

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, MARCH 20, 2014
TOWN OFFICES – 7:00 P.M.**

The Dunbarton Board of Selectmen held their regularly scheduled meeting at the above time, date and place.

The following were present:

Ted Vallieres, Selectman
Travis James, Selectman
Brian Pike, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Patrick Bowne, Transfer Station Manager
Jeff Crosby, Road Agent
Linda Landry, Town Clerk
Dan Sklut, Police Chief

Members of the Public:

J. R. Swindlehurst
Leo Martel
Robert Martel
Pam Sklut
Frances Hill

As senior member of the Board of Selectmen, Ted Vallieres was elected as Interim Chairman in order to open the meeting by the following motion:

MOTION:

Travis James made a motion that the Board of Selectmen elect Ted Vallieres as Interim Chairman. Brian Pike seconded the motion. The motion passed unanimously.

Ted Vallieres, Interim Chairman, called the meeting to order with a full Board of Selectmen present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary.

Line Comeau, Town Administrator, announced that the Board of Selectmen's Meeting would be recorded for backup reference in the event of a dispute regarding the minutes.

Election of Chairman:

Brian Pike stated that he felt that Selectmen in the final year of their term are usually elected as Chairman. Therefore he made the following motion:

MOTION:

Brian Pike made a motion that Ted Vallieres be elected Chairman of the Board of Selectmen for this year from this date on. Travis James seconded the motion. The motion passed unanimously.

OLD BUSINESS:

Line Comeau, Town Administrator, presented the following items for discussion under Old Business as follows:

1. Presented a letter of Recognition to Les Hammond, former Selectman. It was read into the record as follows:

Les:

On behalf of the Town of Dunbarton, the Board of Selectmen would like to express our appreciation for all your years of service and dedication.

You served as Supervisor of the Check List in 1975, then elected as a Selectman and served two terms from 1976 to 1982. You were Town Moderator from 1983 through 1996 then elected again as Selectman in 1996. You have continued serving the town on and off for over twenty one years. We would also like to recognize your service on many town committees over the years with too many to list individually.

We wish you only the best in your future endeavors and again thank you for making Dunbarton a better place to live.

Board of Selectmen

2. Approval of previous meeting minutes of Thursday, March 6, 2014 regular meeting and Thursday, March 6, 2014 Non-Public Executive Session Minutes.

MOTION:

Travis James made a motion to approve the minutes as written of the Thursday, March 6, 2014 Board of Selectmen's Meeting. Brian Pike seconded the motion. The motion passed by a majority vote as follows:

Vallieres - Yes

James - Yes

Pike - Abstained from the vote because he was not present at the meeting as a Selectman

MOTION:

Travis James made a motion to approve the minutes as written of the Thursday, March 6, 2014 Board of Selectmen's Non-Public Meeting. The motion was not seconded

NEW BUSINESS:

At this point in the meeting, the following items were brought up for discussion and/or information:

Town Hall Roof Issues:

Ted Vallieres, Chairman, brought up the fact that it had been brought to his attention that there was a problem with the Town Hall roof with shingles falling off. The roof was put on in 2007 at a cost of \$35,000. The shingles are guaranteed for 50 years.

Ted Vallieres asked if either of the other Selectmen were interested in pursuing this issue with the manufacturer, etc.

In view of the fact that neither of the other two Selectmen volunteered, Ted Vallieres asked if they wanted him to look into the issue.

Decision:

The Board of Selectmen reached a consensus that Ted Vallieres should go ahead and start the process of looking into the situation with the manufacturer, etc. He will keep the Board of Selectmen informed about developments.

Amending Bid Policy:

Ted Vallieres, Chairman, reported that a citizen had brought up the fact at a Budget Hearing and also at Town Meeting 2014 that there was a Warrant Article passed in 2002 regarding a Bid Policy which states all purchases for goods and services over \$2,000 must go out to bid.

