

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JULY 11, 2013
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:

Linda Landry, Town Clerk
Tiffany Dodd, Town Hall Theatre Restoration Committee
John Stevens, Energy Committee
Owen Harrington, Dunbarton Elementary School Principal
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, June 27, 2011)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, June 27, 2013 Board of Selectmen's meeting. Travis James seconded the motion. The motion passed unanimously.

OWEN HARRINGTON, DUNBARTON ELEMENTARY SCHOOL PRINCIPAL:

Owen Harrington, Dunbarton Elementary School Principal, appeared before the Board of Selectmen to introduce himself and discuss responsibilities of the school and the town with regard to maintenance of the outside and inside of the school.

Les Hammond, Chairman, noted the following with regard to the school and the Town's responsibilities:

1. The Town takes care of the maintenance of the outside which includes snow plowing and mowing. The snow shoveling has been a problem in the past for whatever reason. The Board of Selectmen would like to sit down and change the shoveling operation at some point before winter.
2. The Town would not be responsible for replacing the roof or painting, etc.
3. This agreement was made when the addition was built to include the Community Center which the Town uses along with Town organizations, etc.

4. The Fire Chief takes care of the school generator. It is started once a week on Sunday.
 5. The Town and the School work together on Town Meeting and other functions in the Community Center.
 6. The Town has a storage room in the Community Center where we store chairs and tables, etc. This equipment is not open to the public. In the past, some items have been taken and not returned.
 7. The Town and town organizations also use the kitchen for events. Anyone using the kitchen has to be certified by the person who runs the kitchen.
 8. About a year ago, the School Board changed the locks. The Town of Dunbarton was to have only one key. This was modified at some point and now the Recreation Committee has keys, etc. When you let one key out, you might as well let out fifty keys. Should be better control of the keys.
 9. There is a maintenance person working there when people are using the building, but he is part-time and leaves around 8:00 p.m. He will set the room up and then leave. We have found that to be a problem because once a toilet was left running all night, etc. There should be someone knowledgeable about the building on duty during the time the building is being used.
 10. Need more janitorial staff. Maybe together with the Town, we could fund a position. Could fund an overtime account or something similar.
 11. It was noted there is a Kitchen fund which the Town donates \$1,000 a year for replacement of kitchen equipment such as stoves, refrigerators, etc. The School also contributes \$1,000 a year with a cap of \$5,000.
 12. Deb Foster, member of the School Board updates the Board of Selectmen on school issues on a monthly basis.
 13. The playground is the School property but the Recreation Committee is very involved in maintaining it along with scheduling, etc. This Committee is highly involved in a volunteer effort.
- The Principal stated that Primex would be taking a tour of the outside of the building to see if they had any suggestions, etc. He noted he had already met with the Police Chief Dan Sklut.
- The Board of Selectmen suggested that the Principal get in touch with Fire Chief Jon Wiggin regarding the generators and any other safety questions. They also suggested he meet with the Road Agent Jeff Crosby at some point before fall.
14. Selectmen noted the Library has a very aggressive program for the children especially during the summer.

JOHN STEVENS, TRANSFER STATION LIGHTING LAYOUT PROPOSAL:

John Stevens, Energy Committee, appeared before the Board of Selectmen to discuss a proposed lighting layout for the Transfer Station. He noted the following:

1. LightTec Inc. will do a Lighting Layout with two options along with a present layout at a cost of \$450 for the three.
 - a. First layout will be of the present layout
 - b. Wall mounted metal halide fixtures

c. Wall mounted LED fixtures.

2. All lights will be mounted on buildings instead of poles as they are presently.
3. The 50-50 rebate will probably not be available for this job but there are other incentives depending on the lighting selected.
4. The two poles at the entrance of the Transfer Station are owned by Public Service and they are responsible for them in the event the pole falls, bulbs fail, etc. The Town pays a monthly fee of between \$19-\$23 for these two lights plus usage cost.

