

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, MARCH 28, 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:**

Jeff Crosby, Road Agent  
Dan Sklut, Police Chief  
Patrick Bowne, Transfer Station Manager  
Fred Mullen, Town Moderator and Town Forest Committee

**Members of the Public:**

Joyce Hammond  
Tamara Bowne  
Leonard Hill, new employee at Transfer Station

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 (March 21, 2013 and Non-Public March 21, 2013)**

**MOTION:**

**Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, March 21, 2013 as written. Travis James seconded the motion. The motion passed unanimously.**

**Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of the Non-Public Executive Session of Thursday, March 21, 2013 as written. Travis James seconded the motion. The motion passed unanimously.**

**APPOINTMENTS TO BOARDS AND COMMITTEES:**

**Selectmen's Representatives and Members of Boards and Committees:**

**Highway Safety Committee:**

Les Hammond, Chairman, stated he would be willing to serve on the Highway Safety Committee as the Selectmen's Representative.

**MOTION:**

*Ted Vallieres made a motion that Les Hammond be appointed to the Highway Safety Committee as the Selectmen's Representative for a one year term ending in 2014.*

**Amendment:**

*Ted Vallieres amended the motion to also include the appointment of Dan Sklut, Jeff Crosby, and Jonathan Wiggin as members of the Highway Safety Committee for a one year term ending in 2014.*

*Travis James seconded the amended motion. The amended motion passed unanimously.*

**Planning Board:**

**Les Hammond, Chairman, stated he would be willing to serve on the Planning Board as the Selectmen's Representative.**

***MOTION:***

*Ted Vallieres made a motion that Les Hammond be appointed to the Planning Board as the Selectmen's Representative for a one year term ending in 2014 and that Charles Frost, Jr. and Michael Guiney be appointed as regular Planning Board members for a three year term ending in 2016. Travis James seconded the motion. The motion passed unanimously.*

**Energy Committee:**

**Ted Vallieres stated he would be willing to continue to serve on the Energy Committee as the Selectmen's Representative.**

***MOTION:***

*Les Hammond made a motion that Ted Vallieres be appointed to the Energy Committee as the Selectmen's Representative for a one year term ending in 2014 and that George Holt and Robert A. Ray be appointed as regular Energy Committee members for a three year term ending in 2016. Ted Vallieres seconded the motion. The motion passed unanimously.*

**Historic Awareness Committee:**

**Les Hammond, Chairman, stated he would be willing to serve on the Historic Awareness Committee as the Selectmen's Representative.**

***MOTION:***

*Ted Vallieres made a motion that Les Hammond be appointed to the Historic Awareness Committee as the Selectmen's Representative for a one year term ending in 2014 and that Donna Dunn and Robert Rolke be appointed as regular Historic Awareness members for a three year term ending in 2016. . Travis James seconded the motion. The motion passed unanimously.*

**Deputy Tax Collector:**

***MOTION:***

*Ted Vallieres made a motion that Line Comeau be appointed as Deputy Tax Collector for a three year term ending in 2016. Travis James seconded the motion. The motion passed unanimously.*

**Building Inspector/Health Officer -Assistant Building Inspector:**

***MOTION:***

*Ted Vallieres made a motion that Kyle Parker be appointed as Building Inspector/Health Officer for a term of one year ending in 2014 and that Jonathan Wiggin be appointed as Assistant Building Inspector for a term of one year ending in 2014. Travis James seconded the motion. The motion passed unanimously.*

**Overseer of Welfare and Deputy Overseer of Welfare:**

**MOTION:**

*Ted Vallieres made a motion that Debra Urella be appointed as Welfare Director for a term of one year ending in 2014 and that Elizabeth Underwood be appointed as Deputy Overseer of Welfare for a term of one year ending in 2014. Travis James seconded the motion. The motion passed unanimously.*

**Zoning Board of Adjustment:**

**MOTION:**

*Les Hammond made a motion that Alison Vallieres be appointed to the Zoning Board of Adjustment for a term of three years ending in 2016. Travis James seconded the motion. The motion passed unanimously.*

