

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JANUARY 14, 2016
TOWN OFFICES - 7:00 P.M.**

The Dunbarton Board of Selectmen held the regularly scheduled meeting of the Dunbarton Board of Selectmen at the above time, date and place with Brian Pike, Chairman, presiding.

The following were present:

**Brian Pike, Chairman
Ted Vallieres, Vice Chairman
Tom Groleau, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary**

Members of Boards/Committees and Town Officials:

**Patrick Bowne, Transfer Station
Dan Sklut, Police Chief
Sergeant Christopher Remillard, Police Department
Donna Dunn, Historic Awareness Committee
Leo Martel, Historic Awareness Committee
Linda Landry, Town Clerk
Phil Kimball, Library Trustee
Colleen Madden, Library Trustee
Andrea Douglas, Librarian
Deb Urella, Welfare Director**

Members of the Public:

**Mert Mann
Frank Welin
Fran Hill
Tamara Bowne**

It was noted for the record that Videotaping of the meeting was done by Leo Martel.

Brian Pike, Chairman, called the meeting to order at 7:02 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

Approval of Previous Meeting Minutes - Thursday, January 7, 2016:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen accept the regular meeting minutes of Thursday, January 7, 2016 as written. Tom Groleau seconded the motion.

Board Discussion:

Brian Pike stated that at the last meeting when the Board of Selectmen accepted the minutes of the December 17, 2015 meeting, Ted Vallieres made a statement regarding Brian Pike and Tom Groleau recusing themselves, etc.

Brian Pike noted that the statement Ted Vallieres was referring to was in the DRAFT minutes, not the final minutes. In the future, he would suggest that when making amendments to the minutes that the final copy of the minutes be referred to instead of the draft so we are all "on the same page". He noted that these minutes have already been approved but he wanted this on the record.

The motion passed unanimously.

Approval of Previous Workshop Meeting Minutes - Wednesday, , January 6, 2016:

Ted Vallieres made a motion to accept the minutes of the Workshop Meeting of Wednesday, January 6, 2016 as written. Tom Groleau seconded the motion. The motion passed unanimously.

TOWN LIBRARY BUDGET PRESENTATION:

The Library Trustees and Andrea Douglas, Librarian, presented the Library Proposed 2016 Budget. It was noted that the amount requested from the Town is \$94,075 for the 2016 budget year. This is \$465 over last year's budget. The Income for 2016 budget year was estimated to be \$265 more than the 2015 budget year.

The expense lines in the budget were explained line by line to the Board of Selectmen.

EXPENSES:

<u>Account</u>	<u>Budget 2015</u>	<u>Proposed 2016</u>	<u>Change</u>
Bookkeeper	2,000	2,000	None
Salaries	69,645	70,035	.08%
Books	8,600	8,600	None
Periodicals	600	500	-100
Audiovisual	4,655	5,050	+395
Building Maintenance	700	700	None
Computers	1,000	1,305	+305
Apollo software	1,200	1,200	None
Fundraising Costs	700	100	-600
Internet	1,000	1,000	None
Programs	3,200	3,300	+100
Supplies & Equipment	2,200	2,000	-200
Telephone	500	500	None
Professional Fees	700	700	None
Miscellaneous	300	275	-25
TOTAL	97,000	97,265	+265

Discussion:

The Library Trustees explained the expense items in the Library budget.

The Library Trustees noted that in the past, some emergency maintenance items have come out of the Library Building Maintenance fund i.e. \$300 for a faucet repair and replacement.

Tom Groleau noted there was a item in the budget under Building Maintenance for floor repair \$500.

The Board of Selectmen agreed that according to previous agreements between the Town and the Library, the Town would be responsible for the floor repairs. By transferring the \$500 for floor repair to the Town, this would reduce the expense side of the Library budget. The Library and Board of Selectmen agreed to bring the proposed budget to a level funded budget of \$93,610.

