

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, MARCH 27, 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, Chairman
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
John Stevens, Energy Committee
Chris Remillard, Police Sergeant
Jason Patten, Police Officer
Jon Wiggin, Fire Chief
Ken Swayze, Planning Board Chairman**

Members of the Public:

**Leo Martel
Robert Martel
Pam Sklut
Ralph Fellbaum
Reporter from the Concord Monitor**

Ted Vallieres, 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.

OLD BUSINESS:

Approval of Minutes of Previous Meeting of March 20, 2014:

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes as written of the Thursday, March 20, 2014 meeting. Brian Pike seconded the motion. The motion passed unanimously.

Approved Budget MS-2 Form:

Line Comeau, Town Administrator, stated that all the amounts had been put in the MS-2 form and it was ready for the Board of Selectmen's signature.

Board of Selectmen signed the appropriate paperwork for the MS-2 to be submitted to DRA.

Establish a Bid Policy:

It was noted that originally, Town Counsel had stated that we could not put any exceptions to the Warrant Article as written regarding the Bid Policy.

She has since informed us that we can in fact use Intergovernmental Purchasing or vendors that have gone through the State Bid Process. We would be able to work through the State.

The Board of Selectmen noted that this procedure will be a stop-gap measure until we can develop a Bid Policy for a Warrant Article at Town Meeting next year.

The Board of Selectmen reviewed several other town Bid Policies and decided that the Town of Greenfield was the closest to the size of Dunbarton. The Board of Selectmen made revisions to the Greenfield Bid Policy as follows:

Page 1 - Section 3. FOR PURCHASES:

b. Between \$500.00 and \$1,999.00:

c. Replace with:

Between \$2,000 and \$7,499.99: The formal sealed bid is used for purchases. An invitation to bid must be posted on the Town of Dunbarton website and bulletin board at least fourteen (14) days prior to the date set for opening. Bid specifications require the approval of the Board of Selectmen. Formal bids must be received sealed and in writing by posted deadline. Over \$7,500.00 must also be publicly advertised in the paper.

d. Change to Over \$2,000.

~~Cross out An invitation to bid must be publicly advertise in the legal paper of record at ———
—least fourteen (13) days prior to the date set for opening.~~

Page 3 - Section 9. - EXCEPTIONS:

Change to:

Exceptions to the policy will be determined on a case by case basis by the Board of Selectmen.

Page 3 - LOCAL ADVANTAGE:

Change to:

The Town of Dunbarton will make every effort to purchase from businesses located within the Town of Dunbarton if the purchase fits into the category of "best overall value." It must be noted that the Town of Dunbarton employees have a responsibility to the taxpayers of the Town to ensure that bids are awarded to vendors offering their products or services at the "best overall value" to the Town.

The Board of Selectmen noted they will have Line Comeau, Town Administrator, make the appropriate changes and e-mail to the Board of Selectmen members to review so they can act on the new Bid Policy at the next Board of Selectmen's meeting to be held on April 3, 2014.

Milfoil Control Center:

Line Comeau, Town Administrator, brought up the fact that the Milfoil Control contract was in the wrong amount. It does not agree with the Warrant Article amount. The Warrant Article is for \$18,200 and the new amount is \$21,900. Line has e-mailed them with the correct amount. They are requesting the Board of Selectmen sign the contract because it takes two months to process, etc. They will send out notices to the abutters.

No matter what, the only amount the Town of Dunbarton can pay is the amount in the Warrant Article of \$18,200.

At this point in the meeting at 7:25 p.m., it was noted that we would start recording the meeting.

Ted Vallieres, Chairman, gave a brief synopsis of items which had previously been discussed but were not on the recording.

Town Hall Roof Issue:

Ralph Fellbaum appeared before the Board and looked at the roof samples from the Town Hall roof which had been breaking off. He stated he felt this was a Warrantee Issue on the product.

Would suggest contacting the Manufacturer. The product is not standing up the way it was advertised. The roof should be lasting much longer than six years.