**Conservation Commission:**

**MOTION:**

*Ted Vallieres made a motion that Ronald Jarvis and Stanley Sowle be appointed as regular members of the Conservation Commission for a term of three years ending in 2016 and that Margaret Watkins be appointed as an Alternate for a term of three years ending in 2016. Travis James seconded the motion. The motion passed unanimously.*

**Town Forest Committee:**

**MOTION:**

*Ted Vallieres made a motion that Ron Jarvis and Frederick Mullen be appointed as regular members of the Town Forest Committee for a term of three years ending in 2016. Travis James seconded the motion. The motion passed unanimously.*

**Milfoil Research Committee:**

**MOTION:**

*Ted Vallieres made a motion that Nancy Lang be appointed to the Milfoil Research Committee as a regular member for a term of three years ending in 2016. Travis James seconded the motion. The motion passed unanimously.*

**Town Hall and Theatre Restoration Committee:**

**MOTION:**

*Ted Vallieres made a motion that Travis James be appointed to the Town Hall and Theatre Restoration Committee as the Selectmen's Representative for a term of one year with a term ending in 2014 and that Tiffany Dodd, Shelley Westenberg, Margaret Watkins and Jonathan Wiggin be appointed to the Town Hall and Theatre Restoration Committee for a term of one year ending in 2014. Les Hammond seconded the motion. The motion passed unanimously.*

**KTFC:**

Les Hammond, Chairman, stated he would be willing to serve on the KTFCA Committee as the Selectmen's Representative.

**MOTION:**

*Ted Vallieres made a motion that Les Hammond be appointed as Selectmen's Representative on the KTFCA Committee for a term of one year ending in 2014 and that Jacques Belanger and Darlene Jarvis be appointed as regular members of the KTFCA Committee for a term of three years ending in 2016 and Margaret Senter be appointed as Member at Large for a term of three years ending in 2016. Travis James seconded the motion. The motion passed unanimously.*

**Concord Regional Solid Waste/Resource Recovery Coop:**

It was noted that previously Ron Wanner had served as the Selectmen's Representative on this Committee. Patrick Bowne agreed to continue to serve on the Concord Regional Solid Waste/Resource Recovery Coop.

**MOTION:**

*Ted Vallieres made a motion that Patrick Bowne serve on the Concord Regional Solid Waste/Resource Recovery Coop for a period of three years. Travis James seconded the motion. The motion passed unanimously.*

**Selectmen's Police Representative:**

It was noted that previously Ron Wanner had served as the Selectmen's Representative for the Police Department. At this point, Travis James agreed to serve as the Selectmen's Representative for the Police Department.

**MOTION:**

*Ted Vallieres made a motion that Travis James serve as the Selectmen's Representative for the Police Department for a one year term ending in 2014. Les Hammond seconded the motion. The motion passed unanimously.*

**Joint Loss Committee:**

Ted Vallieres agreed to serve as the Selectmen's Representative to the Joint Loss Committee.

**MOTION:**

*Les Hammond made a motion that Ted Vallieres be appointed a member of the Joint Loss Committee as a representative of the Selectmen with a term of one year ending in 2014. Travis James seconded the motion. The motion passed unanimously.*

**Scenic Byways Committee:**

It was noted that members of the Scenic Byways Committee appeared to be permanent members of this Committee. Alison Vallieres stated that Donna Dunn had resigned from the Committee. Members presently are Alison Vallieres, Lorraine Allen and Dan VanKalken. This is organized by the Southern New Hampshire Planning Commission.

**250th Anniversary Committee:**

The Board of Selectmen decided to put information on the Web Site regarding seeking residents to serve on the 250th Anniversary Committee. In addition, will put a note on the bulletin board requesting residents to participate.

**Board of Selectmen:**

Les Hammond agreed to be Chairman of the Board of Selectmen for the year 2013.

***MOTION:***

*Ted Vallieres made a motion that the Board of Selectmen appoint Les Hammond as Chairman of the Board of Selectmen for the year 2013. Travis James seconded the motion. The motion passed unanimously.*

**Introduction of New Transfer Station Employee:**

At this point in the meeting, Patrick Bowne, Transfer Station Manager, introduced the new Transfer Station Employee, Leonard Hall. It was noted he started work on Saturday, March 23, 2013.

**OTHER DEPARTMENTS:**

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

**Milfoil Documents:**

After looking over the documents for Milfoil Treatment at Gorham Pond, Les Hammond, Chairman, signed the document.