Andrea Douglas, Librarian, will provide a copy of the estimate for floor repairs to Line Comeau, Town Administrator.

Colleen Madden stated she had noticed that the Board of Selectmen were considering combining webpage and internet costs, etc. throughout the town into one charge. She stated that the only charge for the Library Website was for the Internet through GSI Net which is \$67.95/month. Nancy Lang created the website so we don't pay any fees for that.

Tom Groleau asked about computer support and who provides it. The Town has True North. Looking at the possibility of combining computer support for all Departments. Colleen Madden stated that Nancy Lang provides the computer support at no cost to the Library.

It was agreed that the MOU discussion will continue once we get through budget development season. It should go smoothly if last talks were any indication

The Board of Selectmen agreed with the proposed level funded budget for the Library.

2016 PROPOSED WELFARE BUDGET, DEBRA URELLA:

Debra Urella, Welfare Director, appeared before the Board of Selectmen regarding the proposed 2016 Welfare Budget as follows:

<u>Account Name</u>	<u>Budget 2015</u>	<u>Proposed 2016</u>	<u>Change</u>
Salvation Army Dunbarton	2,000	2,000	None
Community Action Program	2,000	1,000	-1,000
Admin.-Overseer of Welfare	5,562	7,000	+1,438
Direct Assistance/Vendor/Other	4,000	10,000	+6,000
TOTAL	13,562	20,000	+6,438

Board Discussion:

It was noted there has been no request from the Salvation Army for their portion of the 2015 budget. The only monies used from the Salvation Army budget line is for insurance in the amount of \$600 for the food pantry in Grasmere.

The Board of Selectmen stated they had agreed that raises for Town employees would be the CPI of .008%. Deb Urella noted this is the third time she has asked for a raise. Brian Pike, Chairman, stated that to be fair we will stay with the .008%, but over this year we will evaluate compared to other towns and pick up this conversation then with more information.

Community Action Program - Have received a request from Community Action for \$2,100 for the 2016 budget year. This is based on population and number of residents served.

Board of Selectmen asked about the proposed increase in Direct Assistance. Why is it increasing by \$6,000? The Welfare Director stated she felt there would be that much increase in requests for assistance in 2016.

FRANK WELIN, POLICE DETAILS:

Frank Welin appeared before the Board of Selectmen to discuss the Police Department Special Duty details.

“Stated that twenty years ago, the Police Department was doing paid details in the Concord area. It got to be such a problem that the Board of Selectmen put a cease and desist on the Police Department doing special details. He stated this was voted on by the Selectmen. Asked what gives this Police Department the right to do all these details in Allenstown, Hooksett and Pembroke?”

Stated the Police Department is doing 8 hour details and then coming on duty. I don't believe they have 24/7 coverage.

It was noted that at that time there was one part-time police chief and one full-time officer for the Police Department. You can't compare twenty years ago to today.

Mert Mann stated that back in 1998, we did have a full time police officer (Tim Locke). Tom Sexton was an officer and was doing special details and there were some problems with Tim Locke. Tom Sexton was told to stop the special details at that time.

Line Comeau, Town Administrator, stated that there was a Special Town Meeting on May 9, 2008 regarding Special Duty for the Police Department. Special Duty for the Police Department was approved by a vote of 34 Yes and 26 No. The minutes are available.

Frank Welin stated that Joe Milioto is doing Police Special Duty 40 hours a week. He leaves at 6:00 a.m. and comes back at 4:00 p.m. He does them every day of the week. What is he doing for the Police Department? He would like an explanation from the Police Chief.

At this point in the discussion, Brian Pike, Chairman, stated that all discussions at this meeting must go through the Chairman. There will be no back and forth discussion between attendees of the meeting. You must go through the Chairman with questions.

