

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF BUDGET WORKSHOP MEETING
TUESDAY, FEBRUARY 2, 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:

None

Members of the Public:

None

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

Brian Pike, Chairman, stated the Board of Selectmen was meeting for a final discussion on the budget and the Warrant Articles.

At this point, Ted Vallieres, Selectman, stated that he had been reviewing the Warrant Articles and he would like to present some of his thoughts on rearranging the Warrant Articles. He also stated that if all the Warrant Articles are passed, the total tax rate impact would be \$1.03/thousand. This is just for the Warrant Articles, not including the budget. Ted Vallieres made the following comments:

1. Article 10 - Police Cruiser for \$26,000. There presently are two 2013 cruisers and the Taurus plus the Crown Vic. The vehicle to be replaced is the Crown Vic that Joe Milioto uses. The total hours logged for patrol duty for the Crown Vic was 500. Would think that this is the car that they will be replacing. Basically, he does patrolling on Saturday and Sunday. Don't see the reason why we should have to purchase a new vehicle. The average police car is traded every six years. Don't see why we need to buy a new car and give a part-timer a car that is only three years old. The mileage of the cars are as follows:

Tahoe (2013)	65,000
Interceptor (2013)	76,000
Taurus	67,000
LTD Victoria	93,000

Do we have to do it this year?

It was noted that part of the reasoning for this was that the Police Department wanted to trade one of the Tahoe's next year and give the Tahoe to the Fire Department for a Command Vehicle. If we don't trade the Victoria this year it will be traded in 2017.

Ted Vallieres stated he did not have a problem with transferring a Tahoe to the Fire Department when it is due to be traded. If we wait another year, will have \$9,000 more in the account for purchasing a new vehicle. We will have \$27,000 instead of \$18,000 towards the purchase.

It was noted that in the past, the Police Department did a lease to purchase vehicle when they got the Taurus. Would this be a possibility?

It was noted that the Board of Selectmen can withdraw Warrant Articles or reduce amounts without having another Public Hearing but they cannot increase items or add a Warrant Article.

Article 11. Data Recorders for Police Department:

Tom Groleau noted that the Police Data recorders are a new idea because of our change to Goffstown Dispatch. Can they accommodate Dunbarton?

Can we wait until the third quarter of 2016 before purchasing them?

Brian Pike, Chairman, stated he would like to wait until the Public Hearing on the Budget and the Warrant Articles to get input from the Department Heads before making a change to the Warrant Articles.

Article 12. Fire Department Engine:

Ted Vallieres stated when the Fire Chief first asked for a replacement Fire Engine, he asked for \$40,000 for ten years. This was cut in half and \$20,000 given to the Transfer Station for the Roll Off Truck for a CRF. I don't know where the \$60,000 came from. In addition, you have moved up the CIP from a ten year plan to an eight year plan.

It was stated that the Fire Chief came to the CIP Meeting and came up with the \$60,000 figure. He is the one that knocked it down to eight years.

Tax Increase:

Ted Vallieres noted that this is a big tax increase. Last year we took \$100,000 out of surplus to reduce the tax rate. We cannot do this again because our surplus is below guidelines. This amount, along with the Operating Budget, rate of \$3.86 will bring the Town Tax Rate to \$4.89. The residents had a large tax increase last year because of the Revaluation, Warrant Articles and the school, etc. The present tax rate for the town is \$4.43. This would be a .46 increase just on the Town side.

He would suggest the following:

Fire Department Warrant Article 12:

Reduce Warrant Article (Fire truck) of \$60,000 to \$30,000

Fire Department Warrant Article 13:

Leave (forestry truck) \$20,000 (no reduction) at \$20,000

Transfer Station Warrant Article 17:

Reduce Warrant Article of \$31,000 to \$20,000/10 years

Police Department Warrant Article 10:

Take this Warrant Article out until 2017 when there is more money in the fund

He stated the CIP is only a guide. It is up to the Selectmen to put what they want in the budget. Everything in the CIP is getting compressed and going up and the taxpayers are going to have to pay for it.

In addition, Ted Vallieres stated that the Board of Selectmen should allocate any monies not expended from the 2015 budget to reduce the Tax Rate. It was noted that there is about \$68,000 which has not been expended from the 2015 budget.

Brian Pike stated that we need to get a Maintenance Plan into effect.

After discussion regarding the \$68,116 remaining from the 2015 Operating Budget, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen put the \$68,116 remaining from the 2015 Operating Budget and apply it to the Operating Budget for 2016. Ted Vallieres seconded the motion. The motion passed unanimously.

The Board of Selectmen noted that there will sufficient revenues left in the bank per DRA. DRA suggests having 5% in the unassigned fund balance.