**Recreation Commission Appointment:**

Stated that Lara Routhier, Recreation Commission, has requested the Board of Selectmen appoint Deb Marcou as a member of the Recreation Commission.

***MOTION:***

*Ted Vallieres made a motion that the Board of Selectmen appoint Deb Marcou as a member of the Recreation Commission for a one year term ending in 2014. as requested by Lara Routhier. Travis James seconded the motion. The motion passed unanimously.*

**FEMA Monies from Storm Sandy:**

Reported that the Town of Dunbarton had received an electronic transfer of monies from FEMA for damages done by Storm Sandy in the amount of \$2,914.52. It will be distributed between the three Departments which should be reimbursed i.e. Highway Department, Fire Department and Police Department.

Jeff Crosby, Road Agent, noted there will be an additional amount coming to the Town for the large snowstorm in February 2013. Jon Wiggin and Jeff Crosby will be attending the meeting on this FEMA event in the near future.

**Bids:**

The Board of Selectmen reviewed the following services as to whether they should be put out to bid this year:

**Legal Services -**

It was reported there is no contract in place. The legal services are on an hourly basis. Both Ted Vallieres and Travis James noted the attorney which came to the meeting on the Town Hall Restoration and Theatre question regarding Non-Profits was not well informed. She referred the Town to another attorney, etc.

It was decided to advertise for prices from other Attorneys, especially from Town, to see if anyone is interested, etc.

Also suggested to contact LGC to see if they have a list of law firms they would suggest.

#### Audit Services -

Noted that Melanson Heath Audit Services end on December 31, 2013. Should be requesting new bids in the summer of 2013 for the period 2014 - 2016.

#### Lawn Care -

Noted that the Lawn Contract with Mike Underwood expires in November 2013. Should be put out to bid sometime in the early fall. Jeff Crosby, Road Agent, noted that they had discussed including the snow blowing of the walks at the school within this contract.

#### Printing of Town Report -

Noted that the Printing Contract expires at the end of 2013. Should be put out to bid in the early fall of this year. Line Comeau will check on terms of contract.

#### Paper Products -

Noted that the Town has the benefit of "piggy backing" onto the SAU contract for paper products. Will continue in 2013. Will have to go out to bid for the year 2014.

#### Heating Fuel -

Noted that the Town has the benefit of "piggy backing" onto the SAU contract for #2 Fuel. Will continue in 2013. Will have to go out to bid for the year 2014.

#### Gas and Diesel -

Dennis Burke is the supplier for gas and diesel. This is the best we have been able to do because of the size of our tanks, etc. In addition, Burke is the supplier for the State, etc.

Jeff Crosby, Road Agent, noted he has checked about fuel through the State pumps and it would be very inconvenient to have to travel to other towns to get fuel, etc. Will continue with Dennis Burke.

#### Salt -

Jeff Crosby, Road Agent, suggested waiting until August/September after the State bid is awarded.

#### Crack Sealing -

Jeff Crosby, Road Agent, stated we have had the same vendor for two years and it has worked out well. Will be doing more crack sealing this year. Would suggest staying with the same vendor.

#### Striping -

Jeff Crosby stated this is the same situation as the crack sealing. We have had the same vendor for several years and it works out well. Would suggest continuing with the same one this year. We have had issues with out of state vendors in the past.

#### Gravel Crushing -

Jeff Crosby noted there will be no Gravel Crushing this year.

**Tree Trimming -**

Jeff Crosby suggested staying with the same company he had done business with over the past few years, Gardens to Imagine. They have done a good job and are dependable.

**Equipment Rental -**

Jeff Crosby noted that our contractors give the Town an on-going rate for their equipment, both for summer and winter maintenance. The contractors submit their equipment rental rates on a yearly basis.

It was noted that the winter maintenance contractors supply their own truck, plow and sanders, etc. The Town provides a warm garage to house their equipment in the winter. The Town has no obligation for hiring drivers or maintaining their equipment.

**Generator Inspection -**

Jeff Crosby and Jon Wiggin both agreed that the Generator Inspection should be put out to bid. The present contractor has not answered phone calls, etc. In the past, Power Generator did the required service. The present vendor has missed several maintenance inspections. Line Comeau will contact several vendors for this service.

