

**DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL**

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF WORKSHOP MEETING  
THURSDAY, FEBRUARY 12, 2015  
TOWN OFFICES – 6:30 P.M.**

The Dunbarton Board of Selectmen held the scheduled Workshop Meeting 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:**

Patrick Bowne, Transfer Station Manager

**Members of the Public:**

Ron Slocum  
Leo Martel  
Don Larsen  
Larry Peterson  
Brad Connelly

Ted Vallieres, Chairman, called the meeting to order at 6:30 p.m. with a full Board present along with Line Comeau, Town Administrator, and Recording Secretary Alison Vallieres.

The purpose of the Workshop Meeting was for the Board of Selectmen to vote on each of the Warrant Articles for Town Meeting.

The Board reviewed the Warrant Articles and voted as follows:

1. To choose all necessary town officers for the ensuing year.
2. To see if the Town will vote to raise and appropriate the amount of ONE MILLION ONE HUNDRED FORTY-SEVEN THOUSAND DOLLARS (\$1,147,000.00) for the purpose of constructing an addition, replacing existing roofing, and general renovations to the Dunbarton Town Hall to allow for 2nd floor community use in compliance with applicable accessibility, building, and fire codes, such sum to include cost of construction, architectural and engineering services, construction management services, related Owner's expenses, and contingencies; and to fund this appropriation as follows: by authorizing the issuance of not more than NINE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$935,000.00) of bonds or notes in accordance with the provisions of the Municipal Finance Act, (RSA 33) and to authorize the municipal official to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore to authorize the withdrawal of THIRTY-FOUR THOUSAND SIX HUNDRED DOLLARS (\$34,600.00) from Unexpended Fund Balance as of December 31, 2014; to authorize the acceptance of a contribution in the amount of SIX THOUSAND FIVE HUNDRED DOLLARS (\$6,500.00) from the Dunbarton Library Board of Trustees; to authorize the acceptance of a gift in the amount of not less than SEVENTY THOUSAND NINE HUNDRED DOLLARS (\$70,900.00) from the Dunbarton

**Town Hall and Theater Restoration Project, with the balance of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) to be raised by taxation. Further to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto.**  
**(2/3 Ballot Vote Required) (By Petition)**

*Estimated 2015 tax rate impact: .32¢  
Recommended by the Board of Selectmen (Vote \_/\_/\_)*

*The Board of Selectmen agreed to vote on the Town Hall Theatre Restoration Warrant Article after the Public Hearing which will be held this evening.*

- 3. 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	101,558
Elections, Registrations & Vital Stats	8,411
Town Clerk (Elected Official, includes salary & benefits)	74,079
Financial Administration	84,143
Tax Collector (Elected Official salary)	16,673
Assessor	35,796
Legal Expenses	8,600
Personnel Administration	229,874
Planning & Zoning	19,900
General Government Buildings	77,215
Cemeteries	15,700
Insurance	27,555
Police	401,111
Fire	83,875
Building Inspection	62,253
Emergency Management	1,000
Highway Department	570,000
Solid Waste Expenses & Disposal	212,321
Welfare	13,562
Parks & Recreation	10,700
Library	93,610
<b>Total</b>	<b>2,147,936</b>

*Less estimated revenues=\$989,550*

*\*This appropriation to be off set with \$100,000 from unassigned fund balance*

*Net to be raised from taxes = \$1,058,386*

**The Board of Selectmen noted that nothing had changed since last week's Budget Public Hearing. Based on this fact, the following motion was made:**

***MOTION:***

***Tom Groleau made a motion that the Board of Selectmen bring Article 3, Budget Warrant Article forward to Town Meeting as a Warrant Article to be voted on by Town Residents and that the Board of Selectmen agree with this Warrant Article. Brian Pike seconded the motion. The motion passed unanimously.***

*Estimated 2015 tax rate: \$3.40 for operating budget only.*

*Recommended by the Board of Selectmen (Vote 3 Yes \_/0 No \_/\_)*

4. To see if the town will vote to amend the purchasing policy of the town passed by warrant article XII at town meeting in 2002 to acquire all goods and services that aggregate to more than \$5,000 annually by bid and/or qualifications with the selection process recorded. To also allow the Board of Selectmen to adjust the qualification total amount to run in conjunction with the inflation rate as published by the USDOL.