Selectmen reached a consensus to go ahead with allowing LighTec, Inc. to provide a lighting layout for the Transfer Station providing two options along with a layout of the existing lighting at a cost of \$450.00.

Transition:

Christine Hanson, Andrea Douglas and John Stevens have been meeting re the Transition which is about building a community, etc. The Library would like to increase the participation in their programs by reaching out somehow to the community. It was suggested that possibly having some sort of contest to develop a Logo for the Town which would incorporate all facets and areas of the community. Would involve the school children to participate in the contest. This would build the community spirit.

Les Hammond, Chairman, stated he felt our present logo of John Stark was great and would not want to change it.

It was suggested possibly working a "symbol" for the 250th Anniversary and not change the present seal. The symbol would represent what the town is, etc. This would be a small part of trying to bring people in the community together.

TIFFANY DODD, TOWN HALL AND THEATRE RESTORATION COMMITTEE UPDATE:

Tiffany Dodd, Town Hall and Theatre Restoration Committee, appeared before the Board of Selectmen to bring them up to date on the progress of the Committee as follows:

1. Reported that the Arts on the Common Festival was a huge success. They made \$6,000 after expenses.
2. The beer tent was a success.

Les Hammond, Chairman, reported that one of the tents which was used for the Arts Festival had been damaged. Would suggest calling the Recreation Committee to find out more about this.

3. Overall was a very successful event. Took more than 200 people upstairs in the Town Hall.
4. Raffle was very successful also.
5. Looking forward to doing it again next year. Don and Enid Larson worked very hard on this. Pat Murphy also should be commended for all her efforts.
6. Would like to suggest the following as new Trustees on the Dunbarton Town Hall & Theatre Restoration Committee:

Mark Antonio
Judy van Kalken
Stacey Raisty

Les Hammond noted that the Board of Selectmen usually goes along with whatever the Chairman of the Committee recommends with regard to appointments.

MOTION:

Les Hammond made a motion that the Dunbarton Board of Selectmen nominate the following individuals as recommended by Tiffany Dodd to serve on the Dunbarton Town Hall and Theatre Restoration Committee:

*Mark Antonio
Judy van Kalken
Stacey Raisty*

Ted Vallieres seconded the motion. The motion passed by a majority vote as follows:

*Hammond - Yes
Vallieres - Yes
James - No*

7. Committee was established in 2009. We are still not satisfied we are getting enough people to see the Town Hall upstairs. We are moving forward to get more people to see the upstairs. We will start to have monthly events by Invitation Only for 50 or less people. Will start on Friday, July 19, 2013 between the hours of 6:00 - 7:30 p.m. Want to have a History Tour showing the timetable, etc. Will serve snacks and wine/beer

Asked if the Selectmen had any objections to this.

Ted Vallieres noted we should check with our insurance, etc. to make sure it was alright to serve wine. It was noted that they would not be selling wine/beer but giving it away. They will accept donations.

In August, Shelley Westenberg will be doing a Children's Drama Club for four days at three hours a day 9:00 - 12:00 noon, August 20- 23, 2013. They will do two performances for the parents of the children.

In September on Old Home Day, will be hosting a Soda Tastings similar to what was at the Cobbler Shoppe Dedication. Are also planning to have a Float in the Old Home Day Parade. Will also do another reception in September on History.

It was also noted they were considering Live Entertainment at some point.

In October would like to consider a Haunted House.

8. Enid and Don Larson want to remain Friends of the Town Hall and Theatre Restoration Committee but are not interested in becoming Trustees.

9. Will be receiving the Final Report from the Preservation Alliance in the near future. Will put this report on-line for all to review.

Les Hammond, Chairman, suggested they start considering what should be included in the 2014 budget.

Travis James stated he would like to see a sign on the Town Office Gable end with a large Dunbarton seal.

