

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, APRIL 9, 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 Brian Pike, Chairman, presiding.

The following were present:

Brian Pike, Chairman
Ted Vallieres, Selectman
Tom Groleau, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Patrick Bowne, Transfer Station Manager
Jo Hendry, Dunbarton Garden Club
Donna Dunn, Dunbarton Garden Club and Historic Awareness Committee
Tom Cusano, President, Dunbarton Garden Club
Fred Mullen, Town Moderator
Judy VanKalken, Tax Collector
Leo Martel, Historic Awareness Committee
Britney Phillips, Dunbarton Garden Club and Complete Land Organics
Jon Wiggin, Fire Department

Members of the Public:

Robert Martel
Pam Sklut
Merton Mann
Les Hammond
Dan Ryan

Brian Pike, Chairman, called the 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 Minutes of Previous Meeting - Thursday, April 2, 2015:

MOTION:

Tom Groleau made a motion to approve the minutes of the Board of Selectmen's Meeting held on Thursday, April 2, 2015 as written. Ted Vallieres seconded the motion. The motion passed unanimously.

DONNA DUNN, DUNBARTON GARDEN CLUB:

Donna Dunn appeared before the Board of Selectmen along with other members of the Dunbarton Garden Club Tom Cusano, President and Jo Hendry. Donna Dunn stated the Garden Club was considering a project for the Town Common but would first like to get the Board of Selectmen's thoughts and permission before going ahead. She immediately turned the explanation over to Tom Cusano, President of the Garden Club.

Tom Cusano stated that the Dunbarton Garden Club was considering a project to improve the lawn on the Town Common. It would be done organically using no chemicals or pesticides. The Garden Club would pay for the organic improvements to the grass on the Common. He asked Britney Phillips of Complete Land Organics to explain the project as follows:

1. Stated she had already done soil testing on the Common and it has been determined that the soil has a very high acidic content which is not conducive to growing grass. This is part of the reason that grass does not grow. In addition, the soil is very sandy which is not conducive to holding moisture.

We would like the PH to be 6.5 or higher. It is 4.9 on the front and west lawn. It is 5 on the south side.

2. First application would include a corrective application of 450 lbs of Hi Cal Turf Pro Lime to balance the acidic pH levels in all soils, application of organic granular fertilizer (8-0-1), and a full over seeding with a fescue/tall fescue seed blend. Tall fescue lawns have been known to only need mowing once a month and require much less water and nutrients to thrive than traditional lawn grasses like Kentucky bluegrass and perennial rye grass.

3. Second application would be an organic liquid customized blend of compost tea, organic fertilizer, biological plant foods containing beneficial micro organisms, micronutrients, trace minerals, and soluble nutrients integral for building better living" soils.

4. Third application would be organic liquid of a customized blend of compost teas, organic fertilizer, and biological plant foods containing beneficial microorganisms, micronutrients, trace minerals, and soluble nutrients integral for building better "living" soils. .

5. Fourth application would be organic liquid application of a customized blend of compost tea, organic fertilizer, and biological plant foods containing beneficial microorganisms, micronutrients, trace minerals, and soluble nutrients integral for building better "living" soils.

6. The cost for the first year would be \$2,800 which would be four applications @ \$700 each.

7. Noted this will be a five year project.

8. Children and pets, etc. can play on the lawn immediately after treatment. There are no chemicals or pesticides used. It is completely harmless. She noted that molasses is one of the ingredients in the treatment.

9. Noted that she has noticed that the Transitions Committee, in conjunction with the UNH Cooperative Extension, is involved in the Town. We will be doing this as a community.

At this point, Tom Cusano, President, Dunbarton Garden Club, stated this would be the Garden Club's project and they would be paying for this if the Board of Selectmen gave the project their blessing.

He noted that this would be able to be worked into any plans for the 250th Celebration.

At this point, Donna Dunn stated she had spoken with Ted Vallieres about his concern about the fact there was not enough green and the Town Common was rather crowded with plants and shrubs, etc. This would be the type of grass that doesn't have to be mowed as often.

