

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JUNE 13 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
Deb Urella, Welfare Director

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 6, 2013)

Travis James stated he would like to correct the minutes of the Thursday, June 6, 2013 meeting on page 3 to read that it was Les Hammond, Chairman, who brought up the subject of the Memorials on the Common and not Tom Cusano.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, June 6, 2013 Board of Selectmen's meeting as corrected by Travis James. Travis James seconded the motion. The motion passed unanimously.

DEB URELLA, WELFARE DIRECTOR:

Deb Urella, Welfare Director, appeared before the Board of Selectmen to discuss the Salvation Army Food Pantry as follows:

1. The Salvation Army has new Majors and they are incorporating new rules relating to food pantries, etc.
2. The Salvation Food Pantry which she runs at her home will be inspected by Jon Wiggin, Fire Chief.
3. They are requesting the Board of Selectmen write a letter to the Salvation Army stating that it is okay with the Town of Dunbarton for her to run the Salvation Army Food Pantry at her home. should be written on Town letterhead.

4. Jon Wiggin, Fire Chief, has already addressed other issues relating to the Salvation Army Food Pantry.
5. Deb Urella noted that a letter had been sent from the Town of Dunbarton in 2005 or 2006 allowing the operation of the Salvation Army Food Pantry.
6. She stressed how important this food pantry is to her clients. If the food pantry cannot operate, the costs for welfare recipients for food will increase tremendously, causing large expenditures from the Town Welfare Budget line.
7. It was suggested that calls be made to Dunbarton's legislative representatives regarding this issue.
8. Deb Urella will draft a letter and forward it to Line Comeau, Town Administrator for Selectmen's approval and signature.

OTHER BUSINESS:

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to bring them up to date on the progress of the replacement light at the Transfer Station. Noted he spoke with Ernie's Electric re the lights.

Ted Vallieres reported the following with regard to the lighting at the Transfer Station:

1. John Stevens, Energy Committee, has been in touch with Lightec and they will do a Lighting Audit of the Transfer Station on July 2 at no cost to the Town.
2. Probably will not be able to get a 50/50 Grant because of the fact that the lights are only on for about 4-6 hours per week. We would have to be able to show that we could save money, etc.

Retaining Wall Reconstruction Project:

Patrick Bowne, Transfer Station Manager, reported on the Retaining Wall Reconstruction project as follows:

1. Jeff Crosby, Road Agent, has been working on taking down the wall this week. Rain has slowed them down this week.
2. Have reached the bottom and water. Will put as much stone and pipe drainage as needed. Afraid to dig any further because of water situation.
3. Will probably be completed by sometime next week.

Garage Doors for Recycling Center:

Patrick Bowne, Transfer Station Manager, reported on the garage doors for the Recycling Center:

1. Ron Wescott stopped in and has delivered the overhead doors.
2. Scheduled to install them next Thursday, June 20, 2013.

NRRA:

Patrick Bowne, Transfer Station Manager, reported that NRRA has gone up on their prices for demo by \$1.50/ton. It previously was \$64.00/ton and now will be \$65.50/ton.

PERSONNEL PLAN:

Patrick Bowne, Transfer Station Manager, asked what the status was for the updated Personnel Plan.

Line Comeau, Town Administrator, stated that copies have been made and they are ready for distribution.

LINDA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, had the following comments for discussion and/or action:

July 5, 2013 - Possible Closing of Town Offices:

1. Asked if the Board of Selectmen were planning on closing the Town Offices for Friday, July 5, 2013. Noted that this has occurred in the past.

Line Comeau noted that this was on her list to discuss with the Board of Selectmen.

Utility Pole Licenses:

1. Brought up the e-mail re pole licenses which she received from Line Comeau, Town Administrator for discussion.

2. Noted in 1979 there was a record of about 140 pole licenses.

3. Stated her function as the Town Clerk is to just record the licenses.

The Board of Selectmen suggested that the request be forwarded to the Utility Assessor, Sansoucy.

It was noted that Sansoucy recently recommended that the abatement applications from Dunbarton Telephone Company and PSNH be denied.

