

**DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL**

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, MARCH 6, 2014  
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:**

Jon Wiggin, Fire Chief  
Patrick Bowne, Transfer Station Manager  
Jeff Crosby, Road Agent  
Tiffany Dodd, Town Hall and Theatre Restoration Committee  
Shelley Westenberg, Town Hall and Theatre Restoration Committee  
Clem Madden, Town Hall and Theatre Restoration Committee  
Margaret Watkins, Town Hall and Theatre Restoration Committee  
Tom Groleau, Cemetery Trustee  
Brian Pike, Cemetery Trustee  
Linda Landry, Town Clerk

**Members of the Public:**

Ron Slocom  
J. R. Swindlehurst  
Larry Peterson  
Dan Ryan

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, February 27, 2014)**

***MOTION:***

*Travis James made a motion to approve the minutes of the Thursday, February 27, 2014 meeting as amended as follows:*

*Page 4, 6th paragraph re Travis James stated: Added the following statement to the minutes:  
"Would you still vote No for this Warrant Article after hearing this presentation and reading of the  
Warrant Article. Quoted the Warrant Article as follows:*

*"To see if the town will vote to raise and appropriate the sum of \$25,000 by withdrawing the funds from the  
Capital Reserve Fund created to restore the 2nd floor of the Town Hall & Theatre to cover costs associated  
with Phase II: architectural/engineering design materials."*

*At this point in the meeting, the question was asked if citizens could make amendments to the minutes. "Do we have the authority to amend the minutes?"*

*At this point in the approval process of the minutes, the following amendments were made to the minutes:*

*Page 4, 1st and 2nd paragraphs re Margaret Watkins was changed as follows: changes are underlined and italicized:*

**Margaret Watkins stated that we can use this money as match for grants. We are using that as match already. We are showing that we have the Town's support for this project. That includes money that we spent. ~~LCIP allows two years.~~ replaced with: *LCIP allows money to be spent up to a two year period to be used as LCIP match.* We have also planned to expend this as a match. ~~We~~ replaced with: *The Town has committed this money to this project. It is all going towards match for a grant that needs a match. Whether we receive it or not, we have raised \$25,000.***

**If we were to get a grant for \$25,000 then we ~~want~~ replaced with *need* the Town or Community to match the \$25,000. We will ask the residents at Town Meeting. We ~~want~~ replaced with: *need to spend* the \$25,000 now even though we don't have a grant. It still can be a match. We need the Selectmen's support on this project. There was a big discussion at Town Meeting last year.**

**The Committee stated they are working on grants right now and we are going to get as much money as we can. We are going to be working on grants. ~~Give~~ replaced with: *Release the* \$25,000 and we will try to get all the grant money we can.**

*Clem Madden requested that the minutes be amended in paragraph 6 on page 4 as follows:*

**Clem Madden ~~stated~~ replaced with: *asked* do you think the Town ~~will~~ replaced with: *should* spend money on it. If we don't have your support, you are stalling the project and we are not able to move forward. The building needs to be revamped.**

**Ted Vallieres said yes, and said he was in favor the project but felt that the way it was presented at the last Town Meeting was to have the money available in a Capital Reserve Account to show potential grantors that the Town had the money set aside for match.**

*Shelley Westenberg requested that the minutes be amended in paragraph 7 on page 4 as follows:*

**Shelley Westenberg stated we should listen to Margaret's expertise. Donors are going to look at that. They just want to know that their \$25,000 in hand or we have put \$25,000 in the project. Cross out the following sentences: *Not one for one. Get \$25,000 from the Town. If you can...***

*Shelley Westenberg requested that the minutes be amended in paragraph 2 under Phase II Discussion on page 3 as follows:*

**Shelley Westenberg stated that we have been able to look at the schematic as to what we need. Have decided not to have dressing rooms. add the following: *Got to have climate control in the basement.* Will have storage rooms in the basement. Need to get us up to the second floor. More of a meeting space and we will get rid of the "scary black bathrooms". Stated that she has already been contacted by groups in Bow i.e. Bow Booster Club and the Bow PTO who are looking for space for 100 people to run a Fund Raiser. There are people looking for meeting space all the time. This will generate enough money to pay for itself. Since the word is getting out, we are actually getting calls.**

***Ted Vallieres seconded the motion to approve the amended minutes.***

*There being no further amendments, the minutes were approved by a unanimous vote of the Board of Selectmen.*

At this point in the meeting, Jeff Crosby stated that he understood the minutes were not a verbatim discussion but were a summary of what was discussed. This seems rather overkill to change the minutes as requested above.