Board Discussion:

Ted Vallieres stated he felt it was a Win/Win for the Town and would be in agreement with the Garden Club going forward with the plan.

Tom Groleau asked if the project would include the triangle where the Caleb Stark Statute is located.

It was noted they had not considered that but it could be.

It was also suggested that the grass area in front of the Town Office might also be included in the project.

The Board of Selectmen asked when the project would begin. Britney noted that the first application would be done as soon as the snow is gone.

Tom Groleau stated a concern that because the Garden Club changes officers every few years, at some point the project might not continue. Tom Cusano stated that he felt that the membership of the Garden Club would be interested in continuing this project and this would not be an issue.

Britney stated she would like to meet with the contractor who does the Town Common mowing at some point in the future.

Brian Pike stated he would like the results of the soil testing on the Common to be put in the file.

The following motion was made with regard to the Dunbarton Garden Club Town Common Lawn Treatment:

MOTION;

Tom Groleau made a motion that the Dunbarton Board of Selectmen allow the Dunbarton Garden Club to go forward with the plan for the treatment of the Town Common Lawn as presented this evening. Ted Vallieres seconded the motion. The motion passed unanimously.

JON WIGGIN, FIRE DEPARTMENT:

Replacement Vehicle for Fire Department:

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen and reported that his Command Vehicle did not pass inspection. The frame is rusted out and the cost of repair would exceed the value of the vehicle.

He would like permission to purchase a replacement vehicle at a cost of around \$5,000. Ne stated there is sufficient money in his budget to purchase a vehicle. He has looked around and he should be able to locate a replacement from another Town, etc.

He also stated that there was a new regulation that municipalities could not purchase vehicles through the White Farm. The only way they could obtain a vehicle would be to bid on it at the State Auction.

The Board of Selectmen reached a consensus to authorize Jon Wiggin, Fire Chief, to expend up to \$5,000 for a replacement vehicle for the Fire Department.

Fire Department Renovations:

Jon Wiggin, Fire Chief, reported that the Fire Department Renovation Project was progressing. On Monday, the asbestos company will come in to remove the floor. Will start on Phase II after the asbestos is removed.

He noted there was \$10,000 in the budget for asbestos removal and the cost will be \$11,300. In order to make up the difference in money, there is an option we can consider which is a lower grade cabinet, etc. The lower grade cabinet will hold up just as long. We also could cut some other corners.

Stated that JR Swindlehurst spent two days of volunteering doing the heating and plumbing. We are able to get people to volunteer. Larry Comeau volunteered and did painting. The running of the wiring for the phone is complete. Need additional equipment to meet the current code such as a strobe light in the bathroom.

Will be looking for surplus furniture. Will check with the White Farm in addition to other sources.

GENERAL BUSINESS:

MS-232 Form:

Line Comeau, Town Administrator, presented a copy of the MS-232 for Selectmen's signatures which has to be submitted to DRA in accordance with the requirements.

Board of Selectmen members signed appropriate paperwork.

Cell Tower Public Notice:

Brian Pike, Chairman, read a Public Hearing notice from the Town of Stoddard for a new Cell Tower to be located in Stoddard.

It was noted that the reason that the Town of Dunbarton received this notification is that there is a statute that states all Cell Towers must notice surrounding towns if a new Cell Tower is to be installed.

Notice of Mountain of Demos, Mt. Sunapee:

Hillside United Methodist Church of Goffstown:

Have received a letter as requested from the Hillside United Methodist Church of Goffstown stating that all outside users of their facility must provide proof of insurance. This was relating to the Dunbarton Food Pantry being located in their church.

Notice of White Farm Auction on May 16, 2015:

Received notice of James St. Jean White Farm Auction on May 16, 2015.

Letter of Resignation from Brian Pike, Kuncanowet Committee:

Brian Pike submitted a letter of resignation from the Kuncanowet Committee and recommended that Tom Groleau be the Selectmen's Representative as he would be a better fit for the Committee as Tom is an avid hiker.