Police Chief Sklut stated that Police Officers do Special Duty on their off duty time and not on town time. Noted that Joe Milioto is a part-time officer. He works the bulk of his time on weekends. He is one of the top two or three workers of the part-time officers. The contractor pays the Town for the Special Duty. The entire cost is covered by the contractor, including use of the vehicle, State, NHRS and Federal Taxes, and Administration. He stated that since he has been Police Chief, he has not worked any Special Duty details. That is not to say that he would not in the future.

The Board of Selectmen agreed that Line Comeau, Town Administrator, would research the Selectmen's minutes for any discussion of Special Duty prior to the 2008 meeting.

DAN SKLUT, POLICE DEPARTMENT 2016 PROPOSED BUDGET:

Dan Sklut, Police Chief, and Sergeant Remillard appeared before the Board of Selectmen regarding the Police Department proposed 2016 budget as follows:

Chief Sklut presented an explanation of budget increases and decreases on a 2016 Budget Narrative (attached).

<u>Account</u>	<u>Budget 2015</u>	<u>Proposed 2016</u>	<u>Change</u>	
Crime Control-Full Time	219,557	229,711	+10,154	53 PP CPI/Steps
Crime Control FT Overtime	9,049	8,808	- 241	
Crime Control Holiday Pay	6,053	6,296	+ 243	
Crime Control Part Time	41,979	47,337	+ 5,358	
Secretary-Police Dept.	31,915	31,241	- 674	
Vehicle Lease	-	-		
Supplies/Exp. Police	4,500	4,500	Same	
Training Police Dept.	4,000	4,000	Same	
Prosecution Fees/Police	7,825	7,825	Same	
Computer Hardware-Police	900	00	- 900	
Gasoline-Police	15,000	15,000	Same	
Police Dispatch	28,946	11,561	- 17,385	
Computer Software-Police	-	-		
Network Hosting Service	3,024	3,904	+ 880	
IMC Contract-Police	4,785	5,089	+ 304	
Physical Plant-Police	450	450	Same	
Telephone-Police	5,000	5,000	Same	
Vehicle Maint. -Police	4,500	4,500	Same	
Dept. Equip. - Police	5,200	2,500	- 2,700	
Fees and Services-Police	2,778	3,565	+ 722	
Radio Repair - Police	550	550	Same	
Crime Prevention-Police	350	350	Same	
Uniforms-Police	4,500	4,500	Same	
Accreditation - Police	--	--		
Criminalistics - Police	250	250	Same	
TOTALS	401,111	396,872	- 4,239	

Board Discussion:

At this point in the discussion, Ted Vallieres noted there was an invoice to be paid this week in the amount of \$5,088 to TriTech for software support. Asked why we were paying this in advance. It has been the policy of the Town to not pay for goods and services until after they were received. This policy was established after the Town had advanced money to a contractor for work to be done and the contractor never came back after he took the money and materials, etc. Asked about the possibility of paying this contract on a monthly basis.

Police Chief noted that this was the former IMC contract and they are a sole source provider.

Dan Sklut, Police Chief, reported the radio test was successful.

SOLID WASTE PROPOSED 2016 BUDGET, PATRICK BOWNE:

Patrick Bowne presented the proposed 2016 budget for the Solid Waste (Transfer Station) as follows:

<u>Account</u>	<u>Budget 2015</u>	<u>Proposed 2016</u>	<u>Change</u>	
Admin-Solid Waste-Full Time	46,468	47,742	+ 1,274	CPI /53 weeks
Admin-Solid Waste-PT	59,378	61,380	+ 2,002	CPI /53 weeks
Solid Waste Admin Full Time OT	500	500	Same	
Equip. Rental Fees	150	160	+ 10	
Training/Solid Waste	745	550	- 195	
Sub-Contracted Services	750	750	Same	
Dept. Equip. Maint.	900	1,000	+ 100	Pres. wash/fans
Telephone-Trans. Station	665	1,436	+ 771	Internet
Uniforms-Trans. Station	3,800	3,000	- 800	
Mobile Phone-Trans. Station	375	480	+ 105	
Fuel Costs	7,000	7,000	Same	
Ash & Lab Testing	250	225	- 25	
Fees & Services-Trans. Station	368	400	+ 32	Alarm&Scale
MSW	51,408	52,920	+ 1,512	@ \$61.25/ton
C&D Removal	7,620	8,502	+ 882	@ \$65.40/ton
Hazardous Waste Coll.	5,500	7,500	+ 2,000	
Recycling Costs	7,600	7,600	Same	
Dues-NRRA	194	194	Same	(based on Pop.)
TOTALS	212,321	212,839	+ 518	