*Ron Slocum stated that he was more in favor with this wording of the Warrant Article regarding the purchasing policy than the previous version.*

**MOTION:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen accept the Warrant Article 4, as written with changes for the Purchasing Policy and include it on the Warrant with the following vote: Brian Pike seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .00¢  
Recommended by the Board of Selectmen (Vote 3 Yes / 0 No / 0)*

5. To see if the town will vote to authorize the Board of Selectmen to appoint a capital improvement program committee in accordance with RSA 674:5, which shall include at least one member of the planning board and may include but not be limited to the other members of the planning board, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The sole purpose and effect of the capital improvements program shall be to aid the selectmen in their consideration of the annual budget.

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen accept Article 4 as written and include it on the Warrant. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .00¢  
Recommended by the Board of Selectmen (Vote 3 Yes / 0 No / 0)*

6. To see if the Town will vote, pursuant to 231:43 I, to discontinue the unmaintained Class VI portion of Rangeway Road from the northern boundary of the Town-owned Kimball Pond Conservation Area south to its intersection with Kimball Pond Road.

The Class VI section of Rangeway Road to be discontinued is abutted by lots D4-01-25, C5-01-04 and C5-01-10. These lots are owned by the Town and are part of the Conservation Area. The status of the Class V portion of Rangeway Road and the privately maintained Class VI portion of Rangeway Road north of the Conservation Area boundary are unaffected by this article.

Pursuant to RSA 231:46, the Town expressly reserves any existing sewer, drain, water pipe or other utility easements or any permits or licenses previously established pursuant to RSA 231:159-182, which shall remain in effect as an encumbrance upon the underlying land for so long as they remain in active use.

*Ted Vallieres stated he would like to see the words "formerly known as Legache Hill Road" inserted after Rangeway Road in the first sentence.*

*It was noted for the record that the Conservation Commission submitted this Warrant Article. All necessary notifications to abutters, etc. have been done.*

**MOTION:**

*Tom Groleau made a motion that Article 6 be put on the Town Warrant and that the Board of Selectmen agree. Brian Pike seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .00¢  
Recommended by the Board of Selectmen (Vote 3 Yes \_ / 0 No \_/\_)*

**7. To see if the town will vote to raise and appropriate the sum of thirty thousand dollars (\$30,000) to purchase a Heart Monitor Defibrillator with said funds to come from the Fire Department Equipment non-lapsing Special Revenue Fund created for this purpose. No amount to be raised from taxes.**

**MOTION:**

*Tom Groleau made a motion that Article 7 for the Heart Monitor Defibrillator be put on the Town Warrant and that the Board of Selectmen agree. Brian Pike seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .00¢  
Recommended by the Board of Selectmen (Vote 3 Yes \_ / 0 No \_/\_)*

**8. To see if the town will vote to raise and appropriate the sum of twenty nine thousand five hundred dollars (\$29,500) for the purpose of a statistical revaluation with said funds to come from the Revaluation Capital Reserve Fund created for this purpose. No amount to be raised from taxes.**

**MOTION:**

*Brian Pike made a motion that Article 8 be accepted as written and put on the Town Warrant and that the Board of Selectmen agree. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .00¢  
Recommended by the Board of Selectmen (Vote 3 Yes \_ / 0 No \_/\_)*

**9. To see if the town will vote to raise and appropriate the sum of ten thousand dollars (\$10,000) to be added to the Revaluation Capital Reserve Fund established for this purpose as summarized in the Capital Improvement Plan.**

**MOTION:**

*Tom Groleau made a motion that Article 9 be accepted as written and put on the Town Warrant and that the Board of Selectmen agree. Brian Pike seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .03¢  
Recommended by the Board of Selectmen (Vote 3 Yes \_ / 0 No \_/\_)*

**10. To see if the town will vote to raise and appropriate the sum of eight thousand dollars (\$8,000) to be added to the Highway Vehicle Capital Reserve Fund previously established. This sum to come from fund balance and no amount to be raised from taxes.**

*At this point in the discussion, Brian Pike suggested that the Board of Selectmen put Article 10 and 11 together to vote.*

*Estimated 2015 tax rate impact: .00¢  
Recommended by the Board of Selectmen (Vote 3 Yes \_ / 0 No \_/\_)*

**11. To see if the town will vote to raise and appropriate the sum of twenty five thousand dollars (\$25,000) to be added to the Highway Vehicle Capital Reserve Fund previously established as summarized in the Capital Improvements Plan.**

**MOTION:**

*Tom Groleau made a motion that the Board of Selectmen approve Article 10 and Article 11 as written and that the Board of Selectmen agree. Brian Pike seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .08¢*

*Recommended by the Board of Selectmen (Vote 3 Yes / 0 No / 0)*

12. To see if the town will vote to raise and appropriate the sum of eight hundred forty dollars (\$840) for payment of building insurance premium of the Dunbarton Historical Society.

*At this point in the discussion, Line Comeau, Town Administrator, stated that she had received an e-mail that the Dunbarton Historical Society wished to withdraw this Article.*

*Based on the Historical Society's request, the following motion was made:*

**MOTION:**

*Brian Pike made a motion that Warrant Article 12; for the Dunbarton Historical Society Insurance be withdrawn from the Warrant. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .002¢*

*Warrant Article Withdrawn*

13. To see if the town will vote to raise and appropriate the sum of four thousand five hundred dollars (\$4,500) 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 one thousand seventy five dollars (\$1,075), known as the Variable Milfoil Control Grant. The balance of three thousand four hundred twenty five dollars (\$3,425) to come from taxes.

**MOTION:**

*Tom Groleau made a motion to discuss Article 13. Milfoil. Ted Vallieres seconded the motion. The motion passed unanimously.*

*At this point in the discussion, Line Comeau, Town Administrator, stated that last year the Warrant Article was for \$18,000 and we used only a portion. The remaining monies were given back to the Town.*

*Tom Groleau noted that the only people that can use the pond are the people that live there and have water rights. He also noted that if Gorham Pond became unusable, the Town would lose considerable tax base, etc.*

*Brian Pike suggested that the Board of Selectmen let the voters decide.*

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen approve putting Article 13. Milfoil on the Town Warrant and allowing the voters to decide. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .01¢*

*Recommended by the Board of Selectmen (Vote 3 Yes / 0 No / 0)*

14. To see if the town will vote to raise, and appropriate a sum not to exceed ten thousand dollars (\$10,000) for the purpose of purchasing 6 defibrillators (AED's) and two storage cabinets.

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen approve putting Article 14 on the Town Warrant and voted in favor due to the fact that this is a public safety concern for very little money. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .03¢*

*Recommended by the Board of Selectmen (Vote 3 Yes / 0 No / 0)*

15. To see if the town will vote to raise and appropriate the sum of eleven thousand seven hundred twenty five dollars (\$11,725) for the purpose of purchasing new computer equipment and installation. This article will be non-lapsing per RSA 32:7 and will not lapse until the town office computer equipment has been installed and completed or December 31, 2020, whichever comes first.

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen approve putting Article 15 on the Town Warrant and voted in favor. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .04¢*

*Recommended by the Board of Selectmen (Vote 3 Yes / 0 No / 0)*

16. To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) for the maintenance and repair of cemetery monuments in the east, center and north cemeteries as recommended in the Capital Improvements Plan (CIP). This article will be non-lapsing per RSA 32:7 and will not lapse until the maintenance and repairs of the cemetery monuments are completed or December 31, 2020, whichever comes first.

*At this point, Brian Pike abstained from voting on this Warrant Article.*

**MOTION:**

*Tom Groleau made a motion that the Board of Selectmen approve putting Article 16 on the Town Warrant and voted in favor. Ted Vallieres seconded the motion. The motion passed by a majority vote with Brian Pike abstaining.*

*Estimated 2015 tax rate impact: .06¢*

*Recommended by the Board of Selectmen (Vote 2 Yes / 1 Abstained / 0)*

17. To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be added to the Fire Department emergency vehicle Capital Reserve Fund previously established as summarized in the Capital Improvements Plan.

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen approve putting Article 17 on the Town Warrant and voted in favor. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .06¢*

*Recommended by the Board of Selectmen (Vote 3 Yes / 0 No / 0)*

18. To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be added to the Transfer Station vehicle or equipment Capital Reserve Fund previously established as summarized in the Capital Improvements Plan.

**MOTION:**

*Tom Groleau made a motion that the Board of Selectmen approve putting Article 18 on the Town Warrant and voted in favor. Brian Pike seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .06¢  
Recommended by the Board of Selectmen (Vote 3 Yes\_/\_0 No/\_)*

19. To see if the town will vote to raise and appropriate the sum of fifty seven thousand dollars (\$57,000) for the purpose of purchasing seven (7) roll off containers and to authorize the withdrawal of twenty thousand dollars (\$20,000) from the Transfer Station vehicle or equipment Capital Reserve Fund. Any funds received from the sale or trade of the old boxes will be used to lower the purchase price. The balance of thirty seven thousand dollars (\$37,000) to come from taxation.

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen approves putting Article 19 on the Town Warrant and voted in favor. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .12¢  
Recommended by the Board of Selectmen (Vote 3 Yes\_/0 No/\_)*

20. To see if the town will vote to raise and appropriate the sum of fifty eight thousand four hundred forty dollars (\$58,440) for the purchase and installation of the Town's Municipal Community Solar Electric. And to authorize the selectmen to accept and apply a Renewable Energy Rebate in the amount of thirteen thousand four hundred forty dollars (\$13,440), with the balance of forty five thousand dollars (\$45,000) to come from taxation. This article will be non-lapsing per RSA 32:7 and will not lapse until the town's solar electric has been installed and completed or December 31, 2020, whichever comes first. This warrant is contingent on receiving the Renewable Energy Rebate.

**MOTION:**

*Brian Pike made a motion to discuss Article 20. Tom Groleau seconded the motion. The motion passed unanimously.*

*Brian Pike stated he liked the idea but don't know if our tax rate can handle it the way things are now. Would suggest putting the Warrant Article on the Warrant and let the residents vote on it.*

*Tom Groleau noted that this Warrant Article came to the Board of Selectmen a little bit late. For that reason he had reservations. Suggested maybe it should be put on a Town Building with more employees, etc. Brian Pike stated they could provide the Selectmen with more information next year. Would make more sense if the panels were on a building that housed people.*

*In addition, we need to find out about the roof condition of the Highway Garage and when the roof was put on.*

**MOTION:**

*Tom Groleau made a motion that Article 20 be included on the Town Warrant and the Selectmen approve. Brian Pike seconded the motion. The motion failed by a majority vote.*

*It was noted that in accordance with RSA 32:5: Article A and B., the Article must appear on the Warrant for the residents to vote on.*

*Estimated 2015 tax rate impact: .15¢(taxes)  
Not recommended by the Board of Selectmen (Vote 1 Yes\_/\_2 No/\_)*

21. To see if the town will vote to raise and appropriate the sum of sixty one thousand dollars (\$61,000) for a new roof on the Town Hall/Library Building, with the sum of thirty four thousand six hundred dollars (\$34,600) to come from fund balance and the remaining twenty six thousand four hundred

dollars (\$26,400) to come from taxation. This article will be non-lapsing per RSA 32:7 and will not lapse until the town hall roof has been installed and completed or December 31, 2020, whichever comes first. This article is contingent on article 2 not passing.

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen approve putting Article 21 on the Town Warrant and voted in favor. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .09¢(taxes)*

*Recommended by the Board of Selectmen (Vote 3 Yes\_/0 No/\_)*

22. To see if the town will vote to raise and appropriate the sum of two hundred thousand dollars (\$200,000) to reconstruct a section of Grapevine Road (phase I) approximately 6,000 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, 2020, whichever comes first.

**MOTION:**

*Brian Pike made a motion that the Board of Selectmen approve putting Article 22 on the Town Warrant and voted in favor. Tom Groleau seconded the motion. The motion passed unanimously.*

*Estimated 2015 tax rate impact: .64¢*

*Recommended by the Board of Selectmen (Vote 3 Yes\_/0 No/\_)*

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

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

**OTHER BUSINESS:**

**Approval of Minutes of Previous - Budget Workshop Meeting - Monday, February 2, 2015**

**MOTION:**

*Tom Groleau made a motion to approve the minutes of the Budget Workshop Meeting held on Monday, February 2, 2015. Brian Pike seconded the motion. The motion passed unanimously.*

**Approval of Minutes of Previous Selectmen's Meeting (Budget Public Hearing) of Thursday, February 5, 2015**

*Tom Groleau made a motion to approve the minutes of the Thursday, February 5, 2015 Selectmen's Budget Public Hearing as written. Brian Pike seconded the motion. The motion passed unanimously.*

**MILFOIL GRANT APPLICATION SIGNATURE:**

Line Comeau, Town Administrator, presented a Grant Application for the upcoming Milfoil Grant for signature by the Chairman.

Ted Vallieres, Chairman, signed the appropriate contract, etc.

**LIST OF TOWN EMPLOYEES AND SALARIES - TOWN REPORT:**

Brian Pike noted that all the employees should be included in the Town Report including part-time employees.

**LETTER FROM JULIETTE TARSA RE SWIMMING POOL IN DUNBARTON:**

**LIEN FOR WELFARE ASSISTANCE:**

Board of Selectmen signed lien to be filed for Welfare Assistance. At this point, Brian Pike suggested that Dunbarton Fuel be asked if they would provide heating oil to Welfare recipients as long as the Town of Dunbarton was paying, etc.

**RIGHT TO KNOW REQUESTS:**

Line Comeau, Town Administrator, reported that she had received five Right to Know requests from the Town Clerk.

The Board of Selectmen made the following motion regarding Town Counsel correspondence:

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen not waive the provision that Town Counsel correspondence falls under Attorney/Client Privilege and materials should not be released due to the fact that this would be setting a precedent for other requests relating to Attorney/Client Privilege and would further recommend that we hold onto that and not give up Attorney/Client Privilege. Tom Groleau seconded the motion. The motion passed unanimously.*

*It was noted that this motion would apply to all correspondence with LGC, Town Counsel and NH Municipal Association.*

At this point in the meeting, the Workshop Meeting, recessed to the Public Hearing for the Town Hall Theatre Restoration Committee.

The Board of Selectmen reconvened their Workshop Meeting at 9:25 p.m.

**Town Hall Theatre Restoration Warrant Article:**

***MOTION:***

*Tom Groleau made a motion that the Dunbarton Board of Selectmen not recommend the Bond Warrant Article for the Town Hall Theatre Restoration Project. Brian Pike seconded the motion. The motion passed unanimously.*

**Dedication of Town Report:**

At this point in the meeting, it was necessary to discuss a picture for the Dedication of the Town Report.

The Board of Selectmen determined that they would not have to go into a Non-Public Session if the public agreed not to look at the picture for the Dedication of the Town Report. Based on this fact, the Board of Selectmen informed the public that they would not be able to look at the picture. The Board of Selectmen made a determination as to what picture will be put in the Town Report.

**Letter of Appreciation to Jeff Crosby, Road Agent:**

A letter of appreciation to Jeff Crosby, Road Agent, was read from Allison Rees, congratulating him for the good job he and his crew have done during the winter on maintaining our road.

**Town Hall Septic System and Water:**

The Board of Selectmen agreed to have Brian Pike contact DES for the water supply and septic system at the Town Hall/Town Offices. Will report back to the Board of Selectmen.

Ted Vallieres noted that when Jacques Belanger did his assessment, we did not know what size the septic tank was. We have since found out that it is 1,000 gallons. He noted that in the past, a home owner added two bedrooms to an existing home. It was determined that the septic system was not big enough for the addition. The Zoning Board of Adjustment ruled that they had to upgrade the septic system prior to getting a CO for the addition. They had to follow the regulations.

There being no further business, the regular Selectmen's Workshop Meeting adjourned with the following motion:

**MOTION:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen's meeting adjourn at 9:40 p.m. Brian Pike seconded the motion. The motion passed unanimously.*

Respectfully submitted,

Alison R. Vallieres  
Recording Secretary

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Ted Vallieres, Chairman

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Brian Pike, Selectman

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Tom Groleau, Selectman