Ralph Fellbaum recommended that someone call the Manufacturer and get them up here to look at the roof.

After further examination of roof samples, Ralph suggested we call installer and get his input.

APPOINT SELECTMEN'S REPRESENTATIVES TO BOARDS AND COMMITTEES:

The following Selectmen were nominated to be appointed to the following Committees and Boards as Selectmen's representatives:

Dunbarton Planning Board - Brian Pike
 Highway Safety Committee - Brian Pike
 Energy Committee - Ted Vallieres
 Historic Awareness Committee - Ted Vallieres
 Town Hall & Theatre Restoration Project Committee: Travis James
 250th Anniversary Executive Committee: Ted Vallieres
 Police Department Selectmen's Representative - Travis James
 Kuncanowet Town Forest Committee - Brian Pike

The following appointments were made by the Board of Selectmen to Committees and Boards:

Deputy Town Treasurer - Alison Vallieres
 Building Inspector - Kyle Parker
 Assistant Building Inspector - Jonathan M. Wiggin
 Highway Safety Committee - Jeff Crosby, Daniel Sklut and Jonathan M. Wiggin
 Overseer of Welfare - Debra M. Donahue-Urella
 Deputy Overseer of Welfare - Elizabeth Underwood
 Dunbarton Planning Board - George Holt
 Dunbarton Zoning Board of Adjustment - Wayne Bracy and David Nault
 Dunbarton Conservation Commission - Melicien Gendron, George Holt, Brett St. Clair, Stanley Sowle, Alternate
 Town Forest Committee - Jeff Crosby and Edward White
 Milfoil Research Committee - In the process of trying to recruit William Zeller

Energy Committee - Kristine Hanson, Brent Sowle
 Historical Awareness Committee - Laraine Allen, Lynn Aramini, William Zeller
 Town Hall & Theatre Restoration Project Committee - Tiffany Dodd, Clement Madden, Judith VanKalken, Margaret Watkins, Shelley Westenberg, Jonathan M. Wiggin
 250th Anniversary Executive Committee - Gary Attalla, Line Comeau, Nancy Attalla, Alison Vallieres

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen accept the appointments as recommended. Brian Pike seconded the motion. The motion passed unanimously.

Public Comments:

Jeff Crosby, Road Agent, asked if the Board of Selectmen would have the authority to reject any and all bids. The Board of Selectmen stated they would reserve the right to reject any and all bids, etc.

Jon Wiggin asked if we were going to be able to accept quotes. It was noted that in the event of a "life safety" issue, we could possibly accept quotes.

Transfer Station Bids for Demo:

Patrick Bowne, Transfer Station Manager, presented the following bids for Solid Waste Disposal and C&D for the duration of 2014:

- | | |
|-------------------------------------|-------------|
| 1. Casella, Allenstown, NH | \$63.00/Ton |
| 2. Bow Recycling Center, Bow, NH | \$75.00/Ton |
| 3. ERRCO, Epping, NH | \$66.50/Ton |
| 4. Naughton Recycling, Bradford, NH | \$72.50/Ton |

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen aware the bid for C&D to Casella of Allenstown, NH at a price of \$63.00/Ton for the year ending December 31, 2014. Travis James seconded the motion. The motion passed unanimously.

Emergency Operations Plan:

Jon Wiggin, Emergency Operations Manager, presented the Board of Selectmen with the Emergency Operations Plan for their signatures.

Linda Landry, Town Clerk:

Linda Landry, Town Clerk, reported that the Deputy Town Clerk had given her notice. The vacancy will be posted on the Dunbarton Web Site.

There being no further business, the Board of Selectmen went into a Non-Public Executive Session with the following motion:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91:A:3 at 7:56 p.m. Travis James seconded the motion. The motion passed with a roll call vote as follows:

Vallieres - Yes

James - Yes

Pike - Yes

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

MOTION:

Brian Pike made a motion to adjourn at 8:35 p.m. Travis James seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison Vallieres, Recording Secretary

Ted Vallieres, Chairman

Travis James, Selectman

Brian Pike, Selectman