In 2007, the Board of Selectmen established a Bid Policy using the Warrant Article as a basis. In 2013, it was amended.

Town Counsel has informed us that the Warrant Article is binding on the Town until revised at a Town Meeting.

Based on this information, the Board of Selectmen should develop a Bid Policy in conjunction with the Warrant Article.

Questions/Comments from the Board of Selectmen as follows:

1. What does "qualifications" mean?
2. How many bids are we required to get?
3. What is the difference between a quote and a bid?

Town Counsel has stated that a "quote is a quote and a bid is a bid". We need to know the difference.

4. Do we have to advertise in the paper for bids or can we distribute a Request for bids to vendors? Noted that advertisements in the paper are very expensive and our budget does not allow this much expenditures.
5. Can we put Bid Requests on the Web Site?
6. Can we use the State Bid process in purchasing?
7. Do we have to go out to bid for vendors for vehicle maintenance parts if the total amount for the year is over \$2,000?
8. Do we have to go out to bid for repairs on town vehicles if the total amount for the year is over \$2,000?
9. It was noted that Ted Vallieres has expressed that the Town of Dunbarton should try to keep contracts, etc. within the Town when at all possible.

Ted Vallieres, Chairman, stated that right now we have the leeway of setting our policy. We need to make sure it agrees with the Warrant Article as to requirements but we can set the methods of advertising, etc.

It was noted that in the meantime, there are Department Heads who are looking to purchase. It is mostly related to the Highway Department i.e. salt and paving.

Comments from the Public and Departments:

1. Can we purchase the Highway truck which was a Warrant Article through the State bid process?

It was noted that the State Bid Process purchases vehicles which are only engine and chassis and the vendor then adds equipment onto the vehicle at their own garage, etc. The Town of Dunbarton cannot do this. They have to order the truck with the equipment they need. Based on this information, the Town of Dunbarton would have to go through individual dealers for purchasing vehicles, etc.

2. Patrick Bowne, Transfer Station Manager, stated that due to the required bid process, he could not take a load of demolition material to the appropriate vendor because the Town of Dunbarton does about \$7,000 annually for demo. There is no contract for this in place at this time.

The Board of Selectmen advised him to get bids for the demo and come back to the Board of Selectmen next Thursday with the bids.

MOTION:

Brian Pike made a motion that the Board of Selectmen table the Bid Policy Discussion until next week and give the Selectmen an opportunity to review all the facts before going ahead with a Bid Policy. Travis James seconded the motion. The motion passed unanimously.

Budget Reduction Discussion:

At this point in the meeting, Ted Vallieres, Chairman, stated that both he and Line Comeau, Town Administrator, had worked on a draft plan for reduction of the budget.

Brian Pike stated that his position was that it is going to hurt taking from the bottom line. It needs to be non-discretionary. We should take from every department. Everyone is "on the hook" for this. Everyone should have some "skin in the race".

It was noted that Option #1 was decided not to be as workable as going back to a flat line budget from the year 2013 for all departments and adding back items which are mandated such as the 1.7% CPI raise and Step Increases as approved in 2013.

After the above increases are put back into the 2014 budget, there is an additional \$30,419 which needs to be reduced. The Board of Selectmen reviewed the budget items as follows and made necessary reductions.

Options for reductions to the 2014 budget were suggested as follows:

GENERAL GOVERNMENT BUILDINGS	<u>Reductions</u>
01.4194.01.430 Town Building Maintenance & Improvements	
<u>Town Office:</u>	
Moderator request 50 more chairs	848
U-Shaped conference table	9,500
New Signage (1) Cemetery (1) Stark Highway	1,000
Touch up Town Office exterior paint	1,000

Highway Garage:

Widen garage door/new door	6,250
Reduce Paint Highway Garage & Salt Shed	2,100
<u>Transfer Station:</u>	
Miscellaneous Repairs reduce by 50%	2,400
Paint Recycling Center	2,750
Add gravel & grade parking lot	2,000
<u>Safety Complex:</u>	
No reductions	
<u>Library:</u>	
No reductions	
01.4194.06.000 Historical Society	<u>1,200</u>
TOTAL	29,048

At this point in the discussion, Travis James stated that in the past, out of kindness, we are paying the Historical Society insurance. Would suggest that we cut this amount from the budget.

