

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JUNE 20 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 Troy
Coleen Madden, 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, June 13, 2013)

Travis James stated he would like to correct the minutes of the Thursday, June 13, 2013 meeting on page 5 to read that Legal Services from the LGC was not free. Legal Services are provided by LGC as part of the membership fee.

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, June 13 2013 Board of Selectmen's meeting as corrected above by Travis James. Ted Vallieres seconded the motion. The motion passed unanimously.

COLEEN MADDEN, LIBRARY TRUSTEE:

Coleen Madden, Library Trustee, appeared before the Board of Selectmen to present the monthly update on Library activities as follows:

1. Noted that the main thrust of the Library Program for the summer months was Summer Reading for Children.
2. Andrea Douglas and Nancy Lang have been working hard on working out the Summer Reading Program for children.
3. Will start July 4 with the Children's Summer Reading Program four days a week.

4. Both Andrea Douglas and Nancy Lang have been attending Library Conferences re how to stay on top of things happening, etc.
5. Attendance for the month of May was low due to other commitments, etc.
6. Science Fair was postponed due to the fact that only three entries were submitted.
7. Next year's Summer Reading Program will be Science related.
8. Possibility of Selectman James, Science Teacher, can participate in Science Fair, etc. next year.
9. The Library should be a place where people can stop in when they want and to feel free to come and go, etc.
10. The Library has the capability of downloading books for Kindle and/or E-readers, etc. users.

Board Discussion:

Travis James asked if the Library Web Site is on Facebook.

Coleen will suggest that the Library be put on a Facebook account.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to bring them up to date on issues/work projects as follows:

Transfer Station Retaining Wall:

1. Retaining Wall is all up.
2. Jeff Crosby will put in rebar in the top tiers and pour concrete and set pins in for future railings on the top.
3. No concerns about water getting in.

Dumpsters:

1. Dumpsters are back in place after digging out the area and rocks, etc.
2. Jeff Crosby was able to take out the large rock and level the area. Have put gravel to stiffen up the area. They have done a good job.

Overhead Doors for Recycling Windows:

1. Overhead doors for the Recycling Windows have been installed by Ron Wescott.
2. Have spoken with Dave Stilson regarding cutting out the four or five posts which are in the window area.

Cassella:

1. Have an appointment to meet with Cassella on Tuesday, June 25, 2013 at 8:00 am. They want to talk with us regarding trash price for MSW and C&D, etc. They have been talking with other towns also.

2. Today, June 20th is the day that the City of Concord is supposed to vote on whether or not they will remain in the Coop. According to Jim Presher, things will not change whether the City of Concord stays in the Coop or not.

3. There is talk about going to Allenstown instead of Epping. Will be a much shorter haul for us.

4. Will call Mike and he will be able to give me final numbers now.

Light Pole:

1. John Stevens and Lightec will be conducting a lighting audit on Tuesday, July 2 at the Transfer Station.

2. Will wait until the lighting audit is completed before deciding what to do about the light pole replacement.

Insurance Claim for Light Pole:

Line Comeau, Town Administrator, reported that she had contacted LGC Insurance and because there are no light poles listed on our policy, there is no coverage for broken light poles. We can add the poles today but we would have to back date it to 1987 when the policy began, etc. They have listed various items which are not covered by our Property Liability Insurance i.e. Bandstands, Cell Towers, cemetery stones, stone walls.

Travis James asked that the Selectmen be given a copy of the list of these uncovered items.

DAN TROY, WEB SITE MANAGER:

Dan Troy, Web Site Manager, appeared before the Board of Selectmen as requested to discuss the Web Site as follows:

1. Travis James asked that the Hot Topics be changed somehow so that it did not jump from item to item. It needs to scroll instead of jumping from one topic to another.

Dan Troy will research this and find a solution.

2. Travis James stated that based on the fact that we are paying Dan Troy monthly for his services, he would like to assure there is a 24 hour response time for getting items on the web site. Several people have had difficulty in getting items on the web site in a timely fashion.

Dan Troy stated the best way to get items to him was to contact him via his cell phone.

3. Travis James stated that since Linda Landry has been doing most of the work on the site, he would like Dan Troy to sit down with her and instruct her on how to put photos on the web site, etc.

Dan Troy will contact Linda Landry and instruct her accordingly.

Board Discussion:

Ted Vallieres asked about the possibility of having the secretaries of individual Board and Committees have the capability of putting their own Public Notices and Minutes on the Web Site. This was discussed in the beginning of the Web Site development.

Dan Troy indicated that this was originally discussed as an option and could be done.

Travis James stated that it was too complicated to allow other users to be accessing the Web Site.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, continued his discussion with the Board of Selectmen as follows:

Breaks at the Transfer Station:

Suggested that he would like to consider doing away with the 15 minute breaks both morning and afternoon in order to get more work productivity. Presently, all employees have a 15 minutes break in the morning and the afternoon. By the time the employees get through their breaks in the am, it is time to have lunch breaks.

Board Discussion:

The Board of Selectmen noted there is nothing in the Personnel Plan that refers to breaks with the exception of requiring employees to have a half hour lunch break after 5 hours of work.

