DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, FEBRUARY 26, 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:

Patrick Bowne, Transfer Station Manager
Linda Landry, Town Clerk
Fred Mullen, Town Moderator
Dan Sklut, Police Chief
Judy VanKalken, Tax Collector

Members of the Public:

Ron Wanner
Barbara Wanner
Members of Ron Wanner's Family
Pam Sklut
Charles Frost
Annette Buford
Gary MacCubben
Tracey Pike
Amanda Pike
Robert Martel
Leo Martel

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.

ANNUAL REPORT DEDICATION:

Ted Vallieres, Chairman, immediately turned the meeting over to Brian Pike, Selectman, for the Dedication of the Town Report to Ron Wanner. In view of the fact that Brian Pike was a long time friend and neighbor of Ron's, he felt Brian should do the dedication of the Town Report to Ron.

Brian Pike read the Dedication of the Town Report to Ron Wanner as follows:

"Ronald W. Wanner or Ron as everyone knows him has been a resident of Dunbarton for close to 35 years. Ron came to Dunbarton while he was taking on his new assignment for the US Air Force, and the Town must have claimed him as one of its own because when he retired as a Lieutenant Colonel, he stayed."
Earlier in his retirement, after his second career as an administrator for the NH Department of Transportation, Ron ran a couple of times to represent Dunbarton in the state legislature. Unfortunately for Ron and Dunbarton, he was unable to make it to the State House, but it never dampened his spirit or his desire to do what he could for the town.

Over the years Ron has been active in organizations in and out of town. He is a founding members of the American Legion Post 116 headquartered right here in Dunbarton. As part of the Legion he and others have been the constant force behind the placement of flags on our veteran's graves in Dunbarton's cemeteries, and activities with the elementary school children. For many years Ron has been an essential and visible presence at town elections.

Town Moderator Fred Mullen, who has worked with Ron on numerous elections and as Legion brethren summed up Ron well “He epitomizes the character of Dunbarton – caring, giving and dedicated to the needs of others without self-gratification”.

That characterization was ever present when a number of years ago an opening came up on the Board of Selectmen, Ron was asked to fulfill the remainder of the position; he accepted and served the people of Dunbarton as a town father. He ran for the remainder of the term and was returned to the Board, where he then ran again for another full term. He served with distinction of being fair, impartial, and treating everyone with respect and dignity that came before the Board or as he always did in day-to-day passing.

Recently another vacancy came up on the Board of Selectmen and Ron was once again asked to help out the town, without hesitation he agreed and again served with the same professionalism and decency that everyone has come to know Ron by. It is with our great appreciation for the service to others that we dedicate this town report to Ron Wanner."

Congratulations to Ron Wanner! He well deserves this honor!

Approval of Minutes of Previous Meeting - Thursday, February 19, 2015

MOTION:

Brian Pike made a motion to approve the minutes of the Board of Selectmen's Meeting held on Thursday, February 19, 2015 Board as written. Tom Groleau seconded the motion. The motion passed unanimously.

TRANSFER STATION PART-TIME WAGE SCALE:

Brian Pike noted that the Board of Selectmen had not formally adopted the Transfer Station Wage Scale for the part-time workers at the Transfer Station. The sequence of events was as follows:

October 30, 2014 - Board of Selectmen's Meeting - The following pay rate matrix was suggested for the Transfer Station part-time employees:

"After discussion, the Board of Selectmen reached a consensus to put the part-time employees on a similar scale as the full-time employees with a minimum, first year, third year and fifth year scale.

It was also suggested that the Highway Department Laborer be included with the Transfer Station employees as to the rate of pay.

The following matrix was suggested for the Transfer Station part-time employees:

<table>
<thead>
<tr>
<th>Minimum at Hire</th>
<th>Step 1</th>
<th>Step 3</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11.00/hour</td>
<td>$11.55/hour</td>
<td>$12.71/hour</td>
<td>$13.98/hour</td>
</tr>
</tbody>
</table>
Ron Wanner stated he would be willing to work on the updated figures and bring them to the meeting next week."

November 13, 2014 - Board of Selectmen's Meeting:

"After considerable discussion, the Board of Selectmen reached an agreement that they would agree with having a Base Salary, 5% increase after 3 years and another 5% increase after five years. Based on this, the following pay schedule was established for the Part-time workers at the Transfer Station:

<table>
<thead>
<tr>
<th>BASE SALARY AT HIRE</th>
<th>AFTER 3 YEARS</th>
<th>AFTER 5 YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12.00/HOUR</td>
<td>$12.60/HOUR</td>
<td>$13.23/HOUR</td>
</tr>
</tbody>
</table>

November 20, 2014 - Board of Selectmen's Meeting:

"Part-time Step Increases:

Ron Wanner noted that he was not sure that creating Step Increases for the Part-time employees similar to the full-time employees was the right way to go. Felt if we set an hourly rate then proceed with CPI, it would work out better."

Brian Pike presented spreadsheets showing proposed step increases for the part-time employees, using the Fifth Year Anniversary for employees with over five years of service. The Transfer Station employees were listed as follows and were the rates which were discussed at the November 13, 2014 Board of Selectmen's Meeting.

<table>
<thead>
<tr>
<th>Date of Hire</th>
<th>Third Year Anniversary</th>
<th>Fifth Anniversary</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee</td>
<td>Xfer Attendant</td>
<td>$12.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$12.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$13.23</td>
</tr>
</tbody>
</table>

At this point in the meeting, Patrick Bowne, Transfer Station Manager, stated that when he did his budget, he was told that the increases for the Transfer Station Part-time employees were not finalized by the Board of Selectmen. Therefore, the amounts he used for the Part-time employees did not include these increases. The only increases he used for part-time was the 1.5% CPI.

Ted Vallieres, Chairman, stated the Board of Selectmen should make a formal motion to increase the hourly rates of the part-time employees at the Transfer Station. Based on this, Brian Pike made the following motion:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept the salary rates for the part-time employees at the Transfer Station and the part-time laborer at the Highway Department as presented at the November 13, 2014 Board of Selectmen's Meeting. Tom Groleau seconded the motion. The motion passed unanimously.

Brian Pike noted that all employees will be getting the 1.5% CPI increase effective January 1, 2015, but the CPI will not be instituted until after Town Meeting.

OTHER BUSINESS:

Ted Vallieres, Chairman, reported on the following items:
1. The Town Office had received a copy of the book regarding "Town Meeting and School Meeting Handbook" for the Board of Selectmen to review.

2. Merrimack Conservation Annual Meeting/Dinner Dance to be held on March 19, 2015

3. E-mail from Deb Foster, Dunbarton School Board, noted she understands about the confusion with Mike Underwood and the snow blowing of the school walkways. Everything is back in order according to her e-mail.

4. Central New Hampshire Regional Planning will be conducting traffic counts in town. It was noted this will be on the March Planning Board Agenda to determine what roads to recommend for traffic counts.

5. Bridgett Cook has contacted the Town regarding her starting a "pickle ball" night at the Community Center for women in Dunbarton. Noted she used to coach Women's Basketball on Friday nights but it has been dissolved. The request will be forwarded to the Recreation Committee. Will be charging a small fee to cover the cost of the equipment.

COMMENTS FROM THE BOARD OF SELECTMEN AND PUBLIC:

Transitions Committee:

Tom Groleau, Selectman, reported he had received a postcard in the mail regarding the Transitions Committee. Did not know anything about this Committee. Brian Pike explained that Ken Koerber came to the Planning Board and then to the Board of Selectmen re this Committee. UNH will be spearheading this. They will have facilitators. They have a program where they come in and help. They have a group of people in Town who are members of this Committee. This is not a Town Committee. The Town gave them $1,500 which was sent to Cooperative Extension. Cooperative Extension will give the Committee the tools to get the word out and develop the final product.

Town Meeting Setup:

Fred Mullen asked if someone is scheduled to set up the voting booths and chairs for Town Meeting. Usually get together at the school on the afternoon of Monday, March 9. Need to move fax machine and other equipment. Will be taking voting booths down the morning after Town Meeting.