**Transfer Station Wall Repair -**

Patrick Bowne, Transfer Station Manager, stated that this should be put out to bid. There are two or three sources for the interlocking blocks. In addition, Mitchie will supply an engineered plan for the construction of the replacement wall. There will be three different suppliers i.e. excavating, interlocking blocks and paving.

At this point in the discussion, Les Hammond stated that Jeff Crosby, Road Agent, had agreed to do the replacement wall with the Highway employee and use his (Crosby) equipment, etc.

The Selectmen agreed to have Patrick Bowne get bids from various companies for the wall replacement at the Transfer Station.

Patrick Bowne will get bids from various construction companies and the Selectmen will discuss the project next week. No final decision made at this time.

**Proposed Change in Bid Process:**

At this point in the meeting, Ted Vallieres stated he felt that the Board of Selectmen should consider amending the Bid Policy to allow negotiating reoccurring services with vendors instead of having to go out to bid every year. Most of the time, the bids are awarded to the present vendor if the Town is satisfied with their services. In addition, this would cut down on the paperwork, etc.

Les Hammond, Chairman, stated he agreed with this change to the Bid Process.

***MOTION:***

*Ted Vallieres made a motion that the Bid Process be amended to include the following statement: Re-occurring contracts and services for maintenance, etc. can be continued without having to go out to bid again. Travis James seconded the motion. The motion passed unanimously.*

**BUILDING MAINTENANCE BUDGET LINE:****Installation of Steel Door in Police Department and replacement of Security System:**

Line Comeau stated that these two items never got entered into the Building Maintenance budget line for the 2013 budget.

**Air Conditioners - Town Offices**

Ted Vallieres reported that John Stevens is in the process of calculating the required size for the air conditioners in the Town Offices. Will get bids on three air conditioners.

**Replacement Bulletin Board for Outside Town Offices:**

Ted Vallieres reported that the estimate in the Building Maintenance budget was for \$2,000 which had been taken from a catalog. Would be all vinyl.

**Replacement of Sill in Town Offices:**

Ted Vallieres stated that the sill should be replaced prior to doing any other repairs and/or painting. He will contact the vendor to see when this can be done.

**Vapor Barrier in Town Office Basement:**

Ted Vallieres reported that the bids for the vapor barrier in the Town Offices had been between \$3,800- over \$10,000.

At this point in the discussion, Travis James stated he could contact Terminex to get a bid from them for the vapor barrier. Selectmen agreed to have Travis James contact Terminex for a bid.

**Painting of Town Offices:**

Ted Vallieres stated that he had recently spoken with the painter and let him know that the sill should be replaced prior to doing any painting. Painter did not recommend painting of the interior of the Town Offices at this point.

**Transfer Station:**

Patrick Bowne, Manager of Transfer Station, noted that he was still trying to obtain the garage doors to replace the recycling windows at the Transfer Station.

The Board of Selectmen suggested purchasing the garage doors outright instead of waiting, etc. The size of the garage doors would be two 7 foot and one 9 foot door.

Patrick Bowne will contact Ron Wescott, Garage Door Company, for prices, etc.

It was noted that they had decided not to paint the Transfer Station this year.

**Highway Garage:**

Ted Vallieres noted that painting the Highway Garage and Salt Shed was included in the Building Improvements budget. Jeff Crosby, Road Agent, stated that he had also obtained a quote for painting just the garage for \$5,000. Ted Vallieres noted that the \$4,200 estimate was for both buildings.

Ted Vallieres will double check with the painting contractor for firm prices on the painting.

**Library:**

Ted Vallieres noted that the Board of Selectmen had decided to take out the Library reconstruction of the interior corner from the Building Improvement Budget in view of the fact that the Transfer Station Wall replacement was a safety issue and was a priority.

In addition, the Safety Complex brick face stucco would be put off until the following year for the same reason.

It was noted that the total Building Maintenance Budget was \$55,000. Line Comeau will supply the Board of Selectmen with an updated budget printout of the Building Maintenance Budget next week.

**Police Department:**

Dan Sklut, Police Chief, presented paperwork showing proposed Step Increase Table. Steps would consist of a 5% increase for one (1) year, three (3) years and five (5) years.

