

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, MARCH 5, 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  
Judy VanKalken, Tax Collector  
Jeff Crosby, Road Agent  
Tiffany Dodd, Town Hall Theatre Restoration  
Travis James, Town Hall Theatre Restoration  
Jeff Trexler, Town Hall Theatre Restoration  
Shelley Westenberg, Town Hall Theatre Restoration  
Mark Antonia, Town Hall Theatre Restoration  
Jon Wiggin, Town Hall Theatre Restoration and Fire Chief  
Clem Madden, Town Hall Theatre Restoration  
Deb Foster, Dunbarton School Board  
Owen Harrington, Principal, Dunbarton Elementary**

**Members of the Public:**

**Robert Martel  
Leo Martel  
Mike Underwood  
Mrs. Underwood  
Jacques Belanger, Surveyor  
David Stilson  
Laurie McGrath  
Steven Saka  
Cindy Saka  
Larry Petersen  
Fran Hill  
Annette Kuhn  
Scott Kuhn**

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.

**Approval of Minutes of Previous Meeting - Thursday, February 26, 2015**

**MOTION:**

*Tom Groleau made a motion to approve the minutes of the Board of Selectmen's Meeting held on Thursday, February 26, 2015 as written. Brian Pike seconded the motion. The motion passed unanimously.*

**Approval of Minutes of Non-Public Meeting - Thursday, February 26, 2015**

**MOTION:**

*Tom Groleau made a motion to approve the minutes of the Board of Selectmen's Non-Public Meeting held on Thursday, February 26, 2015 as written. Brian Pike seconded the motion. The motion passed unanimously.*

**DISCUSSION OF SNOW REMOVAL AT THE DUNBARTON ELEMENTARY SCHOOL:**

Jeff Crosby, Road Agent, stated that when he became Road Agent ten years ago, he had no idea how the school walkways were taken care of for snow removal. He had nothing to do with it. At that time Bill Preston, did the plowing and took care of the walkways. Gradually, over the last three years, have inherited the responsibility of the school walkways. Know that Mike Underwood does the walkways. In the beginning, he was able to get them done on his own. Somewhere along the way that changed. The Highway Department stores and picks up the snow blower for him and supplies the gasoline. We are not responsible for the school. We have hired him to do the snow blowing of the walks. That is all I can tell you about.

The Board of selectmen noted that according to Judy VanKalken, Jeff Crosby asked Dan VanKalken if he would take care of the walkways during the time Mike Underwood was out for surgery. Jeff Crosby noted that he decided to call Dan to see if he was interested and he said yes. I went over one Sunday to snow blow. We are pretty lucky to have Mike Underwood to do the walks at the school. I will probably never use a snow blower again. Mike Underwood was incapacitated due to surgery and Dan agreed to do it.

At that point, Judy VanKalken stated that you asked Dan to cover for a week because of Mike's surgery. He did the walks on January 27, February 2 and February 9 but no one ever called him to do the storm on the 16th. How would he know that Mike would or would not be back? Just wondering where the oversight is.

The Board of Selectmen noted that they were not even aware of a problem until two weeks ago when Tom Groleau saw Deb Foster at the Transfer Station. There was no contact with the Board of Selectmen about the walkways not being snow blown.

Jeff Crosby noted there was a problem snow blowing due to mats being left in front of the doors at the kitchen and other doors. They get stuck in the snow blower and cause problems. In addition, the walkways are not even and there are many bushes to go around, etc. It is not an easy job.

Judy VanKalken asked why the mat was dropped at the front door. Jeff Crosby stated that was the third time I had come up and there was a mat in front of the kitchen door. I brought it to the front door so they would know. The mats get stuck in the snow blower and cause major problems.

Judy VanKalken stated Dan was in the hospital.

Mike Underwood stated that he has encountered six mats getting stuck in the snow blower at various times. In addition, he said he has gone back five times in one storm due to melting and ice, etc. overnight.

Owen Harrington asked how can we resolve this so it doesn't keep happening year after year.

Ted Vallieres, Chairman, asked that the School Board meet with the Board of Selectmen along with Owen Harrington, Principal, to work out a system to make sure the walkways are snow blown in a timely fashion, etc. In the past, the Principal called a Selectman and he in turn, called Mike Underwood. This is a very cumbersome system and apparently doesn't work. We need to know who is doing the snow blowing if Mike Underwood is not able to do it due to surgery, etc.

Brian Pike asked if there was an agreement in place which covers the maintenance of the school.

Both the School Board and the Town Offices will research to see if there is any agreement in place regarding the maintenance of the building, both inside and outside. The Community Center was built in 1989 and the school was built around 1971-72.

The Town takes care of the mowing of the grass and has taken care of snow blowing the school walk ways in the past but it is unknown if there is anything in writing.

The Board of Selectmen suggested that due to the fact that the school was hiring two new full-time janitors, now might be the time to include the snow blowing of the school walks in the job description of the janitors. If the school had their own personnel doing it, it would get done. The Town is already plowing the parking lot. Owen Harrington noted this was not going to work with the previous janitors.

Jeff Crosby reported that the Town takes care of the plowing and the mowing. This was by mutual agreement when the Community Center was built. It has always been that arrangement. This situation doesn't seem to be working.

Deb Foster stated she felt this was caused by a complete communication breakdown.

*Deb Foster, School Board, suggested that the Board of Selectmen come to the School Board Meeting on Wednesday, April 1, 2015 to discuss the snow blowing situation and come to an agreement. The Board of Selectmen agreed.*

**FRED MULLEN, MODERATOR:**

Fred Mullen, Moderator, appeared before the Board of Selectmen regarding the duties of the Selectmen as it relates to the Elections. He noted that according to the rules, Selectmen's duties are as follows:

1. Selectmen are responsible for budgeting for elections, planning for emergencies, establishing polling hours, setting up the polls before the opening of the polls, participating in ballot counting under the supervision of the moderator, and signing the ballot box seal after counting is completed at the end of the day.
2. There is school on Town Meeting day, but the students will be having lunch in their classrooms.
3. Setup is done on Monday, prior to the Town Meeting. Dunbarton is required to have 14 voting booths and one handicapped booth. Usually takes between 4 and 4.5 hours. Setup is listed on page 146 of the Election Manual. We take the voting booths down on Wednesday morning.
4. In addition, we will need to set up chairs for Town Meeting, along with tables.
5. All tables must be broken down by 6:00 p.m. on Town Meeting Day.
6. The Selectmen are elected officials and those who are running for office can handle the ballots but they cannot do any campaigning on their behalf. They are allowed to sign the ballot box and any other duties connected to the Election but they cannot do any campaigning within the Election Building.

7. After the election, on Wednesday, Woody used to come over and pick up the voting booths and put stuff away and bring things back to the Town Clerk.

Dave Stilson asked when there is an election; they stop you at the door if you have any electioneering materials. I noticed in the past, there have been various tables set up with information. How is that any different? Fred Mullen stated they cannot persuade anyone to vote, etc. Dave Stilson stated last year, the Police Department was passing out information to voters at the Town Meeting regarding their Warrant Article. Fred Mullen stated he was not aware of that. There can be information on the tables but they cannot hand it out.

Fred Mullen stated that "Electioneering" only applies to candidates and not to groups. Stated RSA 659:43 states:

*659:43 Distributing Campaign Materials at Polling Place. I. No person who is a candidate for office or who is representing or working for a candidate shall distribute or post at a polling place any campaign material in the form of a poster, card, handbill, placard, picture, or circular which is intended to influence the action of the voter within the building where the election is being held.*

*II. No person who is a candidate for office or who is representing or working for a candidate shall distribute any campaign materials or perform any electioneering activities or any activity which affects the safety, welfare and rights of voters within a corridor 1 foot wide and extending a distance from the entrance door of the building as determined by the moderator where the election is being held.*

*659:44 Electioneering at the Polling Place. No election officer shall electioneer while in the performance of his official duties. For the purposes of this section, "electioneer" shall mean to act in any way specifically designed to influence the vote of a voter on any question or office. Any person who violates this provision shall be guilty of a misdemeanor.*

Fred Mullen referred to a letter from Town Counsel stating as follows:

*"There should be no advocacy materials distributed at the polling places during polling hours by any organization. While those organizations may have "booths" as they have in the past, they may not pass out materials or otherwise advocate. It is the moderator who would enforce this.*

*It is also up to the moderator as to what can be handed out at the business portion of the session, but generally we find that moderators do not allow materials to be handed out in the room, although some provide a table at which groups can leave materials for voters to pick up in their discretion."*

Fred Mullen noted that groups and/or candidates can pass out material outside the Election Building. Information cannot be handed out inside the building. It is up to the Moderator to control this.

Jeff Trexler asked about having a handout on a table at the door. It will be the same information handed out at the Bond Public Hearing. He also stated there would be three or four people speaking on behalf of the Warrant Article for the Town Hall.

Fred Mullen noted there were many articles and there probably would not be enough space for all information to be on the small table.

Bob Martel asked if it was possible for the Committee to put their literature on each chair and if the person chose, they would toss it.

Fred Mullen stated this was not possible. There is to be no information re Warrant Articles, etc. distributed in the building.

Linda Landry, Town Clerk, asked if it would be possible to have someone outside the building giving out information.

Fred Mullen stated information could be handed out on the outside of the building.

Larry Petersen stated that according to the law, there will be no information handed out inside the building.

