

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF REGULAR MEETING
THURSDAY, JANUARY 29, 2015
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, Chairman, presiding.

The following were present:

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

Members of Boards/Committees and Town Officials:

George Sansoucy, Utilities Assessor
Tim Terragni, Chairman, Board of Assessors
Mary LaValley, Board of Assessors
Bryan Clark, Board of Assessors
Patrick Bowne, Transfer Station Manager
Linda Landry, Town Clerk
Dan Sklut, Police Chief
Clem Madden, Town Hall Theatre Restoration
Margaret Watkins, Town Hall Theatre Restoration
Jeff Trexler, Town Hall Theatre Restoration
Mark Antonia, Town Hall Theatre Restoration
John Stevens, Chairman, Energy Committee
Brett Sowle, Energy Committee

Members of the Public:

Jacques Belanger, Surveyor
David Stilson
Robert Martel
Leo Martel
Pam Sklut

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

Approval of Minutes of Previous Regular Meeting - Thursday, January 22, 2015

MOTION:

Brian Pike made a motion to approve the minutes of the Thursday, January 22, 2015 Board of Selectmen's regular meeting as written. Tom Groleau seconded the motion. The motion passed unanimously.

Approval of Minutes of Previous Non-Public Meeting - Thursday, January 22, 2015

MOTION:

Brian Pike made a motion to approve the minutes of the Thursday, January 22, 2015 Board of Selectmen's Non-Public meeting as written. Tom Groleau seconded the motion. The motion passed unanimously.

At this point in the meeting, Ted Vallieres, Chairman, announced that the Board of Selectmen would be going into a Non-Public Executive Session along with the Board of Assessors and George Sansoucy, Utilities Assessor, to bring the Board up-to-date on pending claims and litigation.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session at 7:03 p.m. in accordance with RSA 91-A:3 II (e). Tom Groleau seconded the motion. The motion passed unanimously with the following roll call vote:

Vallieres - Yes

Pike - Yes

Groleau - Yes

NO DECISIONS OR MOTIONS WERE MADE DURING THE NON-PUBLIC EXECUTIVE SESSION.

The regular meeting of the Dunbarton Board of Selectmen reconvened at 7:50 p.m.

JOHN STEVENS: TOWN SOLAR ENERGY WARRANT ARTICLE:

John Stevens, Chairman, Energy Committee, and Brett Sowle, Energy Committee, appeared before the Board to bring them up to date on the progress for the proposed Solar Energy Warrant Article.

Presented the Board with links to obtain research regarding the Solar Panels, etc. In addition, they noted they had reached out to between 15-18 towns which had the same system as they are proposing. Towns reported successful results.

It was explained that payback for the solar panels they are proposing is \$.15/KWH. At this rate, payback would be faster than the estimated 10.4 years.

Brett Sowle stated he had a similar system in his house and he has produced 1500 kilowatt hours to date since installation which he will be paid back @ .19/KWH. Noted that does not produce as much electricity on cloudy days. The electrical meter either goes backwards which would be generating electricity or forward which would be using electricity.

John Stevens noted that we will need an engineer's review of the roof prior to installation. Looking for volunteer help.

Will leave a contingency amount in the event we need repairs in the future. If not used, will be turned back to the Town.

TOWN HALL THEATRE RESTORATION BOND WARRANT ARTICLE:

Clem Madden appeared before the Board of Selectmen with answers to the questions which were asked at the previous Board of Selectmen's meeting as follows:

Legal Fees:

1. Regarding legal fees, if the Bond Article does not pass at Town Meeting, there will be no legal charges. Attorney's Office has verified this fact.

Parking:

2. Regarding Parking Issues, have spoken with the Police Chief. He acknowledged there is a parking problem. Also talked with the Highway Safety Committee and there were a few ideas that came out of that. They did a survey and there are 141 marked parking spaces between here and the school. Based on two people per car gets us to 208 people. We are talking about 250 people. The parking issues would be up to the Town to figure out, etc. There are issues but there is a solution.

The Highway Safety Committee, consisting of Fire Chief Wiggin, Police Chief Sklut, Jeff Crosby, Road Agent and Brian Pike, Selectman met this afternoon regarding parking.

Septic and Septic Tank Study:

3. With regard to septic study, Jacques Belanger and Mark Antonia were present to explain. Jacques stated that they had met with Bob Tardiff and Dawn Buker of DES. They went over the septic system we presently have. Do not know if the system we have is under designed or not. Went through the numbers with Dawn Buker. It appears the Town Office septic load would be 240 gallons per day; in addition there is the Library 110 gallons and transients 25 gallons per day. In speaking with Dawn Buker, she suggested that the total Town Offices septic load, including transient use, and Library would be 410 gallons/day. The system is designed for 760 gallons per day. The total load for the Town Hall Theatre would be 840 gallons/day when something is going on. This would not be an everyday use. The use would probably be on a Saturday and Sunday.

The system would need to be increased by adding Enviro tubes, five lengths of pipe and 50 feet of tubing. Slight increase in the size of the field. We have the room in the easement area. It is owned by Pat Murphy but we can't take all of the property for this use. The question is how much effluent can that property receive.

Septic Tank:

Regarding the size of the septic tanks, met with Les Hammond. One of the tanks is located on the west side of the Town Office building. The storage capacity is 1,300 gallons. The other septic tank is located on the Town Common. The last time it was pumped was 1996. There are no records of this tank. Need to get volume of that tank. Will not know until we get it pumped. Would need to submit an application to the State in the event we upgrade the system.

The tanks almost meet our needs but would have to be enlarged.

Water Usage:

At this point, no one knows how much water is being used. The well feeds the Town Office and Town Hall (Library). Would need to do a six month monitoring of the system before a good number is available. Before we update the system, should determine the flow. Not a typical situation may not be using every day of every week. It is a "worse case scenario".

There would not be a full kitchen. There would be no dishwasher.

Was pointed out that in the original use of the building, there was a full kitchen, school lunches were served, etc.

Jacques noted that it has Paxton soil, clay and poor drainage.

Tom Groleau asked what happens in the event there is a system failure, what happens to the value of Pat Murphy's property?

It was noted that Pat Murphy owns one of the lots. If effluent breaks out of the field, we have to fix it.

Tom Groleau asked what is the life expectancy of the septic system?

J. Belanger noted it would depend on the use of it. It will be underused. The system has been in the ground three years.

Letter of Engagement:

Clem Madden asked that the Board of Selectmen sign the Letter of Engagement for legal services, etc. The following motion was made:

MOTION

Brian Pike made a motion to authorize Ted Vallieres as Chairman of the Dunbarton Board of Selectmen to sign the Engagement Letter as presented by the Town Hall Theatre Restoration Committee authorizing the Bond Counsel with the stipulation that there will be no legal charges if the Warrant Article does not pass at Town Meeting. Tom Groleau seconded the motion. The motion passed unanimously.

Funding:

The Town Hall Theatre Restoration Committee presented a Project Cost Summary as of January 29, 2015. (attached) The Committee noted they were continuing to fund raise. There are several pledges still out there in addition to \$6,000 from the Hart Family Trust Fund, along with monies from the upcoming Arts on the Common project. Will have \$70,000 on hand by Town Meeting.

The Committee reported they would be submitting a Petition Warrant Article due to the fact they were unsure if the Board of Selectmen would agree to putting the Warrant Article on the Warrant.

The Committee stated that they had been advised by New Hampshire Municipal Association, Steven Buckley, that it would not be a good idea to have the two Public Hearings, (Budget Public Hearing and Town Hall Theatre Restoration Project) on the same date. Would suggest that the Public Hearing for the Town Hall Theatre Restoration Project be held on Thursday, February 12, 2015. Will be scheduled for 7:30 p.m. on Thursday, February 12, 2015.

Further Discussion:

There was discussion regarding available monies.

Tom Groleau noted that the septic system needs to be upgraded. There is a potential for more work that needs to be done. Stated he was still concerned regarding the septic system.

Jeff Trexler noted that we are talking about the leach bed.

Tom Groleau stated he still was not in favor of putting the \$100,000 as a separate Warrant Article. This is not a wise move for the Town. It should be part of the total Warrant Article and included within the Bond.

Comments from the Board:

Brian Pike reported that the Highway Safety Committee met this afternoon at 4:00 p.m. with Fire Chief Jon Wiggin, Police Chief Dan Sklut, Jeff Crosby, Road Agent, and Brian Pike, Selectman. They went over the Town Hall Theatre Restoration Project in conjunction with parking, etc. They came up with the following options:

1. Make School Street a one way street.

2. Only park on one side of School Street.
3. Board of Selectmen register events so it is not a "free for all" situation.
4. Put gravel down and extend the shoulders, use cobblestone, widen shoulders.
5. Make a T intersection on Robert Rogers Road and Route 13.
6. Work on the shoulder coming into the Common area by Eric Hodgman's home
7. Expand the lower parking lot at the School.

It was noted that parking along Route 13, cannot occur beyond the fog line.

These were just ideas. Need to get more information. Chief Sklut will look into if there are any existing parking ordinances, etc.

It was noted that it would be up to the Board of Selectmen and Highway Safety Committee to make any parking recommendations to the Highway Department.

CONTINUED BUDGET DISCUSSION:

Line Comeau, Town Administrator, reported that she had made the adjustments from the Workshop Meeting held on Wednesday, January 28, 2015 at 2:00 p.m. She reported the following:

<u>Overall increase from 2014 budget</u>		86,229	= 4.16% increase
1.5% CPI Pay Raise	-	11,154	
Additional Police Officer	-	<u>45,552</u>	
Total		<u>59,706</u>	
Total Net Increase		29,523	= 1.4% increase

Library:

Reported that the Library has asked that one of the Selectmen attend their Trustees Meeting on Monday. The Board of Selectmen reached a consensus that they would request one of the Trustees to attend a Board of Selectmen's Meeting to discuss the Library budget and funding, etc.

Milfoil:

Reported that the Milfoil final Warrant Article dollars figures are all set.

Healthtrust:

Need to more research.

Purchasing Policy:

Tom Groleau asked for an e-mail copy of the present Purchasing Policy.

Budget Discussion:

1. Deputy Town Clerk budget line. Will be discussed in Non-Public Meeting this evening.
2. Vacation/Longevity budget line. Will be discussed in Non-Public Meeting this evening.

3. **Historical Society Insurance budget line. Will be put in as a Warrant Article.**
4. **Diesel budget line - has been reduced to \$3,500**
5. **Police - Discussion regarding overtime and Holiday pay.**

Tom Groleau noted the difference between full-time versus part-time and how these were being allocated. Asked the Police Chief to explain. The Police Chief presented a schedule of Police staffing on Holidays. Stated that part-time officers had jobs and they did not want to work on Holidays. Therefore, the full-time officers were working the Holidays.

Brian Pike noted that a full-time officer was added but the Board noticed that overtime only went down by a small amount. He noted that other agencies use a formula of a 28 day period for overtime.

Chief Sklut stated that full-time officers are paid for the Holiday (8 hours) and in addition are paid @ time and one half for hours worked on the Holiday. The overtime for the Holiday comes out of the overtime budget line. There are not two budget lines for overtime at this point.

6. **Solid Waste - Asked Patrick Bowne if the \$15,000 in Solid Waste - Equipment Maintenance budget line included painting of the truck. He stated it did not. Stated that he put monies in the Equipment Maintenance Budget line to cover repairing of the open top containers in the event the Warrant Article did not pass at Town Meeting. In addition, he stated he already has some other maintenance items which will need to be repaired in 2015.**

Board of Selectmen asked if the Transfer Station septic tank is pumped each year. Patrick Bowne stated it was not. Selectmen told him that the money set aside for pumping of Transfer Station septic tank had been reallocated to pumping of Town Office septic tank in view of the fact that the Town Hall Restoration Committee Warrant Article might pass.

7. **Library - Looking for information from the Library regarding the \$179 for security system, etc. The \$211 was for Concord Dispatch. Will check with Library.**

Public Comments:

Patrick Bowne, Transfer Station - Reported that he would like direction regarding the purchasing of products by using his own credit card and receiving reimbursement. He stated he can purchase items much cheaper through the internet than by purchasing locally. The Board of Selectmen has issued a policy that employees should not be purchasing items and seeking reimbursement. They should be utilizing the Town Credit Card.

The Board of Selectmen asked that he look into purchasing through the internet by utilizing the Town Credit Card and not seeking reimbursement.

There was no further public comment.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session at 9:15 p.m. in accordance with RSA 91-A:3 II (a) along with the Town Clerk present. Tom Groleau seconded the motion. The motion passed unanimously with the following roll call vote:

*Vallieres - Yes
Pike - Yes
Groleau - Yes*

NO DECISIONS OR MOTIONS WERE MADE DURING THE NON-PUBLIC EXECUTIVE SESSION.

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 10:31 p.m. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Ted Vallieres, Chairman

Brian Pike, Selectman

Tom Groleau, Selectman