Ted Vallieres suggested the order of the Warrant Articles be as follows:

5. Highway Truck CRF
6. Fire Dept Vehicle CRF
7. Forestry Truck
8. Transfer Station Truck CRF
9. Reval CRF
10. Road Construction
11. Police Cruiser
12. Data Terminals
13. Milfoil
14. Deputy Town Clerk (Petition)
15. Breathing Apparatus
16. Trustees of Trust Funds
17. Cemetery Funds
18. Acquire Land & Buildings
19. Kelsea Road
20. Surplus Funds.

After discussion, the Board of Selectmen agreed with the following order of the Warrant Articles:

3. Operating Budget
4. Kelsea Road
5. RSA 41:14-a
6. Tax Cap RSA 32:5-b
7. Highway Truck CRF
8. Reval CRF
9. Fire Truck CRF
10. Forestry Truck

11. Police /Cruiser
12. Data Terminals/ Police
13. Highway Construction
14. Transfer Station Roll Off Truck
15. Milfoil
16. Deputy Town Clerk (Petition)
17. Breathing Apparatus/Fire Dept
18. Cemetery Trustees Trust Fund
19. Trustee of Trust Funds
20. Surplus monies (Petition)
21. Video Taping Selectmen Meetings
22. To hear reports of agents, etc.
23. To transact any other business that may legally come before this meeting

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, as well as whether 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 which requires a 3/5-majority vote of those voting.

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) (By Official Ballot)

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 Town Meeting)*

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

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 but excluding all appropriations contained in special or individual articles addressed separately:

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)	6,602
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	94,793
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	2,162,543

Less estimated revenues: \$ 997,427

Net to be raised from taxes: \$1,165,116

Estimated 2016 tax rate: \$3.86 for operating budget only.

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

It was suggested that the figures for the Elected Officials be double checked to make sure they are correct.

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 _-_)

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. (Majority vote required)

Estimated 2016 tax rate impact: \$.00

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

7. "To see if the town will vote to discontinue as a public highway the following described portion of a certain gravel drive which is an extension of Kelsea Road and has been previously maintained by the town: beginning at the westerly boundary of the Class V Kelsea Road right of way, running for distance of approximately 127 feet westerly along said gravel drive, terminating at a point along the gravel drive even with a Rebar Found near the southeastern corner of the barn on Tax Map B6, Lot 01-05 North presently owned by Michael Guiney, having an approximate total width of 3 rods from the centerline of the Cart Road Easement, as depicted and more particularly described as the "Cart Road" on the Cart Road Easement Detail on a "Boundary Plat, Land of Michael Guiney, Tax Map 86-01-05, Kelsea Road," dated September 16, 2015, and recorded at the Merrimack County Registry of Deeds as Plan #201500016476.

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 (\$14,000) to be added to the Revaluation Capital Reserve Fund previously established for this purpose as summarized in the Capital Improvement Plan.

Estimated 2016 tax rate impact: \$.05

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

9. 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 previously established for this purpose as summarized in the Capital Improvement Plan.

Estimated 2016 tax rate impact: \$.08

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

10. 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 -_-)

11. 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 -_-)

12. 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 -_-)

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

Estimated 2016 tax rate impact: \$.07

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

14. 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 established for this purpose and to 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 _/_)

15. 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 _/_)

16. 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 to appoint Cemetery Trustees as agents to expend and further to authorize the transfer of cemetery lot funds received for the sale of said lots 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 _/_)

17. 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 _/_)

18. 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 _/_)

19. 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 _/_)

20. 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 _/_)

21. To see if the town will vote to have the Selectmen provide, within 60 days, and easily located “link” on the town website for quick access to videotaped Selectman’s Meetings, with disclaimers as necessary. Videotaping is being done by volunteers and posted uncut on YouTube and Facebook.
(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.

Selectmen of Dunbarton

Brian Pike, Chairman

Ted Vallieres

Thomas Groleau

A true copy of Warrant – Attest:

Selectmen of Dunbarton

Brian Pike, Chairman

Ted Vallieres

Thomas Groleau

A true copy of Warrant – Attest:

Brian Pike
Ted Vallieres
Thomas Groleau

OTHER BUSINESS:

Welfare Lien:

The Board of Selectmen authorized the release of a Welfare Lien in the amount of \$1,186.57 with a certified check made payable to the Town of Dunbarton.

Stamps:

After a brief discussion about stamps versus the stamp machine, the Board of Selectmen reached the following consensus:

The Board of Selectmen reached a consensus that all employees and elected officials would use the stamp machine and not stamps for mailing in order for accountability for auditing purposes.

Microwave:

It was pointed out that the Town should have signs near the Microwaves in the Town Office in the event someone with a pacemaker was in the building. Line Comeau will see that these are put up immediately.

There being no further business, the meeting adjourned at 9:30 p.m. with the following motion:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen Workshop Meeting adjourn at 9:30 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman