

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, FEBRUARY 25, 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  
Leo Martel, Historic Awareness Committee  
Jon Wiggin, Fire Chief  
Patrick Bowne, Transfer Station

**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 7:05 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 18, 2016:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen approve the meeting minutes of Thursday, February 18, 2016 as written. Ted Vallieres seconded the motion. The motion passed unanimously.*

**Approval of Previous Non-Public Meeting Minutes of Thursday, February 18, 2016:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen approve the Non-Public Meeting Minutes of Thursday, February 18, 2016 as written. Ted Vallieres seconded the motion. The motion passed unanimously.*

**DISCUSS WARRANT PRESENTATION FOR MARCH TOWN MEETING:**

The Board of Selectmen reviewed the Warrant Articles and presentation as follows:

Executive	106,083
Selectmen (Elected Official salary)	6,275
Elections, Registrations & Vital Stats	13,259
Town Clerk (Elected Official salary & benefits)	75,332
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	242,613
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
<b>Total</b>	<b>2,162,543</b>

\* *Less estimated revenues:* (\$997,427)  
 \* *This appropriation to be offset with from unassigned fund balance* ( \$68,116)  
*Net to be raised from taxes: \$1,097,000*

*Estimated 2016 tax rate: \$3.64 for operating budget only.*

*Recommended by the Board of Selectmen (Vote3/0)*

*Brian Pike, Chairman, will explain the 2016 Town Budget.*

4. 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 2/A)*

*Brian Pike, Tom Groleau, Selectmen and Town Attorney will explain Warrant Article. #4.*

5. 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 (Vote2/1)*

*Brian Pike will explain Warrant Article #5.*

6. 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*

*Not Recommended by the Board of Selectmen (Vote 0/3)*

*Ralph Fellbaum, Petitioner, will explain Warrant Article #6.*

7. 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 3/0)*

*Jeff Crosby, Road Agent, will explain Warrant Article #7.*

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 3/0)*

*Mary LaValley, Board of Assessors, will explain Warrant Article #8.*

9. 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 2/1)*

*Jon Wiggin, Fire Chief, will explain Warrant Article #9.*

10. 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 3/0)*

*Jon Wiggin, Fire Chief, will explain Warrant Article #10.*

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 2/1)*

*Dan Sklut, Police Chief, will explain Warrant Article 11.*

12. 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 3/0)*

*Jeff Crosby, Road Agent, will explain Warrant Article 12.*

13. 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: \$ .02*  
*Not Recommended by the Board of Selectmen (Vote 0/3)*

*Lou DeBerio, Gorham Pond, will explain Warrant Article 13.*

14. 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*  
*Not Recommended by the Board of Selectmen (Vote 0/3)*

*Mert Mann, Petitioner, will explain Warrant Article 14.*

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 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 3/0)*

*Jon Wiggin, Fire Chief, will explain Warrant Article 15.*

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 3/0)*

*Tom Groleau, Cemetery Trustee, will explain Warrant Article 15.*

17. 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  
Not Recommended by the Board of Selectmen (Vote 0/3)*

**Jason Dubrow, Trustee of Trust Funds, will explain Warrant Article 17.**

18. 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  
Not Recommended by the Board of Selectmen (Vote 1/2)*

**Ralph Fellbaum, Petitioner, will explain Warrant Article 18.**

19. To see if the town will vote to have the Selectmen provide, within 60 days, an 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  
Not Recommended by the Board of Selectmen (Vote 0/3)*

**Donna Dunn, Petitioner, will explain Warrant Article 19.**

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

**Brian Pike will address Warrant Article 20.**

Response "Motion": Mr. Moderator, I move to accept the reports of agents, auditors, committees and other officers heretofore chosen as printed in the Town Report subject to errors and omissions.

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

**OTHER BUSINESS:**

**RFP for Town Hall Roof:**

Line Comeau, Town Administrator, presented a copy of the revised RFP for the Town Hall Roof which she had incorporated recommendations from Jerry Tepe, Architect.

She also presented a list of suggested bidders to receive the RFP which included suggestions from Jerry Tepe, the original list of vendors and a list from Margaret Watkins.

After discussion and in accordance with Jerry Tepe's recommendation, it was decided not to include a Mandatory Walk Through as previously discussed.

Ted Vallieres, Selectman, noted that this should be also advertised in the newspaper in accordance with the Purchasing Policy.

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen send out the RFP for the Town Hall Roof as presented this evening and send it out to the list of roof vendors and contractors as presented this evening. Tom Groleau seconded the motion. The motion passed unanimously.*

**Jon Wiggin, Fire Chief:**

**Fire Department Door Lock:**

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen to request permission to contract with a lock company for a new lock for the Fire Department. The present lock is not working and he has received a quote from Access Lock Company for \$750 to replace the existing lock. The new lock will give the Fire Department a lot more features. Each individual will have their own code. In addition, he will be able to tell who is accessing the building, etc.

The Board of Selectmen agreed with the purchase and advised him to give the information as to the Model number, etc. to the Town Administrator and she will get two other telephone quotes prior to contracting to replace the lock. It was noted that the cost will come out of the Town Government Building Account.

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen accept the reasonable offer and expend the money for the Fire Department lock from the Town Government Building account. Tom Groleau seconded the motion. The motion passed unanimously.*

**Fire Department-UTV:**

Jon Wiggin, Fire Chief, reported that he had become aware of the possibility of getting a UTV for the Fire Department. Souhegan Motor Sports of Milford has a program through Kawasaki which allows Fire Departments to have a new Kawasaki UTV free for 335 days. At the end of the 335 days, the Fire Department has the option of either returning the UTV at no cost or purchasing it at a cost of \$13,599. The cost new would be \$15,599. He stated that other towns have taken advantage of this program and are very satisfied with the arrangements.