Steven Saka asked about the amount of time allotted to the Town Hall Warrant Article. If they speak for an hour, are others allowed to speak for an equal amount of time?

The Moderator controls the Town Meeting. People should not be saying the same thing over and over.

**Voting Booths:**

The Board of Selectmen asked Patrick Bowne if he had decided whether or not he would be helping with putting up the Voting Booths. He stated that because the Selectmen had decided not to pay him his regular rate of pay, he would not be interested in doing it.

Line Comeau stated she had spoken with Brad Jobel and he would be interested in helping setting up and taking down the Voting Booths.

**JACQUES BELANGER, SURVEYOR:**

**Town Hall/Office - Septic System:**

Jacques Belanger, Surveyor, appeared before the Board of Selectmen regarding the septic system for the Town Hall. He stated he was incorrect in some of the information he told them previously. There is a 765 maximum deeded gallon/day that can be routed onto that lot. Right now the Town Office uses 410 gallons/day. The Town Hall/Library uses up to 250 gallons/day now. Once the Town Hall renovations are complete, it will make the total over the 765 gallons the system can handle. When you go over the design, you can either get the owner to sign an easement to allow additional septic load or another way is to put in a "dose" and put a storage holding tank in and pump 250 gallons at time until it is down to the level. The Town Hall will probably be used mostly on Saturday and Sundays. The additional storage tank would hold a two day storage capacity. It will be a separate 1,680 gallon tank (2,000 gallon tank) from the Theatre into a pumping chamber. That would intercept it. It is a better way to handle the system. It breaks it up and this is not something they will be running every day of the week.

Jeff Crosby estimated the cost of this would be in the vicinity of up to \$10,000.

Jacques Belanger stated because we are altering a system, we need a State approval. Still looking at a second tank.

Dave Stilson asked if there are six employees using the system three times a day. What if the Town wants to add employees?

Jacques Belanger stated that 250 gallons a day is the number that the State has set for guidelines. They don't determine the number of employees, etc.

Dave Stilson asked if we burden this septic system, you said to just open up the side and let it dry out. Can we still run the system while it is drying out? Have we determined the life of the septic system? By adding that much more, will the life of the system be shortened? We will be paying for a new system when it fails.

Jeff Trexler stated that the school put a water flow test in and we had six classrooms added and the flow meter was lower. You are going to find that this will be the case here.

Jon Wiggin noted there will be free standing vent pipes. Where will they be located?

It was noted they will be in the back of the building.

There was considerable discussion about the proposed changes to the existing system.

**OTHER BUSINESS:**

Line Comeau, Town Administrator, brought up the following items for discussion and/or action:

1. **Setting up Voting Booths:**

Suggested the Board of Selectmen find someone interested in setting up the Voting Booths on Monday, prior to Election Day.

2. **Bank Reconciliations are Complete for 2014:**

Prepared for auditor.

3. **Vision Revaluation for 2015 has been started.**

Are doing inspections of properties sold within the last two years.

4. **Leave Request:**

Line Comeau, Town Administrator, submitted a vacation leave request for the period April 27 - May 1, 2015 for 40 hours vacation and 8 hours for her working on Presidents Day.

*Board of Selectmen signed leave request.*

5. **Well at Town Hall:**

Brian Pike reported that he had checked with DES regarding the well at the Town Hall. It does not fit the criteria of a public water supply. However, if the water is being used to make coffee, etc., it falls under the criteria of transient public water supply operating well guidelines that we have to follow. We have to register the well and do quarterly testing. Depending on what the testing shows, we might have to do additional things. Brian has a web link to the registration forms to be completed.

6. **Salary Rates for Employees:**

Brian Pike stated he had prepared salary rates for employee's charts for 2014 and 2015 showing the three steps for all employees.

**Signs on Public Buildings:**

Tom Groleau stated that on Saturday when he was at the Transfer Station, there was a sign on the building. He sent an e-mail to Ted and Brian. It was decided that we don't have any policy regarding signs on public buildings but no one should be hanging anything on public buildings. Sent an e-mail to Tiffany Dodd. Received a telephone call from Tiffany on Saturday evening. They evidently had a meeting Saturday evening. I found out that she had me on a speaker phone unbeknownst to me. I immediately said "This conversation is over".

This request should have been brought to the Board of Selectmen and not individually. This is a sneaky approach and I did not appreciate it. The meeting was posted on "Hot Topics" on the website. Would suggest that all meetings be put on the calendar and not under "Hot Topics".

**MOTION:**

*Tom Groleau made a motion that all meeting notices be posted on the Town Calendar on the Website and not on "Hot Topics". Brian Pike seconded the motion. The motion passed unanimously.*

**MOTION:**

*Brian Pike made a motion that there will be no signs posted on any Town Buildings or any Town Property that the Town physically owns unless approved by the Board of Selectmen. Tom Groleau seconded the motion. The motion passed unanimously.*

**Board Discussion:**

1. Ted Vallieres, Chairman, mentioned a letter from a resident who is looking for a bus stop sign. Jeff Crosby, Road Agent, noted that she had asked a few years ago. Stated he had spoken with Jean Leo, Bus Driver, and they agreed that the bus stop was on top of the hill and the large yellow bus with lights blinking appeared to be sufficient.

*Jeff Crosby will contact her and explain the situation.*

2. Library Trustees are requesting that the monthly Library check from the Town be Direct Deposited into their bank account the first of the month instead of the last. Line Comeau explained that a past Board established a policy that no advance payments be made. This is the reason the check is processed at the end of the month instead of the first of the month.

*Line Comeau, Town Administrator, has contacted the Town Treasurer to set this up.*

3. Library has responded that they are unable to give the Board of Selectmen a printout of the expenditures, etc.

*Line Comeau will contact them again to explain.*

4. Conservation Commission appreciates the Selectmen recommending our Warrant Article.

5. Will Johnson, Recreation Committee, has informed Line Comeau that he will not be able to attend this evening's meeting. Will be in touch with another date.

**LINDA LANDRY, TOWN CLERK:**

Linda Landry, Town Clerk, reported that they were short two Ballot Clerks this year. Recommended that Jo Hendry and William Zeller be appointed as Ballot Clerks.

**MOTION:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen appoint Jo Hendry and William Zeller as Ballot Clerks for the 2014 Elections. Brian Pike seconded the motion. The motion passed unanimously.*

Linda Landry, Town Clerk, reported that after the Ballots were printed, it was brought to her attention there was an error in the term of one of the candidates. The term was printed as one year whereby it should have been three years. The term was for the Town Clerk. She stated due to the fact that it was her mistake; she was willing to pay for the reprinting of the ballots.

*The Board of Selectmen reached a consensus that she would not have to pay for the reprinting of the ballots.*

**JEFF CROSBY, ROAD AGENT:**

Jeff Crosby, Road Agent, stated he remembers over the years, but doesn't know if it is writing that the inside of the school was the responsibility of the school and the outside was the responsibility of the Town. Have noticed over the last three years, that this has become an issue. It started with the previous principal and the secretary. They started with their complaints. They would call when I was plowing the roads. They have become more needy then they used to be. They have more staff. If there is any way to convince the school to take over the snow blowing of the school walkways, it would be better for everyone. Mike Underwood does a good job. There are bushes that stick out and the walkways are not straight. There is melting and refreezing in the morning. There has got to be a level of participation with the school.

**JON WIGGIN, FIRE CHIEF:**

Jon Wiggin, Fire Chief, reported there were two windows which were blocked on the side of the school building. Jeff Crosby went up with the loader and opened them up. My concern is the snow on the roof. It is 12' deep on the steep side. Jeff Crosby went up and took care of the snow around the door. The school had a private landscaper clean under the windows. The snow is still on the roof. Every one of the windows are cleared so you can get out of them. The school needs to hire someone to shovel off the roof. In the past, volunteers shoveled the roof off. You need two means of egress.

Jeff Crosby stated that there have been two instances that he had to take care of the school. When the snow was taken off the roof, and it was on a weekend and it was in front of the doors. The snow then freezes. Had to take an excavator out and Mike Underwood came up. The windows were an issue and everyone was concerned. This is not an every year occurrence. It drifts in there. It was the two entryways by the gym. Went up with the loader. There is a lack of communication. The parking lot is not a problem.

Jon Wiggin, Fire Chief, reported the Fire Department renovations are progressing. The two rooms have been framed and they will be starting to sheet rock. Sheet rock should be done by the end of next week. Electrical is done. There is asbestos 1% in the joint compound. Town employees can remove the sheet rock because they are volunteers. To avoid that someone could make a claim against the Town, the contractor is going to remove and there will be no issue with the Town. It can be deposited in any location.

There were no further comments from the public.

At this point in the meeting, Ted Vallieres, Chairman, stated the Board of Selectmen would be going into a Non-Public Executive Session regarding a request from Patrick Bowne per RSA 91-A:3 (c) at 9:00 p.m.

***MOTION;***

*Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session regarding a request from Patrick Bowne per RSA 91-A:3 (c) at 9:00 p.m. Tom Groleau seconded the motion. The motion passed unanimously with the following Roll Call Vote:*

*Vallieres - Yes  
Pike - Yes  
Groleau - Yes*

*There were no decisions or motions made during the Non-Public Session.*

**The Board of Selectmen's meeting reconvened at 9:11 p.m.**

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

***MOTION:***

***Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 9:12 p.m.  
Tom Groleau 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**