

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, FEBRUARY 18, 2016
TOWN OFFICES - 7:00 P.M.**

The Dunbarton Board of Selectmen held the scheduled regular 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:

Fred Mullen, Town Moderator
Donna Dunn, Historic Awareness Committee
Leo Martel, Historic Awareness Committee
Ken Swayze, Chairman, Planning Board

Members of the Public:

Bob Martel

It was noted for the record that Leo Martel was videotaping the meeting.

Brian Pike, Chairman, called the regular Board of Selectmen's meeting to order at 7:01 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

Approval of Previous Meeting Minutes of Thursday, February 11, 2016:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approved the meeting minutes of Thursday, February 11, 2016 as written. Tom Groleau seconded the motion.

Brian Pike stated that he had one or two changes but had not been able to get them to the Secretary in time. Therefore, he will bring them up at next week's meeting.

The minutes were approved as written with the note that Brian Pike will include changes at next week's meeting.

At this point in the meeting, Ted Vallieres stated that on the Warrant Article relating to Kelsea Road, it had been brought to his attention by Town Counsel that he had inadvertently voted No, whereby he should have abstained from the vote. He stated Town Counsel was right and that he would like to change his vote of NO, to Abstain on the Kelsea Road Warrant Article.

SIGN BUDGET AND WARRANT FOR MARCH TOWN MEETING:

MS-636:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept the MS-636 as printed and sign the appropriate paperwork. Ted Vallieres seconded the motion. The motion passed unanimously.

The Board of Selectmen signed the MS-636 as printed.

2016 Town Warrant:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept the 2016 Warrant Articles with the amended version for Article 4 to reflect Ted Vallieres' vote to abstain from the vote on Kelsea Road. Tom Groleau seconded the motion. The motion passed unanimously.

The Board of Selectmen signed four original copies of the 2016 Warrant.

DONNA DEFRANCO, PUBLIC COMPLAINT, HIGHWAY DEPARTMENT:

Line Comeau, Town Administrator, stated that she had received a communication from Donna DeFranco that she would like to appear before the Board of Selectmen. Based on this, she was put on the agenda for this evening. Donna DeFranco did not attend this meeting and did not reply to the e-mail which was sent her, therefore this agenda item was passed over.

FRED MULLEN, TOWN LINE MONUMENT UPDATE:

1. Fred Mullen noted that he would need signed copies of the Town Warrant for Town Meeting. It was noted that the Board of Selectmen had just signed the Town Warrant and Line Comeau, Town Administrator, would provide copies to him.

2. Fred Mullen appeared before the Board of Selectmen to report that the Goffstown/Dunbarton Town Line Monument at the intersection of Black Brook Road and Tibbets Hill Road has been replaced. He has produced pictures for the Perambulation record. The exact location of the monument was determined by the surveyor. In addition, there was still pink flagging on the broken piece. Once we get the documentation back from the surveyor, it will also be put in the perambulation record.

He also stated that they were unable to utilize the broken piece of the boundary monument which is presently in the cellar at the Town Hall.

Brian Pike suggested that this might be a piece of Dunbarton History to either be given to the Historical Society or put into an auction in the future.

3. Stated that the custodian of the school called him regarding the Storage Building. Fred met with him. He was told by the Principal that we should be putting on a lock on the Storage Building. It was noted that according to the MOU between the School and the Board of Selectmen, it reads as follows:

3.3 School and Town Shared Responsibilities:

a. Town will maintain storage room and contents of the storage room located outside the kitchen/gym door in accordance with School District policy. Because the storage room is part of the school facilities, the School Principal will install a new lock and issue keys stamped DO NOT DUPLICATE. The Town Administrator and the School Principal will work together to assign keys to authorized personnel. The keys and the lock shall be controlled by the School Principal.

Fred Mullen noted that other organizations use the tables/chairs which are stored in the building i.e. Fire Department and Dunbarton Historical Society. They need to be able to access the storage facilities also. The new Town Moderator will also need a key to the storage facility.

It was suggested that a Key Log be established to determine who has what keys, etc. The Principal and the Town Administrator will make arrangements for keys.

There being no further business, Brian Pike, Chairman, went through the Board of Selectmen's Mailbox as follows:

1. Notice of Board of Assessing vacancy posted under Hot Topics on the website.

It was noted that because the letter of resignation was not received until after the closing date for filing for Town Offices, the position of Assessing Board would be filled by appointment instead of on the Ballot. It was noted that Bryan Clark was running for re-election to the Board of Assessors in addition to the vacancy.

