfoil treatment as follows:

1. Presented the figures for the Warrant Article as follows:

"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 \$17,922 to come from Taxes or Surplus??"

Ted Vallieres noted that in 2013 the cost was only \$7,290 and now we have a cost of \$17,922 for 2014.

Travis James stated he was not in favor of the expenditure of \$17,922 for milfoil treatment again this coming year.

After considerable discussion, the Board of Selectmen suggested having Amy Smagula, DES, attend a Board of Selectmen's Meeting to explain why the cost was increasing each year after receiving information that the milfoil was 99.9% under control, etc.

Lou Deberio will contact Amy Smagula, DES, to arrange for a meeting with the Dunbarton Board of Selectmen to explain the 2014 costs.

ADMINISTRATION DEPARTMENT, LINE COMEAU, BUDGET DISCUSSION:

Line Comeau, Town Administrator, brought up the following items for discussion:

Purchase of Computers and Upgraded Monitors:

She reported that she had spoken with James Michaud and he suggested the two computers that should be replaced are the Tax Collector's and the Public Counter top computer. These two computers have XP which will be discontinued this coming year. The cost for each of these computers including monitors would be \$770/each for a total of \$1,540.

With regard to the Selectmen's computer, James Michaud stated that it only needs more memory because it is a little slow. The Town Clerk would only need a larger monitor at a cost of \$200 and not an entire computer system. The cost of the additional memory for the Selectmen's computer would be \$100.

Linda Landry, Town Clerk, agreed with this resolution.

| | |
|--------------------------------|-------------------|
| 2 Computers/Monitors | 1,540.00 |
| 1 Monitor | 200.00 |
| Additional Memory (1 computer) | <u>100.00</u> |
| Total | \$1,840.00 |

James Michaud reported that the problem with the Internet is the provider which we cannot do anything about at this time.

Line Comeau, Town Administrator, stated that according to Chapter 32, Municipal Budget Law, Appropriations, Section 32.7, monies cannot be spent from the 2013 budget unless they have been encumbered by a legally enforceable obligation, created by contract or otherwise, to any person for the expenditure of that amount.

Based on this information, the Board of Selectmen reached an agreement that these funds should be taken from the 2014 budget and not the 2013 budget.

Health Credit \$5,532

Reported that she has received notification of the Town of Dunbarton receiving \$5,532 in medical and dental credits. This will be received on February 3, 2014. Should we receive it as a credit to the health/dental or check?

Board of Selectmen reached an agreement that the Town of Dunbarton should receive a check in the amount of \$5,532.

Perpetual Care Interest Check:

Reported that the Town had received the Perpetual Care Interest Check in the amount of \$94.47 which represents interest for the year 2013.

Volunteers:

Reported that Eric Blow, Police Officer, has received a request that any Department that needs volunteers to work should contact him. In the past, Ted Vallieres used them to clean up the Stark Cemetery.

Part-Time Employees Salary List:

Presented the Selectmen with a Part-Time Employees Salary list for discussion next week.

At this point in the discussion, Travis James stated that he wanted to make sure that any discussion regarding Part-time salaries, Ted Vallieres recuse himself due to the fact that Alison Vallieres, his wife, was a part-time employee.

Ted Vallieres stated that he already knew he should recuse himself about any discussion regarding his wife's compensation. This had been brought up last year during budget discussions and he stated he had voluntarily recused himself at that time.

Jon Wiggin, Fire Chief, stated he needed to establish a pay rate for his fire fighters because when they are called to work in other towns, they need to have an established rate. This is done through the Capital Health Network. Need to have a rate for every position. Noted that the point system which they are working under for Dunbarton is working well but need to have an hourly rate for out of town calls, etc.

Travis James stated that any increases for part-time employees should be done "across the board" and not done individually. Probably should consider a percentage raise.

Building Maintenance Proposed Budget:

Presented draft copies of the Building Maintenance Account for the Selectmen to review. The total at this point is \$22,444.75.

At this point, Patrick Bowne, Transfer Station Manager, reported that he had an estimate for a replacement propane heating system for the Transfer Building at a cost of \$6,000. This should also be included in the Building Maintenance Budget.

WARRANT ARTICLES:

Replacement Highway Vehicle:

Noted that there will be a Warrant Article to expend monies from monies previously set aside for purchase of a replacement Highway vehicle. The amount set aside is \$75,000 and the estimated replacement cost will be in that vicinity.

Town Hall Theatre Restoration:

Travis James noted there will be a Warrant Article in the amount of \$50,000 for the Theatre Restoration Committee. Tiffany Dodd is writing it up.

250th Anniversary Celebration:

There will be a Warrant Article to set aside funds for the 250th Anniversary Celebration.

Cemetery Mapping Software:

Warrant Article in the amount of \$6,700 for Cemetery Mapping Software.

Revaluation:

\$10,000 to be set aside into the Capital Reserve Fund for future revaluation of the town.

Fire Department Apparatus:

Warrant Article in the amount of \$10,520 to be used as a Match for \$105,200 for breathing apparatus for the Volunteer Fire Department. This will be withdrawn from the Fire Department Special Revenue Fund and will authorize the Board of Selectmen to accept a federal grant of \$105,200 for this purpose.

Milfoil Treatment - Gorham Pond:

Warrant Article for treatment of milfoil at Gorham Pond to appropriate the sum of \$29,806 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 either taxes, surplus, etc.

Upgrading the Existing Fire Station:

At this point in the discussion, Ted Vallieres stated he had been working with the Fire Chief to work out a plan to upgrade the existing Fire Station. This would be put on a Warrant Article. There are plans and the estimated cost would be in the vicinity of \$75,000.

Jon Wiggin, Fire Chief, stated that presently he has no room to store fire fighting equipment, no sink for washing of ambulance contaminated items, etc. and no space for meetings. In addition, the doors are not large enough to accommodate all the Fire vehicles. The proposed plan would put three office rooms suspended above area where trucks are parked. The building has had no renovations since the 1960's when it was moved to the location. This addition would give him an extra 12' x 30' area of working space.

In addition, the building is not according to current Building Code. The stair risers do not meet code, etc. This would make it ADA acceptable.

The only thing ever done is that there was \$15,000 spent on an architect for plans but nothing was ever done with them.

Travis James stated he has never been in the Fire Station and would like to have a tour. He set up a meeting with Jon Wiggin, Fire Chief, for Friday, January 10th at 3:30 p.m.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, appeared before the Board and brought up the following items for discussion and/or action:

1. Reported that the new lights which have been put in at the Transfer Station do not give off sufficient light. Is working with John Stevens, Energy Committee, on this problem. The lights are LED lights. Because of this, have not processed the final bill for the lighting.
2. Vacation time has been used up. Still trying to hire an additional employee.

Selectmen requested that he plan on using Vacation Time throughout the year instead of waiting until the month of December.

3. Reported that he was applying for a new grant through DES and wanted to know if the Board of Selectmen should sign as the authorized agent or he should. The Board of Selectmen agreed that the Board of Selectmen Chairman should sign for the grant with the following motion. The amount of the grant is \$2,500 with no match required.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen give Leslie Hammond, Chairman, the authority to sign for the Used Oil Collection Center's grant in the amount of \$2,500 effective January 9, 2014. Travis James seconded the motion. The motion passed unanimously.

OTHER BUSINESS:

Appointment Paperwork for Historic Awareness Committee Members:

Linda Landry, Town Clerk, presented the Board of Selectmen with Appointment paperwork for Historic Awareness Committee members as follows:

Linda Aramini
Ted Vallieres
Alison Vallieres

Board of Selectmen signed appointment paperwork as noted above.

Planning Board Appointees:

Les Hammond brought up the fact that the Planning Board currently has only six members with no alternates. He has received telephone calls from two interested parties who would like to be on the Planning Board, Matt Jewell and John Lefebvre. Will speak to Ken Swayze, Chairman, Planning Board, regarding these two interested parties.

BUILDING MAINTENANCE PROPOSED BUDGET:

Highway Garage - Possible Maintenance Items:

Jeff Crosby, Road Agent, stated that he would like to widen one of the 12' garage doors so it would accommodate the snow plow vehicles which now have a wing on them. He would suggest making them 14' wide. This would involve a new door and constructing a cement block corner, etc. Estimated cost would be between \$5,000 - \$6,000 per door. Would probably do one door this year and one door next year.

Town of Dunbarton Signs:

Travis James stated that he would like to have the following two signs replaced:

1. Welcome to Dunbarton Sign at the Goffstown/Dunbarton Town line on Route 13
2. Center Cemetery Sign

Touch up Painting of Town Office Building:

Les Hammond reported that the painter had suggested touch up painting of the Town Offices on a yearly basis because of the condition of the clapboards, etc.

Travis James stated he did not want that painter to do it because he did such a poor job on the interior offices.

Ted Vallieres stated in defense of the painter, which the reason there were problems with the interior painting of the Town Offices was that originally we had contracted for just touch ups. Once the painting was started, the painter notified us that this was not going to be satisfactory and suggested doing the entire offices.

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