The Board of Selectmen cautioned Patrick Bowne that taking away breaks would not help morale at the Transfer Station.

Ted Vallieres suggested considering a different method in handling the recycling windows in that if the windows build up, don't try to separate it as it comes in, Put the bags, etc. aside and separate them at a point when business slows down. Stated he would prefer adjusting the method of handling the recycling materials instead of taking away breaks from the employees.

Ted Vallieres stated he felt that the Department Head should be able to make this type of decision. The Board of Selectmen can make recommendations, but in the end it should be up to the Department Head.

Travis James suggested having a sit-down session with the employees regarding productivity, etc.

OTHER DEPARTMENTS:

Line Comeau, Town Administrator, brought up the following issues/items for discussion and/or action by the Board of Selectmen:

Communication from Kelly Dearborn-Luce:

Kelly Dearborn-Luce, Planning and Zoning Department, has communicated with the Board of Selectmen regarding overtime for the Planning Board. She noted that recently the Planning Board Chairman had told her that she did not have to attend the June Planning Board Meeting because there was nothing on the agenda and it would be a very short meeting.

She wanted to be sure this was the correct procedure in that she works for the Board of Selectmen.

The Board of Selectmen agreed that if the Planning Board or Zoning Board Chairmen told her that she did not need to attend the meeting, it was alright with them.

Selectmen's Liaison for the Town Office:

Asked if there was a possibility of having one of the Selectmen as a Liaison for the Town Office in the event of items coming up which need to be discussed, etc.

Les Hammond, Chairman, stated that it would be up to the Town Administrator to get in touch with the Board of Selectmen Chairman in the event guidance was needed, etc. He would then in turn notify the other two Board of Selectmen members.

Town Government Building Account:

Presented the Board of Selectmen with a printout of the up-to-date expenditures for the Town Government Building Account along with a spread sheet showing estimated quotes and expended items.

The Board of Selectmen noted that the original estimate for the Transfer Station Retaining Wall was \$33,000. Jeff Crosby has estimated that the total project will not cost that amount. Until such time as it is clear how much money will be expended for the Retaining Wall, the Board would suggest not committing to further projects.

Outstanding items we have committed to are the cost for the painting of the Town Offices (\$2,570), air conditioner (\$1,149) and stone from Mt. Williams (\$999.00). This would leave approximately \$22,116.76 remaining in the Town Government Building Account.

Items remaining to be done are the Bulletin Board in front of the Town Offices, two additional air conditioners, paint inside of Town Offices, and painting of Highway Garage.

Les Hammond stated that he did not like the way this was presented and asked that the Town Administrator prepare a list showing items that have been completed versus items which are outstanding, etc. along with the balance remaining for the next week's meeting.

POLICE DEPARTMENT:

Travis James, Board of Selectmen Police Representative, reported that he had recently met with the Police Chief regarding the following:

Officer Chris Remillard:

1. Chris Remillard's raise to Sergeant effective June 13, 2013. New hourly rate to be \$24.12.
2. Chris Remillard be given a stipend of \$100/month for being on call effective on June 13, 2013. This will be paid in June and December at a rate of \$600 twice a year. He will be entitled to a retroactive check for two weeks.
3. Chris Remillard should be given a \$.50/hour raise because he has completed his degree.

Holiday Pay:

Reported that he had gone over all the documentation (time sheets and activity logs) from Police Chief Sklut regarding Holiday Pay and would suggest that the two other members of the Board of Selectmen review the paperwork. Total cost would be \$8,209.44.

Board Discussion:

Both Les Hammond and Ted Vallieres stated they had reviewed paperwork extensively in the past and were not convinced that these officers were not paid for Holidays as claimed.

The two other members of the Board will review the paperwork as presented by Travis James.

COOP AGREEMENT:

Ted Vallieres brought up the subject that according to Jim Presher, Coop Towns should make a commitment as to whether or not the Town of Dunbarton was going to stay with the Coop by June 26, 2013, the date when Patrick Bowne, Coop Representative for Dunbarton, votes at the Coop Meeting.

After discussion, the following motion was made:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen instruct Patrick Bowne to vote that the Town of Dunbarton not extend the contract with the Coop. Travis James seconded the motion. The motion passed unanimously.

MOTION:

Travis James 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 8:20 p.m.. Ted Vallieres seconded the motion. The motion passed with a Roll Call Vote as follows:

Hammond - Yes

Vallieres - Yes

James - Yes

No motions or decisions were made at the Non-Public Executive Session.

The regular meeting of the Dunbarton Board of Selectmen reconvened at 8:45 p.m.

OTHER BUSINESS:

Line Comeau, Town Administrator, reported on the recent Joint Loss Committee Meeting held on Wednesday, June 19, 2013.

Highway Garage Heat/Smoke Detectors:

It was noted at the meeting that the Highway Department Garage does not have heat and smoke detectors based on the fact that when the trucks start up, etc., they would continually be setting the detectors off. Jeff Crosby, Road Agent, would only recommend having them if our insurance company requires them.

Town Office Smoke Detectors:

Town Office Smoke Detectors should be checked to find out if they are connected to Security System.

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

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