Brian Pike stated that the Board of Selectmen did not feel it was necessary to have a full-time employee setting up the voting booths at over $30/hour for time and one half. In addition, it is not within his job description to be doing this. The Town should not be paying @ 1 1/2 for duties that are outside of the job description. What would happen if there were an accident? How would they address that? Compared it to the rate that Fred Mullen gets for being Town Moderator at $10.10/hour. By paying someone a similar wage as Fred, the Town would be saving almost $300.

Linda Landry, Town Clerk, stated that it was very important that the voting booths be handled by experienced people because they are very expensive. Woody knows exactly how they should be set up and put away.

The Board of Selectmen will work on the system for setting up the voting booths for Town Meeting. The Board of Selectmen noted they would be paying straight time @ $10.10/hour for the setting up of the voting booths.

Patrick Bowne will consider setting up the voting booths at this rate and will let the Board of Selectmen know his decision. Noted that the Transfer Station has recently had an employee get done and we are now short handed. Now there are only three employees at the Transfer Station. I understand the Selectmen want me to work on my day off and take another day off.
There was considerable discussion regarding the funding of the setting up of the voting booths.

The Board of Selectmen noted the concerns regarding the setting up of the voting booths for Election Day. The Board of Selectmen will decide on the setup of the voting booths, etc.

Patrick Bowne was asked to let the Board of Selectmen know if he was interested in doing the setup of the election booths. Also, if you hear rumors, come see the Board of Selectmen.

**Snow Blowing Walks at the School:**

Judy VanKalken stated that she did not agree with Deb Foster, School Board, that snow blowing the walks at the school has been resolved. There have been issues of snow drifts on the walkways in front of the doors. Not talking about the parking lots. I think we need to follow up on the snow blowing at the school.

It was noted that Jeff Crosby, Road Agent, was in charge of the snow blowing at the school and the Board of Selectmen will get in touch with him to discuss this at next week's Selectmen’s Meeting.

There was considerable discussion regarding the snow blowing of the school walkways.

**Public Comments:**

*Judy VanKalken* stated there was a major communication breakdown regarding the snow blowing at the school. Deb Foster said Owen spoke with someone at the Town Office. Noted that Mike Underwood had surgery in January. Dan was asked if he would cover for a week. Stated that Dan shoveled starting with January 27, February 2 and February 9th. The snow blower would not start on the 16th so there was no way Dan could do the walks.

Dan shoveled the entrance, however it is my understanding that Jeff Crosby picked up a mat and dropped it by the door. I find this upsetting. Owen actually shoveled. No one did it on February 16. Want to know why Mike Underwood isn't back because he was seen shoveling drifts off his roof. Where was Mike Underwood?

*Patrick Bowne* stated that on Tuesday, he saw that some fire exits were not opened. Talked to Dan and actually got the snow blower started. Cleaned in front of the kitchen and there was no mat in front of the kitchen. Did the boiler exit and walkway. Drifts were 3 feet deep. It is not in my job description. It is a safety issue. Did not know about the arrangements.

*Ted Vallieres* stated the issue we had in previous years was if they needed the walks shoveled/snow blown, the principal would call either Jeff Crosby or the Town Office. They would then call Mike Underwood.

The Town has had this problem in the past. Mike Underwood's contract is up this year. One thing we did this year is that Owen was going to get in touch directly with Jeff Crosby if he needed the walks taken care of.

It was determined that the Board of Selectmen need to have Jeff Crosby, Road Agent, present to explain the situation and how it is supposed to work. Probably would not hurt if Mike Underwood also attended. Deb Foster also wants to get this resolved. Will be on the Board of Selectmen's agenda for next week.

At this point in the meeting, Ted Vallieres, Chairman, stated that the Dunbarton Police Chief has requested a Non-Public Session in order to discuss hiring of an individual. Based on this information, the following motion was made:
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 (c) at 8:06 p.m. Tom Groleau seconded the motion. The motion passed unanimously with the following Roll Call Vote:

  Vallieres - Yes
  Pike - Yes
  Groleau - Yes

The regular meeting of the Dunbarton Board of Selectmen reconvened at 8:25 p.m.

The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen make an Offer of Employment to Laura Cattabriga pending acceptance of the offer and a physical and background check. Tom Groleau seconded the motion. The motion passed unanimously.

Brian Pike noted the Police Chief should come back to the Board of Selectmen to discuss salary for this position.

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. 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