

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JANUARY 28, 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 Ted Vallieres, Vice-Chairman, presiding.

The following were present:

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

Brian Pike, Chairman, Absent

Members of Boards/Committees and Town Officials:

Fred Mullen, Town Moderator
Jon Wiggin, Fire Chief
Leo Martel, Historic Awareness Committee
Linda Landry, Town Clerk
Lou DeBerio, Milfoil Coordinator
Dan Sklut, Police Chief
Dan Troy, Web Master
Donna Dunn, Historic Awareness Committee

Members of the Public:

Judy Stone
Bob Martel
Rich Twarog, All Star Security

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

Ted Vallieres, Vice Chairman, called the meeting to order at 7:00 p.m. with two Selectmen present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

Approval of Previous Meeting Minutes - Thursday, January 21, 2016:

Tom Groleau made a motion that the Dunbarton Board of Selectmen accept the regular meeting minutes of Thursday, January 21, 2016 as written. Ted Vallieres seconded the motion. The motion passed unanimously.

Approval of Previous Non-Public Meeting Minutes - Thursday, January 21, 2016:

Tom Groleau made a motion that the Dunbarton Board of Selectmen accept the minutes of the Non-Public Meeting of Thursday, January 21, 2016 starting at 11:15 p.m. as written. Ted Vallieres seconded the motion. The motion passed unanimously.

DAN TROY, WEBMASTER, DUNBARTON WEBSITE:

Dan Troy, Webmaster, appeared before the Board of Selectmen to discuss updating the Dunbarton Website.

Tom Groleau stated that the Board of Selectmen would like to update the Dunbarton Website so it was more user friendly. He noted that the Town Administrator had forwarded him information about a possible website which would allow Dunbarton's website to be more user friendly. He noted that Committees and Boards have difficulty putting their meeting minutes and notices on the website. He would like to see more drop-down menus so the public would be notified of Town business, etc. Each of the Departments could have their own web page which would be linked to the Dunbarton web site.

Dan Troy agreed that the Dunbarton Website does need to be refreshed. His suggestion was to upgrade the website to Word Press which is what most of the websites are now. It is easy to use on the front end and the back end also. Stated Word Press is what he has been building his websites with now. It would have communication and ease of use.

Dan Troy stated he would be willing to pull together a proposal for updating the website along with a cost estimate within a couple of weeks.

Ted Vallieres asked if it would make sense for Dan Troy to work with the Technology Committee. Tom Groleau will contact them. Should also take input from the public.

The Board of Selectmen reached a consensus to have Dan Troy go ahead with a proposal and a price.

Sound System for Town Meeting:

Dan Troy reported that he would be able to correct the sound system for Town Meeting so the Board of Selectmen could hear what the audience was saying. Tom Groleau stated the speakers were in back of the Selectmen and the sound traveled out to the audience but not to the Board of Selectmen. Dan Troy assured the Board that he would solve the problem.

DONNA DUNN, RESIDENT:

Video Taping of Board of Selectmen's Meetings:

Donna Dunn appeared before the Board of Selectmen to request that a link be put on the Dunbarton Website to allow for the video taping of the Board of Selectmen's meetings be more accessible to the public through the Dunbarton Website. Presently, it is through UTUBE. It is difficult to maneuver, etc. This would make it easier for residents to access if it were through the Dunbarton Website.

Donna Dunn stated they would continue to do the video taping of the Board of Selectmen's meetings at no cost to the Town but requested that they be more available to the public through the Town Website. She noted the camera and equipment were borrowed. She stated that she did not want to have to do a Warrant Article and spend a lot of time on it at Town Meeting.

Ted Vallieres stated that he had no problem with putting the video on the Town website.

Tom Groleau said he was not against this but feels there needs to be a written policy in place before doing it. He stated the Board of Selectmen need a policy regarding this before this happens. He referred to a written policy from the Town of New Durham. He also stated that he had looked at other towns that videotaped their meetings and some were very elaborate.

There needs to be disclaimers in place stating that this is done by volunteers and is not endorsed by the Board of Selectmen and that these are not to be considered an official record of the meeting. He also noted that other towns have Comcast do their videotaping of meetings. Dunbarton is

unable to get Comcast at this point. There are some things that need to be put in place before this happens.

It was suggested that all Town Board meetings be videotaped including the school.

Dan Troy stated that he would be able to put a link to the Selectmen's Meeting video on the Town website. He noted that we now have the capability on the Town website to register vehicles through E-reg.

Ted Vallieres asked Tom Groleau if he would be willing to write a Policy for Video Taping within the next several weeks. Tom Groleau agreed with writing the draft Policy.

