

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, NOVEMBER 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:

Deb Foster, Dunbarton School Board
Linda Landry, Town Clerk

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, November 7, 2013)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, November 7, 2013 Board of Selectmen's meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, November 7, Non-Public Meeting Board of Selectmen's Meeting as written Ted Vallieres seconded the motion. The motion passed unanimously.

DEB FOSTER, DUNBARTON SCHOOL BOARD:

Deb Foster, Dunbarton School Board, appeared before the Board of Selectmen to give them an update from the school as follows:

1. Would like to discuss the deadline for getting School Board materials to the Town Office for the Town Report. She stated the following is a schedule of what the School Board is scheduling for Budgets:

- a. School Budget Hearing is scheduled for February 5, 2014 with a snow date of February 6, 2014. This hearing will explain and will vote on the budget after the Public Hearing.
- b. Would be able to have it all together to the Town Administrator by Friday, February 7, 2014.

2. Line Comeau, Town Administrator, will look at the calendar for printing and determine what the "drop dead" date is for submittal for the Town Report similar to what she did last year. Will let Deb Foster know the actual date.
3. Noted that the School Meeting will be starting at 4:00 p.m. this year the Saturday before Town Meeting, March 8, 2014.
4. The budget information will be going out in the School Newspaper that goes out in the children's backpacks.
5. At this point, don't know what will happen with the budget and the transition to Bow, etc.
6. Have a tuition agreement with Goffstown. The Area Agreement is just for the 9th graders to continue. Anybody else would have to apply to the Superintendent for a hardship. Can apply if there are other siblings in the family going to Goffstown. The two schools have different Vacation schedules. Need to have something in place to figure tuition.
7. Budget will be challenging.
8. Don't know if a bus to Goffstown will be available.
9. Big unknown is don't know how many students will be where. Budgets will reflect that.
10. Goffstown looking for a new superintendent. Search Committee has been formed.
11. The new Bow/Dunbarton SAU will be SAU #67.
12. Dunbarton 6th graders go to Sargent Camp every year. Bow takes their 8th grade students to Sargent Camp. Will do something else with them this year.

At this point in the discussion, Les Hammond stated that there had been a Planning Board Meeting at the Community Center Wednesday evening and when he left there was no one there to lock the building up. Felt this was rather risky. Should be a janitor on the premises. Deb Foster will look into this situation. There appears to be no policy in place as to who will shut everything up.

TOWN HALL FIRE ESCAPE:

Les Hammond, Chairman, stated that as far as he was concerned, he would prefer to leave the fire escape up and not take it down and move to the front of the building with the repairs.

It was noted that the Town had received a Proposal from Stilmac 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 Stilmac 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 Stilmac in the amount of \$14,460 to replace the porch rails system and the columns and band molding and encumber the money into the next year. Ted Vallieres seconded the motion. The motion passed unanimously

OTHER DEPARTMENTS:

Line Comeau, Town Administrator, brought up the following items/issues for discussion or action:

Calendar for November and December:

1. Requested Vacation Leave of 8 hours for Wednesday, November 27, 2013 and the week of December 23, 24, 26 and 27, 2013 for 32 hours. Kelly Dearborn-Luce will be covering the Town Offices for Thursday and Friday, December 26 and 27.
2. The Selectmen agreed to close the Town Offices on Tuesday, December 24 at noon and Tuesday, December 31, 2013 at noon. The Town Clerk's Office will not be open December 24 but will be open 8:00 - 12:00 noon on Tuesday the 31st.
3. On Thursday, December 26, 2013, there will be no Selectmen's Meeting scheduled.

Recreation Committee:

Have received letter of resignation from Lynn Marcou, Recreation Committee. Received a communication from Debra Marcou stating the bus trip is still scheduled.

Patrick Bowne, Request for Payment of Unused Leave Time:

Received a request from Patrick Bowne, Transfer Station Manager, for payment of 120 hours of Vacation Leave time in lieu of taking Vacation.

Board of Selectmen reached a consensus that they wanted him to take the Vacation Leave time between now and the first of the year, even if it is a day at a time, etc.

It was noted that the container has to be emptied twice a week and would involve getting a certified driver to do it when Patrick Bowne was on vacation. The Board of Selectmen agreed that he could work the days he had to empty the container and take other days of Vacation. In addition, they would request that he find someone to drive the truck for emptying the container to cover in his absence.

Travis James stated concerns about the lack of a complete paper trail for the termination of an employee. Felt there should be more documentation prior to release of an employee.

Board of Selectmen will discuss this with Patrick Bowne at the next regularly scheduled Selectmen's Meeting on Thursday, December 5, 2013.

Forest Fire Warden Appointment:

Presented paperwork for Selectmen's signature for the reappointment of Jon Wiggin as Forest Fire Warden.

Selectmen signed appropriate paperwork.

CPI-Urban:

Reported that the CPI-Urban was 1.7% increase. The Selectmen noted this would be an increase across the board for all employees.

Transfer Station Lights:

Travis James asked when the new lights at the Transfer Station were scheduled to be put up. Noted that they were starting them this Friday and next week.

Department Heads - Budget E-mail:

Travis James asked if the budget e-mail he had requested had been sent out yet. It was noted that budget work sheets and budget breakdown had been sent to Department Heads recently.

Vacuum Cleaner Replacement:

Working with the janitor regarding the Vacuum Cleaner replacement. Travis James suggesting checking with Vacman on Loudon Road in Concord for a commercial model.

E-Mail Trail between the Town Clerk and Town Administrator:

Travis James stated that the Town Administrator needs to figure things out and keep all the employees informed of any things happening at the Town Office. Need to notify everyone. This situation came about because the rugs were cleaned and not everyone was aware that it was going to happen.

Line Comeau stated that it was scheduled on a Friday and Kelly was in so was aware. In addition, she left a message at Ted Vallieres home on Saturday that the doors would be open because of the cleaning, etc. The janitor was also informed as she was working that day.

Travis James noted that there needs to be better communication between the Town Administrator and employees.

LINDA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, appeared before the Board of Selectmen with the following items for discussion and/or action:

1. Asked the Town Administrator for budget info and update.
2. Presented Pole Licenses which were on the new form.
3. Appointment papers for the 250th Committee for signature. Noted they expire in March 2014.

Selectmen signed Appointment paperwork.

PLANNING BOARD MEETING - November 20, 2013:

Les Hammond reported that the Planning Board had their third meeting on the Giovagnoli Project and have received two consultants' reports on the project as requested.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 8:20 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Les Hammond, Chairman

Ted Vallieres, Selectman

Travis James, Selectman