The only requirement for the use of the UTV for the 335 days would be service maintenance at the end of five months at a cost of around \$200. That would be the only money spent for this program. In addition, the vendor has agreed to do the maintenance at the Fire Department instead of us having to deliver the vehicle to Milford.

Requirements from Souhegan Motor Sports, Milford would be as follows:

1. Letter signed by the Board of Selectmen stating that it will be used for official use only.
2. Proof of insurance for Liability and Property Damage.

Jon Wiggin, Fire Chief, noted that they would try to do some fund raising in addition to possibly using monies from the Association monies.

It was noted that eventually, they will need some sort of trailer to transport the vehicle. Jon Wiggin will look for a trailer.

Brian Pike suggested that possibly we should have the Town Attorney look the contract over before committing to this program.

Both Tom Groleau and Ted Vallieres stated they had no problem with the Fire Department utilizing this program for a UTV noting that other towns have used this program with no issues. See no need for Town Counsel review.

*It was suggested that Jon Wiggin, Fire Chief, take delivery of the UTV after April 1, 2016 in order to have funding from the 2017 Town Meeting to purchase, etc.*

**MOTION:**

*Tom Groleau made a motion that the Fire Chief go forward with the agreement with Kawasaki for the UTV for a period of 335 days as presented this evening. Ted Vallieres seconded the motion. The motion passed unanimously.*

Jon Wiggin, Fire Chief, will get the Model # and Serial # to Line Comeau, Town Administrator, so she can get it insured along with a certificate of insurance.

**TOWN REPORT DEDICATION:**

Brian Pike, Chairman, stated that the Town Report for 2015 was dedicated to all the employees and volunteers of the Town of Dunbarton.

Read the poem as follows:

**DEDICATION**

*The 2015 Annual Report is dedicated to:*

**Dunbarton's Town Employees and many Volunteers.  
The back bone of this community begins with the hard work  
From our employees who are here to serve you, as well as  
the many people who offer up their time as volunteers.**

**Thanks you all!**

**Dunbarton**

**A beautiful town to call your own  
A place to say where you have grown**

--

**The memories that you will cherish in years gone past  
For some until you breathe your last**

--

**We're here because the strong attraction  
Some may say that it's an expected reaction  
Dunbarton**

Noted that delivery will be starting on Saturday, February 27 through Tuesday, March 1, 2016.

**BOARD OF SELECTMEN'S MAILBOX:**

Brian Pike, Chairman, went through the Board of Selectmen's mailbox as follows:

1. Letter from John Herlihy stating he was interested in filling the Board of Assessors vacant position.
2. Letter from Jacques Belanger stating he was interested in filling the Board of Assessors vacant position.

It was noted that the Board of Assessors would be meeting on Tuesday, March 15, 2016.

3. **Summary Report from True North.** Line Comeau, Town Administrator, noted for the record that there was a problem with the Dunbarton Website which has been resolved.

4. **Right to Know Request from Frank Welin.** Have responded with information regarding Special Duty activity for the period March 1, 2015 - March 1, 2016.

5. **Note that Line Comeau has added a tab to the Dunbarton Website which will have MOU and Policies.**

Noted that she has spoken with Dan Troy regarding the archives on the website and unscrambling them.

6. **It was suggested that the Board of Selectmen will need to know how much money has been spent on Kelsea Road issue up until this point. This will be needed for Town Meeting.**

7. **Line Comeau, Town Administrator, referred to a Handbook regarding Town Meeting and School Meetings. Asked about the possibility of separating voters and non-voters at Town Meeting. In addition, there was a suggestion about giving out appropriate cards at the beginning of the meeting, which would be color coded to Warrant Articles, etc. This would possibly save time.**

Fred Mullen stated it would be too hard to control this. He also noted that one of the Warrant Articles has to have the polls open for at least one hour. In addition, he noted he could see some of these Warrant Articles being a secret ballot.

#### **JOB DESCRIPTIONS:**

Line Comeau, Town Administrator, presented samples of various job descriptions i.e. Town Administrator, Transfer Station Attendant, Transfer Station Manager from various towns.

Board of Selectmen will review them.

#### **POLICIES:**

Tom Groleau noted that he had given draft policies on the Dunbarton Town Common and Placement of Privately Donated Monument, Markers, Plaques and Memorials on the Dunbarton Town Common for review by the Board of Selectmen. He noted that the Monument Policy was very detailed.

Brian Pike stated he will check with the DOT Safety Officer regarding their policies. Joint Loss Committee could work on these.

#### **TRANSFER STATION STAFFING:**

Patrick Bowne, Transfer Station Manager, was asked if he had been able to hire a person for the Transfer Station yet. He responded that he had spoken with an applicant and he would be letting him know whether he was interested in the position or not.

In addition, Patrick Bowne stated that the Transfer Station would be closing at 2:00 p.m. on Saturday, March 5, 2016 to allow attendance at the School District Meeting.

#### **BOARD OF SELECTMEN COMMENTS:**

Ted Vallieres - No comments

**Tom Groleau - No comments**

**PUBLIC COMMENTS:**

**Leo Martel - No comments**

**Bob Martel - No comments**

**Patrick Bowne - 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 (c) to discuss a personnel issue.

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91: A-3 II (c) at 8:32 p.m. Tom Groleau seconded the motion. The motion passed unanimously.*

The regular Board of Selectmen's meeting resumed at 8:44 p.m.

There being no further business, the meeting adjourned with the following motion:

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 8:45 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.*

Respectfully submitted,

**Alison R. Vallieres**  
**Recording Secretary**

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**Brian Pike, Chairman**

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**Ted Vallieres, Selectman**

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**Tom Groleau, Selectman**