Leo Martel stated they would like to know how many people are looking at the video. We could do this for the Town Meeting and the School Meeting.

LOU DEBERIO, MILFOIL UPDATE:

Lou DeBerio, Milfoil Coordinator, appeared before the Board of Selectmen to explain the Milfoil Grant process.

He stated that they would like to continue the program that provides volunteers and one paid person to check boats going into Gorham Pond. This means that they need \$300 for the Host Program. The Board of Selectmen assured him that this was already within the 2016 budget.

Lou Deberio stated that DES (Amy Smugula) determines the amount of money that each town receives for Milfoil control. There is a formula which is 40% from the State with 60% from the town. The money is split up between towns which are in the Milfoil program. Dunbarton was allocated \$4,027 with a match from the Town of \$6,041. This would cover 12 day of diving to eradicate Milfoil at Gorham Pond. Last year we did five days of diving. They ran out of time last year and we stopped the diving.

Ted Vallieres explained that the residents will be asking questions at Town Meeting relating to why you are asking for \$10,068 this year when it was only \$4,500 last year. We were told once we got this under control the costs would go down. Why are we spending twice as much this year as last year.

Lou DeBerio stated that there still is Milfoil at the bottom of the pond which needs to be taken out. This is a new diving company. The diving company is determined by low bid through the State.

Tom Groleau asked if the Town decided to only allocate \$2,000 toward Milfoil, would this mean that the State would contribute less money, etc. How does this formula work?

Lou DeBerio stated they need more volunteers. They will be having one paid volunteer which will work on a Saturday and Sunday.

At this point in the meeting, Ted Vallieres, Vice-Chairman, asked if there was any public comment.

Judy Stone - Asked if the Board of Selectmen were going to put lights in the parking lot. Ted Vallieres stated that there will be a pole light on this side of the parking lot and two larger lights facing out onto the parking area. This is included in the 2016 budget.

RICH TWAROG, ALL STAR SECURITY:

Rich Twarog, All Star Security and Jon Wiggin, Fire Chief, appeared before the Board of Selectmen to discuss quotes for security systems at the Town Offices and Highway Department.

Highway Department:

Rich Twarog stated that he looked at the Highway Department Building and spoke with the Road Agent. The building is 70' x 54'. There presently is no type of fire suppression system or security system in the building.

Spoke with two electricians from Dunbarton, one who gave a quote for the work. The other electrician was too busy. At this point, he decided to contact the electrician he regularly does work with for an electrical quote for the work.

Highway Department Fire Alarm System	\$ 3,330
Emergency Lights	\$ 2,950
Electrical Work and Lift	<u>\$ 2,300</u>
Total	\$ 8,588

It was also suggested that there be a Knox Box on the outside of the Highway Building for Fire Department access. The Town will purchase this directly.

Town Office Security System and Fire Alarm System:

Jon Wiggin, Fire Chief, and Rich Twarog surveyed the Town Office Building to determine what devices they felt would be needed as follows:

Town Office Security System	\$ 1,488
Additional devices:	
3 Door Contact Switches @ \$49	\$ 147
3 Smoke/Heat Detectors @ \$119	\$ 357
2 Motion Detectors @ \$129	\$ 258
4 Remote Panic Buttons @ \$49	<u>\$ 196</u>
Total	\$ 2,446

The Board of Selectmen noted they were planning on combining all the Annual Monitoring Fees into one account with one invoice. This would mean that All Star would invoice the Town for all Security Monitoring at the same time.

All Star quoted the following prices for the Annual Monitoring fee:

Town Office	\$ 168
Fire/Safety Complex	\$ 336
Library	\$ 336
Transfer Station	\$ 168
Highway Garage	<u>\$ 228</u>
Total	\$ 1,236

Annual Testing will be as follows:

Fire/Safety Complex	\$ 140
Library	\$ 140
Highway Building	\$ 140
Transfer Station	\$ 100
Town Office	<u>\$ 100</u>
Total	\$ 620

GRAND TOTAL

\$ 1,856

The Board of Selectmen reached a consensus to add these additional amounts to the General Government Building Account for the Town Office and Highway Garage Security and Fire Alarm systems. In addition, there is a \$500 Fire Extinguisher Inspection Fee which needs to be added. It was suggested that there be a contingency amount set aside for emergencies. The total to be added to the \$35,712 would be \$ 13,607 for a total General Government Building account of \$48,779.