OTHER BUSINESS:

Supreme Court Decision regarding Executive Non-Public Meetings:

The Board of Selectmen reviewed the letter regarding Non-Public Meetings from the Supreme Court Decision as follows: (From Mitchell Municipal Groups, PA)

"On December 8, 2011, the New Hampshire Supreme court issued a decision regarding the Right to Know Law (RSA 91-A) which affects all of our clients. The Court held that boards may not meet behind closed doors to discuss the advice of their attorney unless the attorney is present or available for a contemporaneous exchange of words and ideas by, for example, being on a speaker phone. This decision is contrary to the advice generally given over the years that the "consultation with counsel" exception to the Right to Know law allowed boards to meet to discuss legal advice even if the attorney was not present (as long as the discussion was limited to that advice).

By light of this decision, boards should not discuss letters or e-mails from, or telephone conversations with, their attorney unless that attorney is present, either in person or on the telephone, or the conversation falls within one of the non-public meeting categories. While we recognize the increased burden that this places on towns, unless and until the legislature amends the law to allow such discussions, any such conversation would be a clear violation of the law and could result in a court awarding attorneys' fees to any citizen who brings a lawsuit to challenge such discussions. "

Line Comeau, Town Administrator, brought up the following items for discussion and/or action:

Town Office - Carpets:

Travis James has asked her to look into having the carpets cleaned and repaired.

She stated the carpet will be repaired tomorrow morning and she will contact vendors for prices on cleaning. The Board of Selectmen suggested that the carpets be cleaned once a year.

Ted Vallieres stated that when requesting quotes for the cleaning, should be sure all the vendors know exactly how much furniture will have to be moved, etc. before cleaning.

Town Office - Space Study -

Travis James has suggested getting a Space Study done for the Town Offices to see if there would be better use of our space, etc.

After considerable discussion as to other options for the Town Offices, it was decided to look into a Pro Bono Engineering company to do some sort of study.

Ted Vallieres noted we should be putting money aside for purchase of land, etc. There was discussion about the possibility of a new Safety Complex Building.

Flood Control Monies:

Noted that the Legislature has appropriated \$250,000 to the Attorney General's Office for pursuing Flood Control Monies due the Town of New Hampshire.

Ted Vallieres stated that the \$250,000 had been taken from the Attorney General's budget as an incentive for them to pursue these monies. The Legislature felt that this might help in getting the monies to the Towns. He stated that the State Fiscal Year runs from July 1, 2013 June 30, 2014 so the State has until next year to pursue these monies.

The towns stopped receiving Flood Control monies from Massachusetts in 2005 and the State made up the difference for the years 2005 - 2008. If we were to receive 75% of the Flood Control monies, it would be \$51,000.

LGC Holiday Credits for Property Liability Insurance:

Noted that the Town will receive additional Holiday Credits for Property Liability Insurance in the amount of \$5,402.36. This will mean that the Town will have \$9,724.00 in credits. The Town has the choice of either carrying the credit until next year or receive the monies.

After discussion, the Board of Selectmen reached a consensus that they would like the cash to be used for other purposes this year i.e. possibility of reducing the Tax Rate, etc.

Air Conditioners:

Ted Vallieres reported that Tom Cusano has completed installing the two large air conditioners in the Town Office and the Town Clerk/Tax Collector's Office. The electrical will be hooked up this Friday.

It was noted that the holes where the old air conditioners are will need to be filled in.

Ted Vallieres will contact Dave Stilson to do this in the near future.

Bulletin Board:

Ted Vallieres will contact Dave Stilson to go ahead with the construction of the new Bulletin Board for in front of the Town Offices.

Stark Bridge:

The Board of Selectmen asked what the status of the Stark Bridge was. It was reported that Jeff Crosby, Road Agent, was still waiting for approval permits and plans, etc. He is planning on doing it after September when school starts.

LINDA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, reported that Denise Morin's father had recently passed away.

It was decided that the Town Offices will send flowers. Line Comeau will coordinate.

There being no further business, the meeting adjourned at 9:00 p.m. with the following motion:

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 8:50 p.m. The motion was seconded by Ted Vallieres and passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Les Hammond, Chairman

Ted Vallieres, Selectman

Travis James, Selectman