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
Linda Landry, Town Clerk
Jon Wiggin, Fire Chief
Patrick Bowne, Transfer Station Supervisor
Darlene Leone, Ethics Committee

Members of the Public:

Frances Hill
David Stilson
Martha Rae

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, May 2, 2013)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday May 9, 2013 Board of Selectmen’s meeting as written. Travis James seconded the motion. The motion passed unanimously.

At this point in the meeting, Les Hammond, Chairman, opened the Public Hearing for the final review of the Dunbarton Personnel Plan. This Public Hearing is for final review.

Public Comments:

Jon Wiggin, Fire Chief, stated that he felt the Personnel Plan was being very generous in giving up to 13% raises to some full-time employees. He stated this was a little much as far as he was concerned. He stated he understands how the pay schedule works with regard to the Step Increases and this is a good thing.

Asked about how the Police Officer pay scale works. What rate does an entry level Police Officer start at?
It was noted that a newly hired police officer with no Academy or Field Training would receive $18.79/hour. Once the officer finished training at the Academy and started Field Training, he would get $19.73/hour.

If a Police Officer was hired who had already gone through the Academy and received Field Training, he would be hired at $21.22/hour.

Jon Wiggin suggested changing the heading of the Police Officer for Step 1 to read as follows:

<table>
<thead>
<tr>
<th>Date of hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee</td>
</tr>
<tr>
<td>Step 1</td>
</tr>
</tbody>
</table>

At this point in the meeting, the Police Chief arrived at the meeting and explained the process as follows:

A newly hired Police Officer who was not certified, would attend the Police Academy for 14 weeks. During this period, he would receive $18.79/hour. Once he completed the Police Academy, he would go through Field Training for 12 - 14 weeks at $19.73/hour. Once the officer completed the Field Training, he would be paid $21.22/hour.

Jon Wiggin, Fire Chief, asked if an existing employee had already worked for the Town at least five years, did they start at Step 3.

Les Hammond stated that any employee with over five years of service with the Town would automatically be put in Step 3.

The question was asked if these raises would be effective the first of the year or the date of the approval of the Personnel Plan.

The Board of Selectmen agreed that the raises would be effective on the date the Personnel Plan becomes effective and not retroactive to the first of January 2013. The raises will be in effect for 34 weeks of the 2013 calendar year.

Frances Hill stated she understood at Town Meeting that the employees would be given a 3% Cost of Living raise. She was not aware of these other raises. This was not mentioned at Town Meeting.

Les Hammond stated that these raises were given within the Step Increase Program of which $12,000 was set aside. He stated that he mentioned the Step Increases at Town Meeting.

Linda Landry, Town Clerk, presented a copy of the Town Meeting Minutes to the Chair.

Darlene Leone asked if there was any way that we could guarantee that a Police Officer, once the Town of Dunbarton trained him at the Academy, etc. would continue to work for the Town of Dunbarton and not go off to another Town.

The Police Chief noted that the standard procedure for New Hampshire is for a Police Officer to sign a three year contract. We try to pick someone who is going to be comfortable in the rural community instead of a large city.

There being no further questions or discussions regarding the updated Personnel Plan, the Chairman closed the Public Hearing at 7:30 p.m.

GENERAL TOWN BUSINESS:

Line Comeau, Town Administrator, reported on the following items/issues for action or discussion:

Bids for Vapor Barrier for Town Offices:
P. M. MacKay Group
5 Pine Street Extension
Nashua, NH 03060

Terminix
Northern New England
34 Locke Road, Unit 1
Concord, NH 03301

Stil-Mac
100 Stark Highway South
Dunbarton, NH 03046

Board Discussion:

There was discussion about the bids in relation to putting vents in and making sure the vapor barrier was not put in over rocks, etc. It was noted that Stil-Mac had also considered the project with vents put in and also noted that the barrier could not be put in over rocks.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen award the bid to Stil-Mac, 100 Stark Highway South, Dunbarton, NH 03046 for a bid of $3,855.00. Les Hammond seconded the motion. The motion passed by a majority vote as follows:

Hammond - Yes
Vallieres - Yes
James - No

Board of Assessors:

Reported that the Assessors had completed the pickups for the year ending April 1, 2013 and there is approximately $850,000 in new assessments. This results in an increase in tax revenue of about $18,000.

