

**DRAFT, SUBJECT O REVIEW, CORRECTION AND APPROVAL**

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, JULY 25, 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  
Patrick Bowne, Transfer Station Manager  
Dan Sklut, Police Chief  
Judy VanKalken, Tax Collector  
Mark Antonio, Library Trustee

**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, July 11, 2011)**

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, July 11, 2013 Board of Selectmen's meeting. Travis James seconded the motion. The motion passed unanimously.*

**APPOINTMENTS:**

Linda Landry, Town Clerk, presented paperwork for the following appointments:

**Conservation Commission:**

Noted that Brett St. Clair, Chairman of the Conservation Commission had presented the following individuals to be appointed to the Conservation Commission:

Drew Groves, Full-time member with a term ending March 31, 2016  
Stanley Sowle, Alternate member with a term ending March 31, 2016

**Town Hall and Theatre Restoration Committee:**

Mark Antonio, Full-time member with a term ending March 31, 2014

**Judy VanKalken, Full-time member with a term ending March 31, 2014**

**Based on the above recommendations, the following motion was made:**

***MOTION:***

*Ted Vallieres made a motion to appoint Mark Antonio and Judy VanKalken as full-time members of the Town Hall and Theatre Restoration Committee with a term ending March 31, 2014 and Drew Groves as a full-time member of the Conservation Commission with a term ending March 31, 2016 and Stanley Sowle as an Alternate member of the Conservation Commission with a term ending March 31, 2016. Travis James seconded the motion. The motion passed unanimously.*

**Planning Board:**

**It was noted for the record that Travis James would be resigning from the Dunbarton Planning Board because only one Selectmen was allowed according to the RSA to be on the Planning Board. Selectmen will be appointing another member in the future.**

**MARK ANTONIO, LIBRARY TRUSTEE:**

**Mark Antonio, Library Trustee, appeared before the Board of Selectmen to bring them up to date on Library activities as follows:**

**1. Smoke Detectors:**

**Smoke detectors (3) which are not working in the upper Town Hall have not been replaced yet. It was noted that there is one in the entry way, two on the stage and eight in the hall.**

**Ted Vallieres reported that the electrician had looked at the detectors that were not working and they were in a series connection. In addition, one was located in the stairway which requires a very tall ladder to access. Would like to check with the Fire Chief to see if the eight detectors that are working meet the fire code requirements. If not, will look into having All-Star Security Company change them.**

**2. Bookkeeper for Library:**

**Reported that the Library is looking for a Bookkeeper which pays \$100/month. Deb Trottier is no longer doing it. The Board of Selectmen suggested putting an ad in the Goffstown News, etc. In addition, it was suggested that possibly either the Librarian or the Assistant would be interested. Gregory Arce was willing to do it but it would have been a conflict of interest because he is a Trustee.**

**3. Activities at the Library:**

**Story Time hour is scheduled weekly between 11:00 -12:30 p.m.**

**Weekly movies on Tuesdays and Thursdays**

**Pots with Pizzazz recently held.**

**Events as follows:**

- July 12th - Legos**
- July 18th - Time Capsules**
- July 17th - Squishy Art**
- July 23rd - Sand Art**
- July 26th - Madeline's Tea Party**

**PATRICK BOWNE, TRANSFER STATION MANAGER:**

Patrick Bowne, Transfer Station Manager, appeared before the Board to bring them up to date on the following items:

**Compactor Repairs:**

Compactor not up and running yet because still trying to get the converter. Have checked with the vendor and they say it will be here next Tuesday, July 30th. Have scheduled the electrician to be there on Wednesday along with the Atlantic installer. Both the installer and the electrician have talked regarding the installation.

**NRRA:**

Reported that NRRA will be at the Transfer Station on Tuesday, July 30th for a photo shoot regarding the grant for the Baler. Don't know about the Grant for the Open Top Container yet. Should be there around 4:00 p.m. Selectmen are invited to attend and be in the photos.

**Employment Application:**

Reported that he had received two applications for the position at the Transfer Station. One of the applicants did not qualify because he did not have a CDL License. The other applicant was qualified. He would be able to start work on August 6, 2013.

The Board of Selectmen requested that Patrick Bowne obtain written Letters of Recommendation from three professionals for the applicant.

The Board of Selectmen noted this was a part-time position and any new employee was on probation for six months.

**Replaced Retaining Wall:**

Reported that the replaced retaining wall at the Transfer Station was completed. The hot top is all done.

**GENERAL TOWN BUSINESS:****Linda Landry, Town Clerk:**

Asked if Stacy Raisty was to be appointed to the Town Hall and Theatre Restoration Committee. Travis James stated that she only wanted to be a "Friends" of the Town Hall and Theatre Restoration Committee at this time.