Board Discussion:

It was suggested that Internet service with GSI Net be looked into having one bill instead of four or five different Department billings.

The question was asked about where the ash came from which has to be disposed of. P. Bowne stated it comes from the burn pile.

It was suggested that the Town consider revisiting the fees at the Transfer Station in the near future. Should also look at other towns fee systems.

Training Session:

Patrick Bowne reported that there will be a Training Session on Wednesday, February 3, 2016 relating to PPE and back care. This will be put on by Property Liability Trust. Are also considering having a training course on Skid Steers.

TOWN CLERK PROPOSED 2016 BUDGET:

Linda Landry, Town Clerk, appeared before the Board of Selectmen and presented a poster commemorating the 100th Anniversary of the State Primary published by the Secretary of State's Office picturing old Ballot Boxes from various towns throughout the State.

Linda Landry, Town Clerk, presented the Town Clerk Election, Registration & Vital Stats 2016 Proposed Budget as follows:

<u>Account</u>	<u>Budget 2015</u>	<u>Proposed 2016</u>	<u>Change</u>
Town Clerk	46,468	46,840	CPI&53 weeks
Deputy Town Clerk-15 hours/week	3,500	9,860	+ 6,360
Elec. Admin-Ballot Services	1,439	6,703	+ 5,264 4 Elections
Election Expenses/Meals	300	1,220	+ 920 4 Elections
Animal Population Control Fees	1,318	1,318	Same
Dog License Fees to State	361	361	Same
Marriage Licenses	836	1,050	+ 214
Vital Statistics	507	608	+ 101
Fees & Services	--	--	
Voting Booths & Equipment	150	800	+ 650 Laptop
Supervisor of Check List	--	--	
Mileage Town Clerk	--	--	
TOTALS	54,879	68,761	+13,882

At this point in the discussion, Brian Pike stated he would recuse himself from any discussion regarding the Election meals budget line because he was a close friend of David Constant of Constantly Pizza.

A spread sheet of the Deputy Town Clerk 2016 proposed hours was also presented.

Record Preservation:

In addition to the Town Clerk budget, Linda Landry, Town Clerk, presented a proposal for the Record Preservation Supplies as follows:

Record Preservation Supplies	700	300
Fireproof cabinet to match existing cabinet acquired in 2007		<u>3,600</u>
TOTAL		3,900

Board Discussion:

There was considerable discussion regarding the Preservation supplies and the proposed fireproof cabinet. Linda Landry stated she had concerns about Town records/minutes which are stored in a wooden cabinet in the Board of Selectmen's Office. They should be stored in a fireproof cabinet. She suggested the fireproof cabinet be put in her office.

It was noted that the records need to be accessible to the public, etc. In addition, the Town Administrator needs to be able to access these records.

Tom Groleau stated he had some questions regarding the preservation budget line as follows:

1. Are these records ever available for public viewing/use? If so, where?
2. Are they displayed at any public place in town during a town wide celebration such as the 250th event?

3. Is there an inventory list available of these records? Does it have a title, brief description and its relevance to the town's history, document classification; Town document, document donated by or purchased from?
4. Who is the owner of the documents?
5. Are any of the documents owned by anyone other than the town?
6. Are the documents originals or reproductions?
7. Are they historical Town of Dunbarton documents?
8. Are there any private funds being used to preserve the documents? If yes, what is the source for the funding.