New Scoreboard for School Gym:

Reported that she had received a communication from Deb Foster, Dunbarton School Board, requesting the Town participate in one quarter of the cost of a new Scoreboard for the school gym.

It was estimated that the cost of a new scoreboard would be between $3,500 - $4,000. The school would be paying for one half the cost and the Recreation Committee would contribute one quarter of the cost. They are requesting the Town to pay one quarter of the cost.

It was noted in the Board of Selectmen’s minutes of January 12, 2012 when the Recreation Committee requested Town approval for setting up a separate revolving account for the Recreation Committee that they made reference to "expending the money for large ticket items in the future such as a new scoreboard".....

It was noted that the Recreation Committee had paid for the Marquee on the Town Common with Recreation monies.

It was noted that at this time, there is $11,162 in the Recreation Committee Non-lapsing account.
The Board of Selectmen requested that the Recreation Committee be forwarded a copy of the minutes of the January 12, 2012 meeting.

Town Office - Air Conditioners:

Reported that Tom Cusano had recently taken down the Memorial Wreath for Sandy Hook on the gable of the Town Offices.

At that time, he mentioned that he would be able to purchase the three replacement air conditioners for the Town Offices at a large savings to the Town.

Ted Vallieres stated he would advise Line Comeau, Town Administrator, provide the information which John Stevens, Energy Committee, had provided regarding the specifications for the air conditioners and have Tom Cusano give the Town a price, etc.

Town of Dunbarton 250th Celebration:

Noted that she had been in touch with the Town of Goffstown and Town of New Boston regarding their recent 250th celebrations. Elizabeth Dubriel of Goffstown would be willing to come speak with the Board of Selectmen regarding how Goffstown handled their celebration. Would be available for the May 23, 2013 meeting.

There was discussion about a possible Chairman and it was decided to wait to see how many volunteers were interested and decide on a Chairman at a later time.

Tax Warrant:

Reported that the Tax Warrant will be completed next week. The Tax Collector will be able to run the tax bills at that point.

Law Firm Bids:

It was noted that the Town has received a list of additional municipal attorneys from LGC. Will contact them for quotes.

Vents for Town Offices:

It was noted that Stil-Mac had provided a quote of $1,092 for the vents for the basement at the Town Offices. There will be additional electrical work which will be done by an electrician.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen accept the proposal in the amount of $1,092 from Stil-Mac of Dunbarton, NH. Les Hammond seconded the motion. The motion passed by a majority vote as follows:

- Hammond - Yes
- Vallieres - Yes
- James - No

Town Office - Message Board:

Reported that Stil-Mac had presented a quote for the Town Office Message Board of $4,000. He reported that it will be similar in style to the Marquee on the Common only slightly smaller. It will have a roof similar to the Town Hall and tempered glass on rollers. Will be maintenance free.
The Board of Selectmen agreed to hold the quote until they figure out all the expenses which will be coming out of the Town Government Building account to make sure all the projects can be completed, etc.

Dave Stilson agreed to hold the price on the quote.

MARTHA RAE RE CEMETERY MAINTENANCE:

Martha Rae appeared before the Board of Selectmen to discuss the condition of the Dunbarton Center Cemetery. She presented a letter stating her concerns.

Concerns as follows:

"- The fence in the front on the cemetery is in need of paint. I think my father was the last one to paint it... perhaps vinyl is the way to go if painting is too hard to maintain.

- The mowing and trimming is less than desirable and rarely happens... I have seen people bring their own weed whackers to keep their plots neat.

- The stone walls are overgrown with brush and pricker bushes -- someone actually toppled over my headstone 2 years ago because the road has narrowed so much...that was a $250.00 repair that may not have happened if the overgrowth had been taken care of.

- The trash can and water bin are unsightly. Perhaps a green barrel for trash and a water faucet for water like other cemeteries in the area have. Also the trash needs to be emptied on a weekly basis during the summer months. I have seen it overflowing before and had to ask Line to get someone to empty it.

- The road needs to be maintained more frequently

And most importantly and disturbing are the 2 piles of dirt that were dumped in 2011 and have not been used or moved. These are not only unsightly but someone actually came in last spring and told me (in the tax office) that she would not find her relatives grave marker and believed it was under the pile of dirt. Can't these piles be moved to the town highway department and transported back when they are needed.

Stated she used to be so happy to go to the cemetery. I found it a peaceful and beautiful place. Lately when my husband and I go (and we go several times a week) it only brings us distress due to the conditions and lack of perpetual care. I have NEVER been one to complain but this really upsets me. My daughter, father, grandparents, uncle and many close friends are in that cemetery and I believe they deserve the respect of a well-care for resting place."

Alison Vallieres stated she would agree with Martha Rae. The Pages Corner Cemetery is in a state of disrepair also. There are broken corner markers and it is very difficult to figure out where to drive with the white stakes with no chains or markings for guidance.

"Les Hammond, Chairman, stated he will follow this complaint up with the new Cemetery Trustee, Tom Groleau."

Perpetual Care Funds:

At this point in the meeting, Ted Vallieres asked if we had any response from the Board of Trustees regarding the request from the Cemetery Trustees for payment from the Perpetual Care Funds.
Line Comeau reported that Jason Dubrow had indicated the Trustees did not understand that this was a request for funds. The Board of Selectmen noted the Board of Trustees could contact Norm Roberge to work out the process for releasing these funds.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to discuss the following issues:

Coop:

Jim Presser, Concord Coop and Mike Dufour, NRRA, have both indicated they would be willing to attend the Dunbarton Board of Selectmen’s meeting to explain the present situation and options with the Coop and recycling, etc.

Patrick Bowne noted that the City of Concord will not be making a final decision on what they will be doing until June 20. The Coop is requiring Towns to make a decision as to whether or not they are staying with the Coop before June 26. This is a very tight time frame.

Selectmen agreed that this would be a good idea.

Transfer Station Retaining Wall:

Reported that he is in the process of getting quotes/bids for the work for the retaining wall.

Mitchie can deliver the blocks as soon as we need them.

JON WIGGIN, FIRE CHIEF:

Reverse 911 System:

Jon Wiggin, Fire Chief, reported that there is a "reverse 911 system" being made available to towns. There is no cost involved. This would only be used for major events. It is being provided through the Department of Safety. This will not be an announcement system. This would be another tool available in the event of a major emergency or catastrophe.

FEMA Funds:

Recently went over changes in the FEMA plan. The Town needs to get a pay schedule for Fire Fighters. FEMA insists on paying us for time spent on these events. They were even insistent that I include my time on doing the paperwork. We really need to come up with a pay scale for these events. The Federal Government is adamant. The fact that we pay $4.50 per call does not work.

The base rate for a firefighter is $10.00/hour if we don't have one of our own.

JEFF CROSBY - ROAD AGENT:

It was noted that the Road Public Hearing is scheduled for Thursday, May 16, 2013.

At this point in the meeting, Les Hammond, Chairman, stated the Board of Selectmen would be going into a Non-Public Executive Session to discuss a Personnel issue and would not be conducting any further business after.
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 at 8:15 p.m. Travis James seconded the motion. The motion passed unanimously with the following roll call vote:

Hammond - Yes  
Vallieres - Yes  
James - Yes

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

The regular meeting of the Dunbarton Board of Selectmen reconvened at 8:45 p.m.

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

MOTION:
Ted Vallieres made a motion that the Board of Selectmen meeting adjourn at 8:45 p.m. The motion was seconded by Ted Vallieres and passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

__________________________________________
Les Hammond, Chairman

__________________________________________
Ted Vallieres, Selectman

__________________________________________
Travis James, Selectman