

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, NOVEMBER 7, 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
Linda Landry, Town Clerk
Debra Urella, Welfare Director

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, October 24, 2013)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, October 24, 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 Monday, October 28, 2013 Board of Selectmen's Meeting to Set the Tax Rate as written. Ted Vallieres seconded the motion. The motion passed unanimously.

LOU DEBERIO, 2014 MILFOIL TREATMENT UPDATE:

Lou DeBerio, Gorham Pond, appeared before the Board of Selectmen to give them an update on the status of the Milfoil at Gorham Pond and the other four ponds in the Town. Lou DeBerio stated the following in regard to Milfoil Treatment:

1. There were 250 inspections of boats launching at Gorham Pond this season with no Milfoil detected on any of the boats. There were 98 repeat boats so this shows that Gorham Pond is being used.
2. Did inspections of all four other ponds in Dunbarton and no Milfoil was found at any of the ponds. These other ponds are used mostly by canoes and kayaks which could explain the reason why there is no milfoil.

3. Amy Smagula, DES, is suggesting that we should follow up with the Diver Assisted Suction Harvesting (DASH Program) for any remaining Milfoil at Gorham Pond for 2014. At this point, Gorham Pond is 90% Milfoil free. This treatment will take care of any stragglers of Milfoil remaining.

The DASH Program is as follows:

Diver Assisted Suction Harvesting

Diver Assisted Suction Harvesting (DASH) is an emerging and evolving control technique in New Hampshire. The technique employs divers that perform hand removal actions as described above, however, instead of using a dive bag a mechanical suction device is used to entrain the plants and bring them topside where a tender accumulates and bags the material for disposal. Because of this variation divers are able to work in moderately dense stands of plants that cover more bottom area, with increased efficiency and accuracy.

4. Presented information noting that it should be sent in by November 16, 2013 stating the Town is in agreement with doing it next year. At this point, there is no estimated cost. It involves divers for about 8 hours to eliminate the remaining Milfoil stragglers.

5. Will know by December 1 what the match from the State will be and how much the DASH treatment would cost.

6. Asked about the possibility of doing the School Program on Milfoil. Where will the school children be in 2014, at Bow or Goffstown? Have a contact with the Science teacher at Dunbarton. Will e-mail both schools tomorrow re possibility of Milfoil presentation, etc.

7. Will keep the Board of Selectmen informed regarding the procedure, etc. in getting the signed contract in place for next year (2014).

OTHER DEPARTMENTS:

Flood Control Timber Harvest Operation:

Les Hammond, Chairman, stated the Town of Dunbarton had received a letter from Shaun Bresnahan, Flood Control Forester, regarding a Timber Harvest Operation which will be conducted on Flood Control Property east of Ray Road. He stated that the Shearin's were concerned because they are an abutter to this operation. Jeff Crosby stated that his mother also received a copy of the same letter because she was an abutter to the Flood Control Area.

CIP:

Reported that it was probably too late in the year to update the CIP for this year. It is a five year plan and it expires in 2017. Kelly Dearborn-Luce, Planning and Zoning, will review.

Pole Licenses:

PSNH has contacted the Town of Dunbarton and stated they would like to do the Pole Licenses on their own form. They have amended their form to be only one page. This form could be used for all Pole Licensing instead of the one previously approved. It was noted that it covers RSA 72:23 and could use this for all towns instead of having a separate form for Dunbarton, etc.

Linda Landry, Town Clerk, stated that she had not seen this document.

The Board of Selectmen reached a consensus that it would be alright with them for Public Service Company of New Hampshire (PSNH) to use their own form for Pole Licensing for Dunbarton.

Fire Escape - Town Hall:

Les Hammond reported that he had received a telephone call from Tiffany Dodd and she was concerned that if we took the Fire Escape down from the Town Hall, they would be unable to take contractors and professional people who administer Grants up to the Upper Town Hall because of no second access.

It was noted that this had been suggested because of the questionable safety of the Fire Escape.

It was suggested having Dave Stilson and Jon Wiggin, Fire Chief, look the Fire Escape over to determine its safety and whether or not it should be taken down. Will ask Jon Wiggin, Fire Chief, to report back to the Selectmen.