Ted Vallieres stated there are many towns in the State which pay the building insurance for the Historical Societies. It falls under the category of for the public good, etc.

Travis James and Brian Pike reached an agreement to cut the Historical Society budget line of \$1200.

At this point in the meeting, Travis James, Selectman, stated he would forego his pay as a Selectmen for the year and would suggest that the other Selectmen do the same.

Ted Vallieres stated that for the number of hours he is working for the Town of Dunbarton, he did not feel he was going to forego the \$2,000 payment.

ELECTION, REGISTRATION & VITAL STATS

At this point in the meeting, Linda Landry, Town Clerk, stated that she wanted to remind the Board of Selectmen that they have not budgeted for three elections in the year 2014. In 2013, there was only one election. If they do not budget this line, her budget component will be overdrawn by the end of the year. Would suggest that they increase the Election Admin. line accordingly. In addition, we need to put another \$250 to cover meals for one Election. (From \$500 to \$750)

Addition to the Budget:

Based on the above information, the budget line of 01.4140.02.130 was increased to 4,380 from 1,460. In addition, there should be \$250 for meals added to the 01.4140.03.000 from \$500 making the Election-Meals total \$750.

Public Comments:

Jeff Crosby, Road Agent, stated that he felt the Selectmen have done a wonderful job this evening. The Highway employee was the only employee who did not receive a large increase in salary last year due to the Step Increase Program. I feel the Departments which got these large Step Increases should absorb them in their Department. I would question being able to get the Highway Garage painted for the quoted figure of two years ago of \$4,400.

Brian Pike stated that he doesn't like the fact that there are some Departments that were not cut at all. Just as a matter of fairness, I would vote for these reductions because I don't want to hold the Town hostage. We should consider looking at the Recreation funding in the future.

MOTION:

Travis James made a motion that the budget reductions made this evening be incorporated into the 2014 budget and any further adjustments be taken from the Government Building budget line. Brian Pike seconded the motion. The motion passed unanimously.

LEO MARTEL RE CORRECTION OF FEBRUARY 27, 2014 MINUTES:

Leo Martel stated he would like the minutes of the February 27, 2014 amended as follows:

On page 4, third paragraph from the bottom, re statement by Leo Martel should read as follows:

"Leo Martel stated, "Wouldn't it make the seed money more valuable towards a grant? It would show that the town is really committed to the project."

STAIN IN CEILING IN TOWN OFFICE MEETING ROOM:

Ted Vallieres explained that there was a problem in the attic with an electrical cable causing condensation making the insulation wet, etc. It was suggested that several bags of insulation be installed to cover the cable, etc.

J. R. Swindlehurst suggested insulating the cable with "rubber tex" which is a product used by plumbers for pipe insulation.

TOWN HALL THEATRE RESTORATION COMMITTEE:

Line Comeau, Town Administrator, presented a letter authorizing the Town Hall Theatre Restoration Committee to have a Beer Tent at the Arts on the Common Festival on May 10 and 11, 2014.

Selectmen signed the letter of authorization.

DAN SKLUT, POLICE CHIEF:

Stated that at Town Meeting, a citizen had questioned the statistics within the 2013 Police Report. He wanted to explain that they were correct and presented a letter of explanation to be included in the record as follows:

"March 13, 2014

To: Dunbarton Board of Selectmen

*From: Daniel G. Sklut
Chief of Police*

Subject: 2013 Annual Report Statistics; Incidents as Reported

At the annual Town Meeting held March 11, 2014 a question was posed by a member of the public regarding the accuracy of statistics for Incidents as Reported, page 50 and 51 of the 2013 Annual Report. The person inquired as to the increase in incidents from 1763 in 2005 to 5500 in 2013 and theorized that the increase may be due to dates in the column titles, appearing within the columns of figures on page 50, being added as a numerical value along with the activity types listed.

