

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, MARCH 21, 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
Ken Swayze, Chairman, Planning Board
Dan Sklut, Police Chief
Patrick Bowne, Transfer Station Manager
Judy VanKalken, Tax Collector

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.

Les Hammond introduced and welcomed the new member of the Board of Selectmen, Travis James. Welcome Aboard, Travis!

APPROVAL OF PREVIOUS MEETING MINUTES (March 14, 2013)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, March 14, 2013 as written. Les Hammond seconded the motion. The motion passed unanimously.

JUDY VANKALKEN, TAX COLLECTOR:

Judy VanKalken, newly elected Tax Collector, appeared before the Board of Selectmen to let them know her hours and appoint a Deputy Tax Collector.

Hours:

Stated she had decided that her hours would be Tuesday and Thursday evenings, 4:30 p.m. - 7:30 p.m. on both evenings. She noted that the hours of the Tax Collector must be written on the Tax Bills.

Les Hammond, Chairman, stated that in the past the Selectmen had frowned upon working at the Town Office alone at night. Judy asked if there was a "panic button" which it was noted there was.

In addition, the Police Chief stated he lived right next door and would provide her his cell phone number in the event of an emergency.

Deputy Tax Collector:

Judy VanKalken stated she felt it was important to have a Deputy Tax Collector to collect taxes during the day and be available to the public in her absence. In addition, she noted that it is a requirement under the law. She stated she would be appointing Line Comeau as Deputy Tax Collector. She stated that Line Comeau has been the Deputy Tax Collector for ten years and knows the software program and would be of help to her. She noted that she understood there was some confusion as to whether a non-resident can be the Deputy Tax Collector so she researched the issue with Jean F. Samms, DRA representative for Dunbarton. She spoke on the phone with her and she provided the following information from the New Tax Collector's Workbook found in Section II Tax Collector's Duties, Questions and Answers:

Question 35. Does a tax collector or deputy have to reside in town?

If the tax collector is elected, he or she must reside in the town. An appointed tax collector and an appointed deputy need not reside in town. The exception would be if the deputy tax collector were also the elected town clerk. Per RSA 669:65, a town clerk must be domiciled in the town (a deputy town clerk need not be domiciled in the town).

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen accept the nomination of Line Comeau as the appointed Deputy Tax Collector. Travis James seconded the motion. The motion passed unanimously.

PATRICK BOWNE, TRANSFER STATION MANAGER:

New Employee - Transfer Station:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen and stated that now that Town Meeting is over, he would request permission to go ahead and hire an employee to work at the Transfer Station as Assistant Manager. He would like him to start this Saturday. The prospective employee has provided a CDL physical which is six months old but is valid. Stated that Ted Vallieres and he interviewed this applicant and felt he would be a good addition to the Transfer Station staff. He is certified to drive the roll off truck in the event that Patrick Bowne is absent.

The Board of Selectmen reached a consensus that Patrick Bowne should go ahead and hire the new employee, Leonard Hall, and will start work this Saturday, March 23, 2013.

OTHER BUSINESS:

Line Comeau, Town Administrator, appeared before the Board and brought up the following issues/items for discussion and/or information:

Town Clerk Health Co-Pay Amount:

Noted that concerns regarding a miscalculation in the co-pay amount for the Town Clerk for her spouse has been resolved. It was noted that the Payroll System is set up to automatically take out co-pays for four weeks from each month instead of every week due to the fact that there are only four months in the year when there is a fifth payday. It is based on a 48 week pay periods.

Proposed Job Description for Building/Planning and Zoning Department:

Presented a copy of the proposed job description for the Building/Planning and Zoning Department for Selectmen's review.

Les Hammond, Chairman, stated he did not agree with the job description as written and requested that the LGC and/or Central Regional Planning Commission be contacted for a template for a job description which was not clerical in nature. This job description was written in 2009 by Central New Hampshire Regional Planning Commission. He noted that many duties had been added and it was not a clerical job. It was noted that this Job Description should be in place prior to the hiring of a new employee in this position.