Stated that Jeff Crosby, Road Agent, was doing a great job on the roads. He has put in culverts where needed, etc.

**Line Comeau, Town Administrator:**

Presented the following items for discussion and/or action by the Board of Selectmen:

**Right to Know Request Form:**

Presented a copy of a draft Right to Know Request Form for the Board of Selectmen to review and approve. (attached) Recently had a webinar on the Right to Know Law which was very beneficial.

Dunbarton was in the minority of towns that did not have a Request Form for Right to Know requests. Researched other towns and found one from the Town of Weare. Used it as a template.

At this point, Les Hammond, Chairman, stated that there were other employees and staff which should have been included in the webinar. It was suggested that all members of Town Boards be made aware of this type of webinar. It was noted that there is a third webinar coming up on various items and how the Right to Know Law applies, etc.

All staff, including the Police Department, will be notified of the next Right to Know Webinar.

It was noted that the Police Department and elected officials have their own procedures which must be followed for Right to Know requests.

Judy VanKalken, Tax Collector:

Asked if there was a set fee which has been established for copies of records, etc.

It was noted that the Town charges .50 a copy and \$25.00 for a report which has been generated from a computer, etc. such as resident lists and voting checklists, etc.

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen accept the draft Right to Know Request Form as presented by Line Comeau this evening. Ted Vallieres seconded the motion. The motion passed unanimously.*

Chan Gift of Land to the Town:

Reported that the Planning Board is ready to sign the mylar for the Chan Subdivision off Gile Hill Road. One of the conditions is that the Chans give a parcel of land to the Town.

Line Comeau stated that the Board of Selectmen has the authority to accept gifts, etc. They can accept the gift of the Chan land and then designate a Board to manage it, etc. The Town Forest Committee has indicated an interest in this parcel. The Conservation Commission is not interested in the parcel because they are concentrating on contiguous lands to their existing properties.

Ted Vallieres will check with the Town Forest Committee at their meeting this coming week to make sure they would accept the parcel.

The Board of Selectmen will schedule a Public Hearing in September 2013 to accept the parcel from the Chans.

Property Liability Insurance:

Have checked with Property Liability Insurance re serving Wine and Cheese at functions at the Upper Town Hall. According to LGC, there is no problem with serving wine, etc.

Vacation Requests:

Line Comeau, Town Administrator, requested Vacation Leave for the week of August 12 - 16, 2013.

Peter Gamache, Highway Employee, requests a week of Vacation time in August.

Selectmen approved both requests.

**Telephone Headset Purchase for Tax Collector:**

Request for a telephone headset for the Tax Collector at a cost of \$250.

*Selectmen reached a consensus to approve the purchase of the telephone headset at a cost of \$250.*

**Chairman of Board of Assessors Request for Reimbursement for Time and Mileage:**

Chairman of the Board of Assessors has requested reimbursement for lost wages and mileage for his attendance at a pre trial discussion with Town Attorney.

*The Board of Selectmen reached a consensus that they would not approve the payment for lost wages but would approve the mileage reimbursement.*

**Light Bulbs for Town Offices:**

Asked that Patrick Bowne, Transfer Station Manager, be authorized to pick up a case of bulbs (T8) for the Town Offices.

Patrick Bowne will pick up the bulbs at either Home Depot or Lowes in the near future.

**Surplus Copier - Town Clerk's Office:**

Linda Landry, Town Clerk, reported that the Town Clerk's Office now has a surplus copier which needs to be disposed of. Patrick Bowne suggested sending it to the Transfer Station.

**DAN SKLUT, POLICE CHIEF:**

Dan Sklut, Police Chief, appeared before the Board of Selectmen to report on the following items:

**Vehicle Repairs:**

The auto lock brake control on the Crown Victoria cruiser needs to be replaced. The cost for a new one is \$750.00. Was able to locate a rebuilt one for between \$100 - \$200.

Have replaced the cooling fan control. Did that himself.

Asked to have a Non-Public Executive Session to discuss a Personnel Issue.

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91-A:3 to discuss a Personnel Issue at 8:00 p.m. . Travis James seconded the motion. The motion passed unanimously with the following Roll Call Vote:*

*Hammond - Yes*

*Vallieres - Yes*

*James - Yes*

The Dunbarton Board of Selectmen reconvened at 8:16 p.m.

The following motion was made:

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen pay all Holiday Pay due for Jacqueline Pelletier and Christopher Remillard. Les Hammond seconded the motion. The motion passed by a majority vote as follows:*

*Hammond - Yes*

*James - Yes*

*Vallieres - No*

*It was also noted that the Board of Selectmen should require both officers to sign off that the Town has no further liability for Holiday Pay when they receive the reimbursement for Holiday Pay.*

There being no further business, the meeting adjourned at 8:50 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