I answered the question by explaining that not all incident types were included and that the difference between the column totals and the annual total was due to incident types that were omitted. When further pressed I did not dismiss the possibility of an error and it caused me to question the results.

I recently reviewed the numbers as presented in the annual report and I stand by the accuracy of those numbers at the time that the report was prepared. I offer the following explanation of the process of creating the report.

The data for "Incidents as Reported" table originate with the Bow Police Dispatch which performs dispatch services for the Dunbarton Police Department as a contractual service. Dispatch tracks call for services from residents as well as activities reported by police employees. These activities are logged to provide a call number to reference for a report, to advise dispatch that the officer is not available for a call (at court, conducting an interview or follow-up investigation) or to document some type of police activity such as vehicle maintenance or checking a building or neighborhood. The purpose of the call log is to document police activity. The statistical reports generated from the data is a beneficial result of that documentation.

The "Call Log" is compiled and sent to the Dunbarton Police Department by e-mail where it is saved and uploaded to our records management system. Calls are frequently reviewed and sometimes the incident type is changed to reflect the actual nature of the call (for instance, a call marked "Assist Public" which may have actually been a noise complaint).

The purpose of the "Incidents as Reported" table in the annual report is to give the reader some gauge to compare the year to year activity of the Police Department. Incidents are selected from the list of incident types by relevance. The year's total number of incidents is included as well.

The report table that I submitted for 2013 was originally created by me in an Excel spread sheet in 2012 using statistics for the years 2005 to 2010 from a previous annual report. Each year from 2011 on I obtain the statistics from our records management software, usually in the first few weeks of January, using their (IMC) prepared report formats. The results are based upon the data in the system at the time that the report is run and the total comes from the report.

The data base is fluid and changes due to incident types being corrected (as explained previously) or the log being "finalized" which keeps the log from being edited and releases data to be available for statistical reports.

The incident totals are then manually input into the spread sheet including the total number of events for each incident type. No formulas are used in the spread sheet. When the annual report is composed, using Word for Windows, the data is input into the existing table with a column added for the new year. There are no formulas in the table and the "Annual Totals" are transcribed from the spread sheet. At some point space will limit the columns and the date range will change. Some incident types are omitted (Community Policing, Court, Crime Prevention, Vehicle Maintenance, etc.) and some which appeared in previous Annual Reports have been deleted (Follow up, Message Service, Police Information, Walk and Talk) because they are not a relevant gauge of police activity in the spirit of the table.

When the document is proof read and the final draft prepared for submission for publishing, if the table is spread out on to two pages, the column headings are added at the top of the new page so that they are readily available to the reader. From the appearance in the 2013 annual report it appears that the page break occurred in a different row, thus placing the column heading in an unhelpful location.

As part of reviewing the accuracy of the table I created a formula which added the number of incidents in each column, by year. The difference between the "Annual Total's" as listed and formula results were as follows:

2009 – (-37)
 2010 – 12
 2011 – 42
 2012 – 266
 2013 - 246

The differences between the column totals and the "Annual Totals" is far less than the numerical value of the calendar year (i.e. 2,013).

The increases in incident totals can be attributed to increased requests for police services and better documentation of activity by individual officers. In future reports a line will be added for the incident type "other" which will be the total number of incidents less the sum of the numbers in the column for each year. That should eliminate future questions about the accuracy of these data.

Please place this letter into the minutes of the Selectmen's meeting.

Respectfully,

Daniel G. Sklut"

There being no further business, the meeting was adjourned with the following motion:

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 9:30 p.m. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Ted Vallieres, Chairman

Travis James, Selectman

Brian Pike, Selectman