At this point in the meeting, Line Comeau, Town Administrator, presented a sheet as follows for the Warrant Articles including comments from the Attorney:

Attorney Comments to Petition Warrant Articles:

To see if the town will vote, to adopt the provisions of RSA 40:13 (known as SB2) to allow official ballot voting on all issues before the Town of Dunbarton, NH on the second Tuesday of March. Passage required a 3/5 majority vote of those voting.
(By Petition) (3/5 Ballot Vote Required)

Attorney comments: Has the town adopted the official ballot for voting? If so, then yes, this question should be put on the official ballot. See RSA 40:14. And yes, it is by 3/5 vote. Note that this question requires a public hearing prior to the town meeting.

The Board of Selectmen agreed with this article as written. It was asked that the comma after the word "vote" be removed.

To see if the Town will vote, to adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body (or budget committee) shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 2.5 percent.
(By Petition) (3/5 Ballot Vote Required)

Attorney comments: This is a 3/5 vote. And this should be on the ballot, but a separate ballot than the one used to elect officers. The polls should be open for voting on this one for at least one hour following completion of discussion. Note that this question requires a public hearing prior to the town meeting. See RSA 32:5-c.

The Board of Selectmen agreed with this article as written. It was asked that the comma after the word "vote" be removed.

To see if the town will vote to raise, and appropriate the sum of \$9,860 to fund the position of Deputy Town Clerk. (By Petition) (Majority Vote Required)

Attorney comments: This is by majority vote, not 3/5. Does the town already have a deputy town clerk? The town is not obligated to have one, but if it does, it is appointed by the town clerk with approval of the BOS. RSA 41:18. Passage of this article does not obligate the town to have a deputy town clerk. And no, this is not a ballot vote.

The Board of Selectmen agreed with this article as written. It was asked that the comma after the word "raise" be removed.

To see if the town will vote to exclude all funds from unassigned general fund balance (aka surplus) for the purpose of passage of all future warrant articles. This policy to remain in effect until rescinded by the legislative body. (By Petition)

Attorney comments: This is not a valid petition in that there is no authority for an article to take away the power of the BOS or other petitioned articles containing

appropriations to have those appropriations funded by only fund balance. In other words, it is not legal to take away the option of having an appropriation funded by taxation or by fund balance. In addition, it is not valid because there is no authority for binding future town meetings in this fashion. For those reasons, if this passed, it would not be binding on the town and would be advisory only. As it is a petitioned article, it must still go on the warrant even despite these issues. Unless it was petitioned with a specific requirement for a 3/5 vote, it should be by majority and does not need to go on the ballot.

The Board of Selectmen agreed with this article as written.

The Board of Selectmen went on to review the entire Town Warrant as follows:

There was discussion about why the school was having a separate meeting on the 10th. It was noted that it was because of the timing issue.

It also was noted that if a secret ballot is requested, it must be five (5) registered voters signing to request it. Polls have to be open for at least an hour for a secret ballot. The Moderator can move on to other Warrant Articles in the meantime.

TOWN WARRANT FOR 2016

THE STATE OF NEW HAMPSHIRE TO THE INHABITANTS OF THE TOWN OF DUNBARTON IN THE COUNTY OF MERRIMACK IN SAID STATE, QUALIFIED TO VOTE IN TOWN AFFAIRS. THE POLLS WILL BE OPEN MARCH 8, 2016 FROM 8:00 AM TO 7:00 PM OR UNTIL SUCH HOUR AS THE MODERATOR SHALL DETERMINE.

You are hereby notified to meet at the Dunbarton Community Center in said Dunbarton on Tuesday the eighth day of March next at eight o'clock in the forenoon, and cast ballots from that hour until at least seven o'clock in the evening of said day for such town officers and school officers, as they may be listed on the ballots.

You are also notified to meet at the same place at seven o'clock in the evening of the same day to act upon the following subjects:

- 1. To choose all necessary town officers for the ensuing year.**
- 2. To see if the Town will vote, to adopt the provisions of RSA 40:13 (known as SB2) to allow official ballot voting on all issues before the Town of Dunbarton, NH on the second Tuesday of March. Passage requires a 3/5-majority vote of those voting. (By Petition) (3/5 Majority Vote Required)**

Estimated 2016 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote _ - _)

- 3. To see if the Town will vote, to adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body (or budget committee) shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 2.5 percent. (By Petition) (3/5 Ballot Vote Required)**

*Estimated 2016 tax rate impact: \$.00
Recommended by the Board of Selectmen (Vote _ -_)*

The Board of Selectmen agreed with this article as written. It was asked that the comma after the word "vote" be removed.

4. To raise such sums of money as may be necessary to defray town charges for the ensuing year and make appropriations of the same in the amount as follows:

Executive	106,083
Selectmen (Elected Official salary)	6,275
Elections, Registrations & Vital Stats	13,259
Town Clerk (Elected Official salary & benefits)	69,999
Financial Administration	70,791
Tax Collector (Elected Official salary)	16,806
Treasurer (Elected Official salary)* (Add \$1,000)	5,602
Board of Assessors (Elected Official salary)	1,681
Assessing Department	26,294
Legal Expenses	25,100
Personnel Administration	247,946
Planning & Zoning	20,125
General Government Buildings* (Add \$13,700)	81,186
Cemeteries	15,700
Insurance	14,560
Police	383,846
Fire	85,022
Building Department	61,908
Emergency Management	1,000
Highway Department	570,000
Solid Waste Expenses & Disposal	210,938
Welfare	14,705
Parks & Recreation	1,700
Old Home Day/Memorial Day	3,800
Library	93,610
Total	2,147,936

Less estimated revenues: \$ 997,427

Net to be raised from taxes: \$1,154,516

Estimated 2016 tax rate: \$3.81 for operating budget only.

Recommended by the Board of Selectmen (Vote _ -_)

*Note: The Board of Selectmen agreed to add the following amounts to the Operating budget:
\$ 1,000 to the Town Treasurer
\$ 13,700 to General Government Building Account

5. To see if the Town of Dunbarton will vote, pursuant to RSA 35:9-a, II (which became effective July 26, 2014), to authorize the Trustees of the Trust Funds, without further action of the town meeting, to charge any expenses incurred for professional banking or brokerage assistance for capital reserve funds in their custody as authorized in RSA Chapter 35, against the capital reserve funds involved, such authority to remain in effect until rescinded by a vote of the town meeting, which said vote to rescind such authority shall not occur within 5 years of the adoption of this article. (Majority vote required)

Estimated 2016 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote _-_)

The Board of Selectmen agreed with this article as written. It was asked that the comma after the word "vote" be removed.

6. To see if the town will vote to adopt RSA 41:14-a, to allow the selectmen to acquire or sell land, buildings or both; provided, however, they shall first submit any such proposed acquisition or sale to the planning board and to the conservation commission for review and recommendation by those bodies. This article will remain in effect until rescinded by majority vote. (Majority vote required)

Estimated 2016 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote _-_)

At this point in the meeting, Ted Vallieres, Selectman, stated he would not support this article.

7. To see if the town will vote to discontinue an unknown area of Kelsea Road?!! (Language from Steve Whitley)

Estimated 2016 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote _-_)

8. To see if the town will vote to raise and appropriate the sum of (\$4,398) for the compensation salary of the elected treasurer. This amount is in addition to the current salary compensation listed in warrant article 4.

Estimated 2016 tax rate impact: \$.02

Recommended by the Board of Selectmen (Vote _-_)

At this point in the meeting, the Board of Selectmen reviewed statistics relating of Town Treasurers in other towns of similar population. It was noted that if this raise were given the Town Treasurer it would be the third highest paid Town Treasurer of 37 towns of similar population.

Based on this information, the Board of Selectmen reached a consensus to raise the salary of the Town Treasurer in the amount of \$1,000 and include it in the Operating Budget. Based on this consensus, Warrant Article 8 will be removed.

9. To see if the town will vote to raise and appropriate the sum of (\$14,000) to be added to the Revaluation Capital Reserve Fund established for this purpose as summarized in the Capital Improvement Plan.

Estimated 2016 tax rate impact: \$.05

Recommended by the Board of Selectmen (Vote _-_)

The Board of Selectmen agreed with this article as written.

10. To see if the town will vote to raise and appropriate the sum of (\$25,000) to be added to the Highway Vehicle Capital Reserve Fund established for this purpose as summarized in the Capital Improvement Plan.

Estimated 2016 tax rate impact: \$.08

Recommended by the Board of Selectmen (Vote _-_)

11. To see if the town will vote to raise and appropriate the sum of (\$44,000) to purchase a new police cruiser with equipment and installation of equipment as summarized in the Capital Improvements Plan. A portion of these funds to come from the Police Special Detail Revolving Fund in the amount of (\$18,000). The balance of (\$26,000) to come from taxes.

Estimated 2016 tax rate impact: \$.09
Recommended by the Board of Selectmen (Vote _-)

12. To see if the town will vote to raise and appropriate the sum of (\$16,825) to purchase mobile data terminal equipment for two police cruisers and installation of equipment.

Estimated 2016 tax rate impact: \$.06
Recommended by the Board of Selectmen (Vote _-)

13. To see if the town will vote to raise and appropriate the sum of (\$60,000) to be added to the Fire Department Emergency Vehicle Capital Reserve Fund, previously established for this purpose as summarized in the Capital Improvement Plan.