Both Ken Swayze, Chairman, Planning Board and John Trottier, Chairman, Zoning Board of Adjustment have looked at the job description and made changes accordingly.

MOTION:

Ted Vallieres made a motion that Les Hammond rewrite the Job Description for the Building Department. Travis James seconded the motion.

At this point, Les Hammond stated that he would not be rewriting the Job Description.

The motion was not acted upon, therefore it did not pass.

Ken Swayze suggested that Mike Tardiff and/or Matt Monahan be contacted regarding the job description.

Posting of Vacancy - Building Department:

Noted that the Job Vacancy for the Building Department has been posted on the LGC Web Site and on the Dunbarton Web Site. Have already received 23 applications. It will also be in the Saturday and Sunday editions of the Manchester Union Leader this weekend and next weekend. It was noted the closing date is April 8, 2013.

Travis James - Letter of Authorization for Signature/Bank:

Pam Milioto, Town Treasurer, requested a Letter of Authorization for bank signature for Travis James. Letter was signed by both Les Hammond, Chairman, and Ted Vallieres, Selectman.

Personnel Plan:

Travis James was given a copy of the present Personnel Plan along with a draft of the proposed new Personnel Plan for his review along with a copy of the minutes of the meeting with the Town employees. It was noted that the Board of Selectmen would be reviewing the updated Personnel Plan as soon as possible. They would like to have it in place prior to the hiring of a new employee.

Next Week Selectmen's Agenda:

Les Hammond, Chairman, stated that the following items should be on the Agenda for next week's Selectmen's Meeting:

1. Appointments to Boards and Committees
2. Selectmen's appointments to various Committees
3. Bid Proposals
4. Discussion of Building Projects for the year

Ted Vallieres noted that we should be contracting for the replacement of the sill on the east side of the Town Offices prior to scheduling the painting of the Town Office. He will contact Dave Stilson regarding this repair.

At this point in the meeting, Dan Sklut, Police Chief, noted that during the budget process he had mentioned replacement of the door in the lower portion of the Police Department with a steel door and also replacement of the Security System.

The Board of Selectmen noted it was unclear at this time if these items had been budgeted within the Building Maintenance Account.

LINDA LANDRY, TOWN CLERK:

Alternate Library Trustee:

Linda Landry, Town Clerk, presented paperwork for the appointment of an Alternate Library Trustee, George Maskiell, to cover during the summertime, etc.

Board of Selectmen signed appropriate paperwork for appointment of George Maskiell, Alternate Library Trustee.

Appointment of Deputy Tax Collector:

Stated that she understood the Board of Selectmen had appointed Line Comeau as Deputy Tax Collector based on an opinion from Jean Samms, DRA. Linda stated that in the past, she had contacted the Secretary of State's Office regarding this question and their opinion was that the Deputy Tax Collector should be a resident. If anything happens to the Tax Collector, Line Comeau cannot step in for her. The Deputy Tax Collector must be qualified in the same capacity as the Tax Collector. This is a gray area. Do understand there were opinions made. Just wanted to put my opinion in as well.

Les Hammond, Chairman, noted that the new Tax Collector had presented documentation in writing regarding this situation.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne stated his wife, Tamara Bowne, had asked when the Board of Selectmen would be appointing a Committee to serve on the 250th Anniversary.

Les Hammond noted that the Board of Selectmen need to decide how they will set up the organization for working on the 250th.

At this point in the meeting, the Police Chief asked that the Board of Selectmen go into 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 to discuss a personnel issue at 7:25 p.m. Travis James seconded the motion. The motion passed with a roll call vote as follows:

Hammond - Yes
Vallieres - Yes
James - Yes

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

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

MOTION:

Ted Vallieres made a motion to adjourn the Board of Selectmen's Meeting at 7:55 p.m. Travis James seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Les Hammond, Chairman

Ted Vallieres, Selectman

Travis James, Selectman