It was noted that the Board of Selectmen has the responsibility of accepting gifts. To date, we have not accepted any records.

Tom Groleau noted the following with regard to the preservation of records:

Asked what are you doing with the copies of photos that people lend you? Why would you preserve copies of photos? You are spending taxpayer's money for this.

The preservation should be only Town records.

There was considerable discussion about the preservation of records. Both Donna Dunn and Linda Landry explained the process and the reasoning. They made reference to the Hadley Tucker Collection along with other private collections that they have been working on.

Brian Pike, Chairman, went through the Board of Selectmen's mail box as follows:

1. Request from Line Comeau, Town Administrator, to lapse \$3,406.48 from the bank account for the 250th Anniversary to the General Account.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen lapse \$3,406.48 from the 250th Anniversary account to the General Fund. Tom Groleau seconded the motion. The motion passed unanimously.

2. Response from Attorney regarding Petition Article noting it should be put on the Warrant, but would be advisory only if it passes.
3. Letter from Scott Marsh, Municipal Resources, stating that he has not found any other firm or persons willing to provide utility valuation services for the Town of Dunbarton. Based on this information, the Board of Selectmen reached an agreement to put the additional \$4,000 into the existing Revaluation Warrant Article for the utility appraiser. This will be a yearly \$4,000 for five years to cover the Utility Appraiser contract in the amount of \$20,000.
4. E-mail from Tom Groleau regarding VTS Website. Stated he felt we should meet with Dan Troy before making any decisions regarding the website. Our website needs to be more user friendly for those behind the scenes for those trying post information.

5. E-mail from Steve Whitley, Attorney, regarding contract with Jere Teppe, Architect with comments. Tom Groleau will contact Jere Teppe regarding contract.

6. Board of Selectmen signed Bank Reconciliations for the months of September, October and November.

7. Brian Pike stated that George Holt has called and wanted to know if the Board of Selectmen had signed the Master Plan Contract with Central New Hampshire Regional Planning Commission. It was noted that the contract signed by the Planning Board and Central Regional Planning was within the Planning Boards' right per RSA as of an e-mail from legal counsel.

After considerable discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the Dunbarton Master Plan Contract with Central New Hampshire Regional Planning Commission using remaining monies in the Planning and Zoning 2015 Budget. Tom Groleau seconded the motion. The motion passed by a majority vote as follows:

Pike - Yes

Groleau - Yes

Vallieres - No

It was noted that there will be a Budget Workshop Meeting on Monday, January 18, 2016 at 7:00 p.m.

Line Comeau, Town Administrator, stated she would be finishing up on the revenues. Ted Vallieres has been working on the Town Government Building maintenance budget. Need to talk about the dedication of the Town Report.

Public Comment:

Fran Hill - Noted that the Dunbarton Website is not working correctly. Gives an error message at the top of the screen.

Tamara Bowne - Stated that Joe Milioto is working as a Police Officer every Sunday at 10:30 a.m. on at Church for the crossing and is a very good patrolman.

Tom Groleau - Stated that he made a phone call regarding references for Aflac. Will continue to get in touch with other towns that have Aflac.

Patrick Bowne - No comments

Leo Martel - No comments

At this point in the meeting, Brian Pike stated that the Board of Selectmen would be going into a Non-Public Executive Session in accordance with RSA 91:A-3, II (a).

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91:A-3, II (a) at 10:26 p.m. Tom Groleau seconded the motion. The motion passed unanimously with the following roll call vote:

*Pike - Yes
Vallieres - Yes
Groleau - Yes*

The Board of Selectmen's Meeting reconvened at 11:14 p.m.

At this point in the meeting, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91-A-3, II (c) at 11:15 p.m. Tom Groleau seconded the motion. The motion passed unanimously with the following Roll Call Vote:

**Vallieres - Yes
Pike - Yes
Groleau - Yes**

The Board of Selectmen's meeting reconvened at 11:21 p.m.

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

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen's meeting adjourn at 11:25 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman