

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF WORKSHOP MEETING
MONDAY, JANUARY 18, 2016
TOWN OFFICES - 7:00 P.M.**

The Dunbarton Board of Selectmen held the scheduled Budget Workshop 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:

Dan Sklut, Police Chief

Members of the Public:

None

Brian Pike, Chairman, called the meeting to order at 7:11 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

BOARD OF SELECTMEN BUDGET DISCUSSION:

Ted Vallieres, Selectman, suggested that the Board go through the individual budgets, one by one, starting with the ones that appeared to have the least impact regarding the suggested Level Services budget as suggested by the Board of Selectmen. The Board reviewed and revised the budgets as follows:

Name	Actual 2015	Proposed 2016	Explanation
LIBRARY	93,610	93,610	Transfer \$465/floor repairs/TO
FIRE DEPARTMENT	83,875	85,022	Transfer \$400 Fire Alarm/TO
BOARD OF ASSESSORS	35,796	27,975	Add \$4,000 to WA/Sansoucy
CEMETERIES	15,700	15,700	Level funded
HIGHWAY	570,000	570,000	Level funded/adjustments made
PLANNING & ZONING	19,900	20,125	Reduce Secretary to \$4,000 & Reduce Planning Cons. to \$6,000

<u>Name</u>	<u>Actual 2015</u>	<u>Proposed 2016</u>	<u>Explanation</u>
SOLID WASTE	212,321	210,938	Reduce Fuel to \$5,500 Reduce Fee & Services to \$1.00 Transfer Alarm system to TO
POLICE DEPARTMENT	401,111	396,872	Reduce gasoline to \$10,000 Consider reducing Part-time

Discussion re Police Department Budget:

The Board asked the Police Chief if he would rework the figures for the Crime Control-Part Time Budget line and see if it could be reduced. It was noted that 33,272 was spent on Part-time last year. Police Chief Sklut state this was because he could not fill all shifts. Police Chief will come back to the Board with adjusted figures for the part-time budget line. The Board also noted that when the Secretary is working as a Police Officer, it further reduces the Police Secretary Budget line. This should be reduced accordingly.

WELFARE DEPARTMENT	13,562	14,705	Reduce Direct Assistance \$5000 Increase Com. Action to \$2,100 Leave Admin Salary at CPI level
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Board Discussion re Welfare Budget:

Board noted that the Welfare Director also works for the Town of Weare, population 10,000-12,000 at a salary of \$8,000/year. Weare is three times the population of Dunbarton.

ELECTION, REGISTR&VITAL STATS.	54,879	61,800	Reduce Dep. Tn. Clk to \$2,000 Take out Laptop \$800
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Board Discussion re Election Budget:

Regarding the Deputy Town Clerk, the Board of Selectmen suggested budgeting a Window Clerk @ \$20/hour for three weeks vacation for coverage. The Town Clerk is paid a salary whether she works or not according to the RSA. The Selectmen did not see a need for a Deputy Town Clerk two days a week for 53 weeks.

It was suggested that a laptop could be borrowed for the short time that it is needed.

Record Preservation (Under Financial Administration)	700	3,600	Reduce the supplies to \$300 Take out the \$3,300 for a cabinet
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Board Discussion re Record Preservation Budget Line:

The Board of Selectmen noted they should be made aware of what materials are being scanned and preserved. According to the RSA, only the Board of Selectmen has the authority to accept gifts, etc. The minutes of meetings also need to be available to the public and the Town Office Staff for research, etc.

EXECUTIVE	101,558	112,358	Recording Sec. increase \$1,000
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Sec. increase \$6,899/8hrs/wk

Board Discussion re Executive:

Line Comeau, Town Administrator, stated she was increasing the second part-time secretary to three days a week instead of the present two days a week. Ted Vallieres expressed his objections to this. He stated they gave her an additional part-time secretary last year for two days a week and now you want to increase it to three days a week. The other two Selectmen agreed to fund the second secretary for three days a week.

LEGAL	8,600	25,100	Increase BOS \$6,000 Increase BOA \$10,500
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Board Discussion:

Board of Selectmen agreed to review this budget line before the budget was final.

FINANCIAL ADMINISTRATION	100,816	96,499	Noted that Office Equip. Repair was down \$9,300 Advertising down \$500 Comp/ Support up \$1706 Printing down \$200 Rec/Preserv.down \$3,300 Education up \$1175 Need more info from PD re Step Increase Reduce Longevity \$390 Break out cost of Stip.
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TOWN GOVERNMENT BUILDING ACCOUNT			Still getting quotes
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RECREATION BUDGET			Not received from Rec. Committee (Line Comeau will come up with figures if not received in time.)
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OTHER BUSINESS:

Kelsea Road Warrant Article:

Ted Vallieres asked what happens when we put in a Warrant Article asking the Town to discontinue a portion of Kelsea Road. By doing this you are acknowledging that this portion is Kelsea Road. It was agreed to contact the Attorney regarding this issue. In addition, the Board of Selectmen agreed that they should have the Town Attorney present at Town Meeting to explain the Kelsea Road issues.

Health Insurance:

Ted Vallieres stated that after discussion with AFLAC Insurance, he decided it would be in the best interest of the Town if we held off until next year in making any changes in the Health Care to give AFLAC a chance to get the system in place with other towns, etc. *The Board of Selectmen agreed with this.*

There being no further business the meeting adjourned at 10:10 pm with the following motion:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen Workshop Meeting adjourn at 10:10 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