

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, OCTOBER 17, 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
Patrick Bowne, Transfer Station Manager
Mark Antonia, Library Trustee

Members of the Public:

None

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 10, 2013)

MOTION:

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, October 10, 2013 Board of Selectmen's meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

MARK ANTONIA, LIBRARY TRUSTEE:

Mark Antonia, Library Trustee, appeared before the Board of Selectmen to discuss the upcoming Library activities as follows:

Continuing Story Hour on Thursdays

Men's Coffee Chat every other "Friday at 9:00 a.m. Because of low attendance, considering having it only once a month.

10/3/2013 - 1938 Hurricane Program with a good attendance

10/17/2013 - Program on Social Security Road Map with a Financial Analyst

10/25/2013 - Book Discussion "Listening is an Act of Love"

Library is finalizing 2014 calendar. Have many pictures.

Library Trustees want to thank the Board of Selectmen for giving them the money for the upgraded lights. Very happy with them. Final cost was \$1,350. The payback was two years.

Next project will be getting the security system in the budget for next year.

Smoke Detectors will be looked at both upstairs and down stairs and the stairwell and one of the six in the main hall upstairs.

Noted they have discussed at the Trustees Meeting about letting small groups go upstairs.

At this point in the discussion, Les Hammond, Chairman, stated that this practice has been stopped because of the upstairs not meeting the Fire Code. There can be no use of the upstairs by the public. The Fire Chief has said there will be no exceptions.

GENERAL TOWN BUSINESS:

Fire Escape:

It was noted that the outside fire escape on the Town Hall is not safe. We should block it off somehow or take it down completely. It is only being held onto the building with two bolts and has never been checked.

After discussion, it was decided that Ted Vallieres will check with Dave Stilson for an estimate of the cost of taking the fire escape down completely.

Police Officers Retroactive Holiday Pay:

Line Comeau, Town Administrator, reported that the two Police Officers Retroactive Holiday Pay has been resolved.

Stated she wanted to recognize Alison Vallieres for her hard work in finalizing this project.

Library Lighting:

Line Comeau, Town Administrator, reported that the final cost for the lighting at the Library was \$1,350. We had estimated \$1,500.

Transfer Station Lighting:

Presented a copy of the contract for signature for Ligh Tec to install lighting at the Transfer Station with an up-front cost of \$2,323 or 45% down before starting the project. Light Tec is asking for 45% before starting, 45% when substantially complete and 10% for a final payment when complete.

Les Hammond, Chairman, stated that he was not in favor of paying any contractor up-front money for any project. The Town has been burned several times by doing this and he did not want to do it anymore.

After discussion, Les Hammond agreed to sign the contract at this point because we have already paid the first 45% but did not want to do any more up-front payments to contractors.

Training Class:

Line Comeau, Town Administrator, reported that she will be at a Training Class this Friday, October 18, 2013.

Setting the Tax Rate:

Line Comeau reported that she awaiting word from DRA for the scheduling of the setting of the Tax Rate. All paperwork has been submitted.

School Meeting:

A meeting with the School Principal is scheduled for Monday, October 21, 2013 at 3:00p.m. to discuss snow blowing, storage of tables and chairs, etc.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, appeared before the Board and brought up the following items for discussion and/or information:

1. Ted Vallieres asked if the brush pile issue with no lighting had been taken care of. Patrick Bowne stated the area has been cordoned off with barrels and construction tape. Three new lights will be installed within six weeks.
2. Patrick Bowne reported that a meeting between Ligh Tec, the electrician, John Stevens and P. Bowne is scheduled for this Friday at 10:00 am.
3. Hazardous Waste Day has come and gone. There were 351 cars between the two towns (Bow and Dunbarton). Dunbarton had 73 cars this year. This is 20.8% of the total. Only had 53 cars last year. Want to thank Fred Mullen and his grandson Brian Mullen, Linda Landry and my two step daughters for helping out.
4. \$2,500 estimate for a new containment tank for waste oil.
5. Have started getting estimates for next year's budget. Mack needs to be painted.
6. One employee who was recently hired has given his notice. Has been offered a full-time position of which he had previously applied for before starting working for us.
7. Coop Meeting in Bow next Thursday. Our tonnage is 30 tons below last year. Everyone else is also down.
8. The lights are the last project for this year.
9. Will be meeting with William Nichols tomorrow and see what his schedule is for welding the compactors, etc. These are the compactor boxes we purchased 12 or 13 years ago.
10. Skid Steer has been having minor electrical issues. Have ordered parts from Chappel Tractor.

JEFF CROSBY, ROAD AGENT:

Jeff Crosby, Road Agent, appeared before the Board of Selectmen to bring them up to date on various projects as follows:

Paving Parking Lot at Town Offices:

Jeff Crosby reported that he had gotten prices for the paving of the parking lot as follows:

Option #1 - 2 1/2" of asphalt with a skim coat over the area which would be the cheapest way at about \$16,000 but probably not the best way to go. Within two or three years, the cracks would come back and water would cause heaving

Option #2 - Should excavate out the whole parking area and put new gravel in. Would put a layer of woven fabric which keeps the clay material from coming up into the gravel which works quite well. This would be the wise way to do it. The cost of the woven material would be around \$1,500. The entire cost of the project would be about \$35,000 but it would last a long time. The only unknown is a water line from the Town Office to the Town Hall. Probably put in the 90's but not sure, etc.

Jeff Crosby asked why did the Town Office Parking Lot become such an issue. Noted that several people had tripped in the holes, etc.

The Board of Selectmen reached a consensus that if we were to do the Town Office Parking Lot over we should go with Option #2 and do a good job at a cost of \$35,000. Gave Jeff Crosby the go ahead to look into the paving of the Town Office Parking Lot.

Funding:

Ted Vallieres suggested possibly using a portion of the money received from the Flood Control in the amount of \$47,000. It was unclear as to whether or not we should have a Public Hearing to be able to expend these monies.

There was also discussion about spending monies within the Highway Budget which have been set aside for the Stark Bridge. If we do not get a contract for the box culvert in place before the end of the year, these monies will lapse. The Town is still awaiting approval from DES for the project prior to ordering the culvert.

Les Hammond stated he would be reluctant to expend these monies on another project other than the Stark Bridge.

Jeff Crosby offered a solution of bringing the monies forward by having a paving contract in place for roadwork.

Les Hammond stated that the paving would be a maintenance project and felt uncomfortable with tying the monies up for a maintenance project.

Les Hammond stated he felt that Flintlock Farm Road should be redone this coming year. Ted Vallieres noted that the upper part of Grapevine Road was very bad also. Les Hammond stated that Grapevine Road was not a commuter road. Ted Vallieres stated neither was Flintlock Farm Road. Les Hammond stated that there were more houses on Flintlock Farm Road.

Jeff Crosby will check with the paving company to make sure we can do paving late in October-November. Will be too late to do the lines.

LINE COMEAU, TOWN ADMINISTRATOR:

Line Comeau, Town Administrator, brought up the following issue with the painting of the interior of the Town Offices:

Noted there are many areas that need a second coat of paint. There are water spots on the ceiling that should be covered. Has given the Town an estimate of what he already has in the project. It is \$2,840 plus \$250. Noted the bid price was \$2,210 for touch ups, etc.

The Board of Selectmen reached a consensus that Line Comeau take care of the repainting issues with the contractor.

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

MOTION:

Travis James made a motion that the Board of Selectmen meeting adjourn at 8:22 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