Alison Vallieres stated that the definition of minutes according to RSA 91-A:1-d. II "Minutes of all such meetings, including names of members, persons appearing before public bodies, and a brief description of the subject matter discussed and final decisions ....."

**JON WIGGIN, FIRE DEPARTMENT:**

**Use of Upper Town Hall:**

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen to discuss the use of the Upper Town Hall. He stated that the Upper Town Hall is closed. Noted the following:

1. There was an event this past Sunday at the Upper Town Hall which involved the public. This is not allowed.
2. The three Selectmen are in charge of the building. Stated the Board of Selectmen need to do something to stop the usage of the Upper Town Hall.
3. Recommended locking it up with only one key.
4. Last Halloween there was discussion about a Haunted House upstairs in the Town Hall. You can't use the upstairs. It is in violation of the Fire Codes. We can't be allowing this. I don't know how much clearer it can be.
5. This past Sunday was a public event. It was in the paper and it started at 1:00 p.m. There are pictures of this event on Facebook. You don't have the authority to have the public up there.
6. It is a Fire Code Life Safety issue.

Tiffany Dodd stated we were downstairs and I thought we had authority to have only 10 people at a time upstairs. Noted it was not intended to be a public event and don't know how it got in the paper.

Shelley Westenberg stated that they had written a formal Letter of Apology to Jon Wiggin, Fire Chief.

Jon Wiggin stated that it is done, it happened and we need to move on and don't do it again. He noted that he had a Lock Box that could be put on the upstairs access. The key would be in a Lock Box for access by the Fire Department in the event of fire. The other key would be kept in the Town Office for emergency access.

**RON SLOCUM, RE CLARIFICATION ON THE BID PROCESS:**

Ron Slocum appeared before the Board of Selectmen to discuss clarification of the Bid Process. He noted there had been a contract awarded for \$14,200 for repairs to the porticos on the Town Hall which did not go out to bid.

1. Stated he was concerned that the Board of Selectmen does not go out to bid any more for services.
2. Made reference to November 21, 2013 minutes as follows:

**Quoted from 11/23/2013 Board of Selectmen minutes:**

“It was noted that the Town had received a Proposal from Stil-Mac to do the work on the front of the Town Hall including fixing the rail system and the base of the columns at a price of \$14,460.

Travis James asked if this should go out to bid.

Les Hammond, Chairman, stated that the Board of Selectmen have three options as follows:

1. Verbal Quotes
2. Written Quotes
3. Out to bid.

It was determined that there would be enough money in the remaining budget to encumber the Stil-mac Proposal for \$14,460 for the repairs to the front of the Town Hall in accordance with the Proposal.

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen accept the Proposal as written by Stil-mac in the amount of \$14,460 to replace the porch rails system and the columns and band moulding and encumber the money into the next year. Ted Vallieres seconded the motion. The motion passed unanimously.”*

Ted Vallieres stated that at that time with reference to the repairs on the Town Hall, we needed to encumber the money therefore needed an estimate of the cost.

In the past, Stil-Mac had bid on various other projects and was the low bidder and in some cases, no one even wanted to do the work. This is the reason this bid was awarded to Stil-Mac. The work has not yet been completed but is being worked on. We had a history with Stil-Mac and no one else was bidding. The Board of Selectmen would prefer to keep work in town if at all possible.