**OTHER BUSINESS:****Milfoil Fee for Training:**

Line Comeau, Town Administrator, reported that Lou DeBerio, Gorham Pond, had called regarding a \$300 fee for training of Milfoil inspectors/volunteers. This will cover the cost of T-Shirts, caps, etc.

The Board of Selectmen noted that they had reminded him during the budget process that they had to have an estimate to put into the budget. The budget has already been established.

*No decision made regarding the \$300 fee.*

**Arts on the Common Festival:**

Don Larsen has requested a letter from the Board of Selectmen on behalf of the Town stating that the Town is leasing out a portion of the Town Common for a Beer Tent at the Arts Festival on the Common on May 11 and 12, 2013. Travis James stated that the Arts Festival is leasing a tent to Micro Brewers.

At this point in the discussion, Ted Vallieres stated before the Board of Selectmen does this, he would like to make sure that the Arts Festival on the Common is covered by insurance, etc.

There was discussion as to whether they were covered under the Town's Liability Coverage and/or the Tulip Insurance Program.

Line Comeau will contact LGC to see if they are covered under the Town's Liability Coverage and/or the Tulip Program.

**Energy Committee Checking Account:**

Ted Vallieres requested the Board of Selectmen's approval to have Pam Milioto, Town Treasurer, set up an account for the "Neighbors Warming Neighbors" Program which the Energy Committee is instituting in the near future. The Energy Committee will conduct energy evaluations on senior and low income residents' homes and help them with caulking, plastic windows, etc. The monies are all contributions from private organizations within the Town of Dunbarton, i.e. the American Legion, Historical Society, Fire Fighter's Association, Dunbarton Garden Club, etc. There are no Town monies involved in this program.

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen authorize Pam Milioto, Town Treasurer, to set up a checking account for the Energy Committee for their "Neighbors Warming Neighbors" Program. Les Hammond seconded the motion. The motion passed unanimously.*

**Coop Invoice Explanation:**

Patrick Bowne, Transfer Station, explained the monthly Coop invoice to the Board of Selectmen as requested by Les Hammond.

**Permission to Sell Banding:**

Patrick Bowne, Transfer Station Manager, requested permission to sell 3/4" banding which the Transfer Station no longer has any use for. Estimated value is around \$100.

*Selectmen reached a consensus that Patrick Bowne can go ahead and make arrangements to sell the banding.*

**Fred Mullen, KTFCA Appointments:**

Fred Mullen noted that KTFCA was never established at the Town level. The Chairman of the Conservation Commission and KTFCA Chairman will appoint and reappoint to this Committee. The term of office is up in 2014. The Board of Selectmen does not have to re-nominate Les Hammond to KTFCA. The Chairmen of the KTFCA and the Conservation Commission are the ones that appoint and reappoint on that Committee.

**Police Department:**

Dan Sklut, Police Chief, stated he had recently checked with the State Surplus and there is no auction scheduled due to the fact that they have no auctioneer at this time. Would request permission from the Board of Selectmen to get a price on trade-in for the new cruiser instead of selling the old vehicle.

*Selectmen agreed to have the Police Chief investigate trade-in value for the old cruiser.*

**Jon Wiggin, Fire Department:**

Jon Wiggin, Firer Chief, reported that he had followed up an Abandoned Property for the "Dunbarton Fire Brigade" and received payment of \$176.25.

At this point in the meeting, Les Hammond, Chairman, stated the Board of Selectmen would be going into a Non-Public Executive Session and would not be conducting any additional business when the Non-Public Session was over.

**MOTION:**

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in conjunction with RSA 91-A:3 to discuss a Personnel Issue. Travis James seconded the motion. The motion passed unanimously with the following roll call vote:*

*Hammond - Yes  
Vallieres - Yes  
James - Yes*

The meeting reconvened after the Non-Public Executive Session at 10:05 p.m.

No decisions or motions were made at 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 10:06p.m. Travis James seconded the motion. The motion passed unanimously.***

**Respectfully submitted,**

**Alison R. Vallieres, Recording Secretary**

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**Les Hammond, Chairman**

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**Ted Vallieres, Selectman**

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**Travis James, Selectman**