2. It was noted that is no one running for Trustee of the Trust Funds.

3. Certified letters with Return Receipt were sent out today to abutters of Kelsea Road. They must be sent 14 days prior to Town Meeting.

4. A copy of a postcard regarding SB-2 received from Eric Weiss.

5. E-mail from Amy Smagula, DES, noted she was saddened by the fact that the Dunbarton Board of Selectmen did not support the Warrant Article for Milfoil.

6. Correspondence received from Joe Doiron, Representative from Senator Kelly Ayotte's Office, which he will be at the Town Office on Monday, March 7, 2016 between 10:15 - 11:15 a.m. in the event residents would like to speak with him.

7. Copy of sample ballot for Town Election. There is only one contested race, i.e. Board of Selectmen.

8. Appointment paperwork for Patrick Bowne to be a Member of the Town Forest Committee. (Board of Selectmen approved this appointment at last week's Board of Selectmen's meeting.) Selectmen signed appointment paperwork.

9. Request for Leave from Line Comeau, Town Administrator, for two days' Vacation Leave March 10-11, 2016 and five days March 14-18, 2016. This time includes two Floating Holidays which she worked on Martin Luther King Day and President's Day.

The Board of Selectmen approved both Leave slips.

10. Copy of final version of Town Report. Line Comeau, Town Administrator, reported that the deadlines for getting the Town Report to the printer was very tight. Alison Vallieres was a tremendous help in proofreading all of the reports. Final version is in the printer's hand as of today. The printer has only five days to print it.

OTHER TOWN BUSINESS:

RFP-Town Hall Roof:

The Board of Selectmen reviewed the RFP for the Town Hall Roof, both slate and metal roof, as submitted by Jerry Tepe, Architect. The comment was made that we should alert the bidders regarding B.4 (page 6) within the RFP which states as follows:

4. While sheathing is exposed, assist Owner in placing material in attic by removing a portion of existing sheathing and replacing afterwards. Roof sheathing will be open one day only.

It was suggested that B.4 be highlighted or bold within the RFP.

After review, the Board of Selectmen determined the following time table for the bids, etc.

RFP final review by BOS	Thursday, February 25, 2016
Mandatory Walk through	Tuesday, March 8, 2016 at 3:00 p.m.
Deadline for Bids	Tuesday, March 15, 2016 @ 3:00 p.m.
Opening of Bids	Thursday, March 17, 2016 A 7:00 p.m.

Brian Pike stated the Board of Selectmen will hold another Public Hearing after the bids are opened.

WEBSITE POLICY:

Tom Groleau, Selectman, presented a first draft Website Policy for Dunbarton. He noted he had visited various Towns' websites. He noted that the Dunbarton Website has only a one sentence disclaimer.

Tom Groleau presented a draft Disclaimer and Privacy Statement for Dunbarton.

The Board of Selectmen reached a consensus to table the Website Policy until next week to give the Board of Selectmen time to review. It was also suggested that there be legal counsel review before instituting the policy.

It was noted that the following Policies will be worked on in the future as suggested by the MRI Review:

Policy for Monuments on the Town Common
Fiscal Policy

Board of Selectmen Comments:

Ted Vallieres - None at this time

Tom Groleau - None at this time

Line Comeau - Noted that the final copy of the Annual Report had gone to the printers for a final proof. Hopefully, will have a hard copy on Friday, February 19. Will be in the mail to residents on February 25, 26, and 27, 2016.

Public Comments:

Leo Martel - No comments

Bob Martel - No comments

Donna Dunn - Noted that the Garden Club would be paying the fee for the cost of having a colored page in the Town Report. Asked if other non-profit groups which have reports in the Town Report, pay a fee. Are the taxpayers paying for these other reports?

Line Comeau, Town Administrator, stated that there are other reports i.e. Dunbarton Historical Society and the Town Hall Restoration Group reports which are both done in black and white. The Dunbarton Garden Club is done in color, therefore the extra charge is \$28.00.

Ken Swayze - No comments

Fred Mullen - No comments

It was noted for the record that the Board of Selectmen would be going into a Non-Public Executive Session in accordance with RSA 91: A-3 II (b) request from the Transfer Station Department.

The Board of Selectmen reconvened at 8:30 p.m.

The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen make a conditional employment offer to Griffin Rain to work at the Transfer Station at a starting salary of \$12.18/hour upon the approval of a physical and other necessary requirements. Tom Groleau seconded the motion. The motion passed unanimously.

There being no further business, the following motion was made:

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 8:35 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