Ron Slocum brought up the following fact with regard to the Bid Process:

*“On August 23, 2007 Board of Selectmen’s Meeting, Mert Mann made a motion that the Board of Selectmen establish a purchasing/bid policy as follows:*

*\$1,000 and under does not require any bidding  
\$1,000 - \$2,000 will require three verbal quotes  
\$2,000 - \$10,000 will require three written quotes  
Over \$10,000 or above would be required to be sent out for competitive bids with advertisements, etc.”*

Ron Slocum made reference to March 28, 2013 Board of Selectmen's Minutes as follows:

*“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.”*

Ron Slocum also brought up the following fact with regard to the Bid Process:

In 2002, there was a Warrant Article that stated as follows:

*“Article XII*

*The article, as written on the warrant, was read by moderator Fred Mullen: To see if the Town will vote to acquire all goods and services that aggregate to more than \$1500 annually by bid and/or qualification with the selection process recorded. To stay in effect until rescinded by a vote of the body (BY PETITION)*

*John Herily moved the article as printed then requested that the article be amended to read: To see if the Town will vote to acquire all goods and services that aggregate to more than \$2,000 annually by bid and/or qualifications with the selection process recorded. To stay in effect until rescinded by a vote of the body. After some discussion THE AMENDED ARTICLE PASSED.”*

Ted Vallieres stated he was not aware of this Warrant Article which was passed in 2002 . Did state that one Board of Selectmen cannot bind a future Board of Selectmen.

Ron Slocum stated that we have an established process and something needs to be done to bring it back in line.

The Board of Selectmen will start the process.

Ron Slocum mentioned the Board of Selectmen should consider drafting a new Warrant Article with regard to the bid process.

**GENERAL TOWN BUSINESS:**

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

**Receipt of Overpayment of Health Trust Funds:**

1. Have received reimbursement from Health Trust for overpayment of Health costs which exceeds \$5,000. Therefore, need to schedule a Public Hearing to expend the monies. Will schedule the Public Hearing after Town Meeting.

**LINDA LANDRY, TOWN CLERK:**

**Pole License:**

Presented a Pole License for a pole on Ray Road. Selectmen signed license. It was noted that this pole was probably already set. They are replacing poles in the exact location instead of moving them at all.

Jeff Crosby, Road Agent, asked if there was a way that we could request that the poles be set back further from the road in order to make it easier for plowing and road maintenance. He stated that he contacted Public Service regarding moving the pole back at the intersection of Montalona and Robert Rogers Road.

**JEFF CROSBY, ROAD AGENT:**

Stated he had a question regarding the Warrant Article on the Stark Bridge as follows:

Asked Travis James why he voted "NO" on this Article. Would like some sort of answer before Town Meeting as he would be explaining this Warrant Article.

Travis James noted that he voted "No" because we had already spent the money to fix the bridge. When I voted, I was under the impression that the new bridge was going to be over the old bridge. Was under the impression that the old bridge was going to be preserved or saved. In addition, it would increase traffic on Mansion Road.

Jeff Crosby stated the money was NOT already spent for the new bridge yet. We carried it into surplus and it is used for this year's Warrant Article for the Stark Bridge. Noted that the Stinson Hill development also caused an increase in traffic.

Jeff Crosby noted that he did not get all of the permits this past year but was planning on getting the bridge completed this year.

**RON SLOCUM RE HEALTH STIPEND:**

Ron Slocum asked about the Health Stipend and how it worked. Stated that we are offering a far larger stipend than any other company he knows of. 50% is a sizable amount compared to other agencies.

The Health Stipend was explained as follows:

1. The Town offers employees who have other health insurance plans, a stipend which amounts to 50% of the 80% of a single person plan which the town pays in lieu of taking the health insurance provided by the Town.

New employees pay 20% of the cost of their health insurance and the Town pays 80%.

Jeff Crosby cited a case whereby in the past, a town employee chose to take the Town's health care plan at a cost far exceeding the cost of the stipend in order to get coverage for co-pays, etc.

Ron Slocum stated he would like the Board of Selectmen to reexamine this again.

At this point in the meeting, a motion was made to go into Executive Non-Public Session in accordance with RSA 91:A-3 to discuss a personnel issue.

**MOTION:**

*Travis James made a motion to go into an Executive Non-Public Session in accordance with RSA 91:A-3 to discuss a personnel issue at 8:10 p.m. Les Hammond seconded the motion. The motion passed unanimously with the following vote:*

*Hammond - Yes*

*James - Yes*

*Vallieres - Yes*

The Board of Selectmen reconvened after the Executive Non-Public Session and adjourned with the following motion.

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

***MOTION:***

*Travis James made a motion to adjourn the Dunbarton Board of Selectmen's meeting at 8:45 p.m. Ted Vallieres 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**