LINE COMEAU, TOWN ADMINISTRATOR:

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

Town Map Project in Conjunction with other Towns:

Noted she had received a request from a mapping company for the Town of Dunbarton to participate along with other surrounding towns for them to publish a map showing various attractions within the Town. The Towns of Weare and Goffstown are also being contacted. The company will approach businesses throughout the towns for ad monies. There will be no cost to the Towns because it will be covered by business contributions, etc. which will be advertised on the map.

The Board of Selectmen reached a consensus to wait until other Towns in the area made a decision with regard to this project.

PSNH Marking of Trees to be Cut:

Received a communication from PSNH regarding cutting of trees across from Ray Road on Route 77.

Les Hammond will look into this and sign and mail the appropriate form back to PSNH.

July 5, 2013 - Possible Closing of Town Offices:

Noted that she had received a request from the Town Clerk regarding the possibility of closing the Town Offices on Friday, July 5, 2013.

The Board of Selectmen reached a consensus that they had no problem with closing the Town Offices on Friday, July 5, 2013 as long as full-time employees took it as a Vacation or Personal Day. Would not be considered a Paid Holiday.

It was also noted there will be no Selectmen's Meeting the week of July 4, 2013 because the 4th falls on a Thursday.

WEB SITE:

Travis James, Selectman, stated he would like Dan Troy to attend the next Selectmen's Meeting to discuss the Web Site. One of the items to be discussed would be the Hot Topics feature on the Web Site.

Line Comeau, Town Administrator, will call and arrange the meeting.

TOWN GOVERNMENT BUILDING ACCOUNT:

Ted Vallieres, Selectman, reported on the Town Building Projects as follows:

1. The painting of the Town Office will be completed by next week.
2. Highway Garage - Will discuss with the Board of Selectmen after we determine remaining monies in the Building Maintenance Account.
3. Took the Transfer Station painting off the list due to the cost of the retaining wall at the Transfer Station which was a priority.
4. Air Conditioner for the Town Offices. Will plan to order one air conditioner at this time until we determine monies remaining.
5. In addition to Jeff Crosby constructing the retaining wall at the Transfer Station, he will dig out the area where the two dumpsters are located and remove the large rock that is preventing the dumpsters to be level, etc.

Board of Selectmen requested Line Comeau, Town Administrator, to prepare a list of projects that have been completed along with a list of remaining projects to be done so we know where we stand financially before completed any more maintenance projects. They would like this for the next regularly scheduled Board of Selectmen's Meeting.

Travis James, Selectman, stated he would like to see the Selectmen's Meeting Room cleaned up a bit. Would like to get rid of the old broken chairs. In addition, he would like the storm windows put away so that no one trips over them.

Town Legal Expenses:

Ted Vallieres, Selectman, stated he would like a clarification as to how Department Heads are authorized to incur legal expenses. Do they request approval from the Board of Selectmen or just one Selectman?

After discussion, the following motion was made:

MOTION:

Travis James made a motion that if a Department Head or Committee Chairman feels they require Legal Counsel, they would have to obtain prior approval by a majority vote of the Board of Selectmen. Ted Vallieres seconded the motion.

Board Discussion:

It was noted that the Board of Assessors contacts Legal Counsel with no approval from the Board of Selectmen. In addition, it was noted that LGC also gives free legal advice.

Line Comeau, Town Administrator, also contacts Legal Counsel on occasion for simple requests, etc. relating to the Right to Know Law, etc.

Travis James stated he personally would like to be aware when legal counsel is contacted by Department Heads, etc. If there is going to be a legal counsel charge for the service, the Board of Selectmen should be aware of it.

The final result of the discussion was that there were many situations that would not need Board of Selectmen's prior approval such as LGC and the Board of Assessors. It was noted that LGC does not charge for legal advice because the Town is a member of LGC..

The Board of Selectmen reached a consensus that if a Department Head or Committee Chairman felt they needed Legal Counsel, the Board of Selectmen would be polled as to whether or not they felt Legal Counsel was needed. The decision would be based on a majority decision by the Board of Selectmen.

Based on the above Consensus, Travis James withdrew his Motion and Ted Vallieres withdrew his second to the motion.

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

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