Estimated 2016 tax rate impact: \$.20
Recommended by the Board of Selectmen (Vote _-)

14. To see if the town will vote to raise and appropriate a sum of (\$20,000) for the purchase of a new/used forestry truck.

Estimated 2016 tax rate impact: .07¢
Recommended by the Board of Selectmen (Vote 3-0)

Board of Selectmen noted that this had not yet been voted upon. Take out the 3-0 Vote.

15. To see if the town will vote to raise and appropriate the sum of (\$101,894) to purchase breathing apparatus for the volunteer fire department. Furthermore to withdraw (\$4,852) from the Fire Department Special Revenue Fund and authorize the board of selectmen to accept a Federal grant of (\$97,042) for this purpose. This article is contingent on the receipt of the grant. No amount to be raised from taxation. This article is non-lapsing and will not lapse until the equipment is purchased or December 31, 2021 whichever comes first.

Estimated 2016 tax rate impact: \$.00
Recommended by the Board of Selectmen (Vote _/)

16. To see if the town will vote to raise and appropriate the sum of (\$10,068) for the milfoil control at Gorham Pond and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of (\$4,027), known as the Variable Milfoil Control Grant. The balance of (\$6,041) to come from taxes.

Estimated 2016 tax rate impact: \$.03
Recommended by the Board of Selectmen (Vote _-)

17. To see if the town will vote to establish a Cemetery Expendable Trust Fund per RSA 31:19-a, for the maintenance and upkeep of town cemeteries and further to authorize the transfer of cemetery lot funds received to be added to the fund per RSA 289:2-a. Said authority will remain until such time as it is rescinded. *(Majority Vote Required)*

Estimated 2016 tax rate impact: \$.00
Recommended by the Board of Selectmen (Vote _-)

18. To see if the town will authorize the establishment of a Capital Reserve Fund, pursuant to RSA 35:1 known as the transfer station roll off truck CRF, for the future purchase of a roll off truck and to raise and appropriate the sum of (\$31,000) as summarized in the Capital Improvements Plan.

Estimated 2016 tax rate impact: \$.10
Recommended by the Board of Selectmen (Vote _-)

19. To see if the town will vote to raise and appropriate the sum of (\$100,000) to reconstruct a section of Grapevine Road (phase II) approximately 7,500 feet. This will be a non-lapsing

appropriation per RSA 32:7, VI and will not lapse until the construction is completed or by December 31, 2021, whichever comes first.

Estimated 2016 tax rate impact: \$.33

Recommended by the Board of Selectmen (Vote _-_)

20. To see if the town will vote to raise, and appropriate the sum of (\$9,860) to fund the position of Deputy Town Clerk. *(By Petition) (Majority Vote Required)*

Estimated 2016 tax rate impact: \$.03

Recommended by the Board of Selectmen (Vote _-_)

21. To see if the town will vote to exclude all funds from unassigned general fund balance (aka surplus) for the purpose of passage of all future warrant articles. This policy to remain in effect until rescinded by the legislative body.

(By Petition) (Majority Vote Required)

Estimated 2016 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote _-_)

22. To hear the reports of agents, auditors, committees and other officers heretofore chosen and pass any vote relating thereto.

23. To transact any other business that may legally come before this meeting.

Given under our hands and seal, this _____ day of February in the year of our Lord two thousand sixteen.

Board of Selectmen's Mailbox:

Ted Vallieres, Vice-Chairman, went through the Board of Selectmen's Mailbox as follows:

1. E-mail from DES (Amy Smagula) regarding Milfoil control
2. Executive Councilor David Wheeler Annual Report
3. Request from Dunbarton Theatre Restoration Group to put a page in the Town Report.

Board of Selectmen reached a consensus that this would be alright with them.

4. Notice of Public Hearing for Petition Warrant Articles SB2 and Tax Cap on Thursday, February 11, 2016 at 7:15 p.m. at the Dunbarton Town Office.

5. e-mail from the Police Chief regarding vehicles

6. Letter of complaint which appears to be a character assassination of a town employee. It was agreed that it should not be read into the record.

7. Attorney answer to legal inquiries

8. Membership dues for the NRRA for the Town in the amount of \$193.06

9. Petition Warrant Article for a Deputy Town Clerk

Public Comment:

Linda Landry, Town Clerk, stated that she understood that the Board of Selectmen cut out her request in the budget for a laptop computer for Town Meeting.

The Board of Selectmen noted that they would let her use the Cemetery Trustees' laptop for Town Meeting and the other elections. They will have Jim Michaud set it up.

There was no further public comment.

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 9:57 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