Town Offices Parking Lot:

Jeff Crosby, Road Agent, reported that the Town Office Parking Lot will be paved tomorrow, Friday, November 8. Paving Company has recommended that we put down the Base Coat this year with the final top coat next year. He noted that as best he could determine, the last time anything was done on the parking lot was in the early 1990's. The old foundation for the Fire Station was still there.

Jeff Crosby also reported they would be putting in the two bounds on the MacCubbin and Cemetery corners that are missing. He has asked Jacques Belanger, Surveyor, to do this.

Town Hall - Balconies Replacement:

Have received an estimate for replacement of the balconies on the Town Hall from David Stilson in the amount of \$13,000. This does not include replacement of the base of the columns on the lower front which would be \$300 each for an additional cost of \$1,200 for a total of \$14,200.

Ted Vallieres will check with Dave Stilson to see if the floor is okay for these repairs.

Travis James asked if this should go out to bid.

It was noted that the Board of Selectmen passed a motion that the Board of Selectmen do not have to go out to bid on items, etc.

LINDA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, appeared before the Board of Selectmen to bring a situation with her Annual Leave to their attention. She stated the following:

1. She stated that her Annual Leave on her pay stub dropped from 80 hours to 40 hours even though she had only taken one day vacation.
2. Stated that after reviewing her records, she found that the records were correct but it would have been nice if she had known prior to now that this was the case.
3. Noted that in May she used 32 hours vacation which were not deducted until the October 25 payroll.

Alison Vallieres stated that this was probably her fault because she is responsible for posting leave and the BMSI system does not keep track of dates of Leave taken, etc. Previously, the Town Office

did not use the BMSI Program to track leave, they used an excel spread sheet which shows actual dates of Leave taken. We started this system because it gave the employees an up-to-date status of their leave. She would suggest going back to the previous method of tracking leave until such time as this can be worked out in more detail. In addition, she needs to be aware of when the leave is being taken in order to post it to the appropriate payroll week.

Travis James stated that he felt it was still important for employees to be notified of their Leave time on a weekly basis. He also stated that this was a two way street wherein employees should be aware if there is a problem with the Leave as reported on the Direct Deposit Pay Stub and check with the Town Office, etc.

At this point in the meeting, the Board of Selectmen went into a Non-Public Executive Session to discuss a Welfare issue with the following motion:

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session at 7:50 p.m. in accordance with RSA 91-A:3 to discuss a Welfare Issue. Ted Vallieres seconded the motion. The motion passed unanimously with the following roll call vote:

*Hammond - Yes
James - Yes
Vallieres - Yes*

There were no decisions or motions made during the Non-Public Executive Session.

The regular meeting of the Board of Selectmen reconvened at 8:08 p.m.

CONTINUATION OF GENERAL BUSINESS:

Line Comeau, Town Administrator, brought up the following issues for information and/or discussion:

1. **Tax Rate:** Reported that the Tax Rate for 2013 had been set on October 28, 2013 at \$21.01 which is .36 less than the Tax Rate for 2012. The Board of Selectmen had agreed that they wanted to keep the Town Tax Rate level funded with last year. The reason for the reduction was that the Board of Selectmen agreed to put less money in reserve and apply it to the Tax Rate. They felt that putting \$500,000 aside was unnecessary.

	<u>2013</u>	<u>2012</u>
Town Tax rate =	3.82	3.82
Local School Tax rate =	12.31	12.31
State School Tax rate =	2.42	2.39
County Tax rate =	<u>2.46</u>	<u>2.70</u>
Total Tax Rate	21.01	21.37

2. Presented a copy of the new Health Trust Rates for 2014 as follows:

<u>Plan Type</u>	<u>2014 Rates /per month</u>	<u>2013 Rates</u>	<u>Increase/Decrease</u>	<u>%</u>
Family Medical	\$2,199.18	\$2,038.77	+ \$150.41	7.87% (7.9)
2-person Medical	\$1,629.02	\$1,510.20	+\$118.82	7.87% (7.9)
Single Medical	\$ 814.51	\$ 755.10	+\$59.41	7.87% (7.9)
Family Dental	\$ 136.16	\$ 136.16	0	0
2-Person Dental	\$ 77.63	\$ 77.63	0	0
Single Dental	\$ 40.37	\$ 40.37	0	0
Short Term Disability	\$.53 for each \$10/w/m	\$.55 for each \$10/w/m	-.02	-3.64%
Long-Term Disability	\$.45 per \$100	\$.45 per \$100		

The Board of Selectmen agreed to accept the Health Trust rates for the 2014 year.

3. Presented the PLT Property Liability Trust Multi-year agreement for the Board of Selectmen to review and sign, etc.

There was discussion as to whether or not the Board of Selectmen wanted to get other quotes from companies with regard to the Property Liability Insurance.

It was suggested that we get quotes from other companies before signing agreement.

It was noted that the PLT Trust would be returning a surplus to the Town of Dunbarton during 2014 of about \$13,900. It was also noted that the Board of Selectmen do not have to make a decision immediately.

Line Comeau noted that if we go with a multi-year agreement with PLT, it will give us a 5% reduction on the base rate for 2015.

Line Comeau will check with other companies for quotes for Property Liability prior to signing agreement.

4. Carpet Cleaning:

Reported that she had received three quotes for carpet cleaning of the Town Offices as follows:

Service Master - \$1,304.20 which includes Scotch Guard

Brite Magic - \$650.00 which includes Scotch Guard (Town employees have to move furniture)

P & V Concession Cleaning Company-\$260 which includes Scotch Guard and moving furniture

Board of Selectmen agreed to go with P&V at a price of \$260 and suggested seeing if we could get a better price if we had a contract for cleaning carpets twice a year, spring and fall. Line Comeau will check.

5. Transfer Station Grant and Snow Blower Sale:

Reported that the Transfer Station has received a grant in the amount of \$1,800 from New Hampshire the Beautiful. Also sent a snow blower to the State Surplus Auction on October 19 and it was sold for \$500.00.

6. New Vacuum for Town Offices:

Requested permission to purchase a new vacuum for the Town Offices. Present one is five years old. Estimated cost would be \$325.00.

Board of Selectmen suggested that the cleaning person determine what type of vacuum is needed and that we look into getting a commercial grade vacuum.

7. 2014 Budget Strategy:

Travis James has suggested that the Board of Selectmen discuss the upcoming 2014 Budget Strategy and determine whether we should be keeping the department budgets at a certain percentage increase i.e. 2.5 or 3.5 % increase or whatever is decided. We should be giving the Departments some guidelines. Stated that last year's budget discussions seemed very confusing as to what the departments should be requesting, etc.

Les Hammond also suggested that Line Comeau, Town Administrator, investigate what the CPI percentage was for pay increases for employees.

250th Anniversary:

Linda Landry, Town Clerk, stated that members of the 250th Committee should be appointed and sworn in as members of the Committee. Travis James noted the following were members of the Executive Committee and should be appointed and sworn in:

Travis James
Ted Vallieres
Alison Vallieres
Line Comeau
Gary Attalla
Nancy Rizza

MOTION:

Les Hammond made a motion that Travis James, Ted Vallieres, Alison Vallieres, Line Comeau, Gary Attalla and Nancy Rizza be appointed to the 250th Anniversary Executive Committee. Ted Vallieres seconded the motion. The motion passed unanimously.

Travis James recommended that a Warrant Article be included in both the 2014 Town Meeting and the 2015 for funding for the 250th Anniversary.

Donation of Grandfather Clock to the Town of Dunbarton:

The Town has received a gift of a Timothy Chandler Tall Case Floor Clock, c 1812, Appraised Value \$4,900. from Daniel and Elizabeth Rowley with the stipulation that it would never be sold and/or transferred from ownership by the Town of Dunbarton. Additionally, it is requested that the clock be made available for public viewing and enjoyment in an appropriate location such as the Dunbarton Public Library. There will be a showing of the clock at the Dunbarton Town Library at 2:30 p.m. on Saturday, November 9, 2013.

All three Selectmen signed the appropriate paperwork to accept the gift of the clock.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 8:45 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