Public Notice Received regarding Zoning Board of Adjustment Public Hearing on Monday, April 13, 2015:

It was noted that this was a Public Hearing for a Special Exception for the Dunbarton Congregational Church to operate a Thrift and Gift Shop in the Burchell Realty Office. The Town is an abutter to the property.

Brian Pike, Vacation:

Brian Pike, Chairman, reported that he would not be attending the Planning Board Meeting to be held on Wednesday, April 15 or the Board of Selectmen's Meeting to be held on Thursday, April 16.

Tax Collector:

Received a report from the Tax Collector that the final tax bill was mailed on October 24, 2014.

True North Maintenance Contract:

The Board of Selectmen reviewed Town Counsel's comments with regard to the contract with True North.

After discussion, it was noted the coverage was for maintenance for eight machines, one server, backup, "Cloud", etc.

The Board of Selectmen agreed that this is not a Sole Source as required by the Bid Policy.

Line Comeau, Town Administrator, stated that due to the privacy issues with Town files, etc., she would like to make sure we could continue to work with Jim Michaud, who is a representative of True North. In the past the Town has not had a contract in place for technical services. It was done on a per call basis. The way this maintenance contract is set up is all equipment will be covered on a 24/7 basis along with virus software, fire wall, the "Cloud" backup, etc.

It was noted that we are talking about two different items, one being the Maintenance Contract and the other would be the purchase of replacement equipment including the Server along with other items which we agreed upon at last week's meeting. We agreed that some of the items could be purchased with the Town Credit Card thus eliminating costs of up to \$5,000.

After considerable discussion, the Board of Selectmen reached a consensus that the contract for services for computer equipment should go out to bid.

Purchase of Computer Equipment:

It was noted that at last week's meeting, it had been decided to have the Town purchase the Server and any other necessary Software directly with the Town Credit Card. This will save the Town money by purchasing directly from the manufacturer.

Line Comeau stated that her computer had gone down today and was not operable at this time. Any work that needs to be done at this time would have to be done on an hourly basis, etc. because the contract is not in place at this time.

Jim Michaud will provide an invoice which will reflect the labor and installation of computer equipment purchased by the Town i.e. Server, virus software, etc. Because the service contract is not yet in place, the labor and installation will have to be paid through an invoice.

Suggested Changes to Personnel Policy:

Several changes to the Personnel Policy were proposed. Will be discussed at a later date.

Authority of Others to Sign Contracts on Behalf of the Town:

It was noted for the record that Department Heads are sometimes given authority to sign contracts on behalf of the Town i.e. Patrick Bowne for the Uniform Contract and Fire Chief Wiggan for contracts, along with the Milfoil contract.

At this point in the meeting, the following motion was made relative to the Purchasing Policy:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the revised Purchasing Policy Adopted April 10, 2014. Tom Groleau seconded the motion. The motion passed unanimously.

Board of Selectmen Comments:

Ted Vallieres Comments:

Meeting with School regarding Maintenance at School:

Ted Vallieres reported that he, Tom Groleau, Deb Foster, Rene Ouellet, Owen Harrington, Principal, and a representative of the Bow SAU had met Wednesday, April 8 at the School regarding maintenance items as follows:

<u>Town</u>	<u>School</u>	<u>Maintenance Item</u>
X		Mowing Grass
	X	Snow blowing walkways
X		Maintaining walkways and drainage around school building
Recreation Committee		Cleaning Ball Field
Recreation Committee		Maintaining Port-a-potty
	X	Cleaning gym and/or kitchen (broom clean) after use by Recreation Committee or other group
	X	Scheduling community center
X		Maintaining parking lots
X		Snow Removal
X		Paving
	X	Maintenance of playground
	X	Parking lot basketball hoops - could be lumped with playground equipment
	X	Exterior message sign maintenance would likely be grouped with maintenance of plantings
X		Generator fuel and care
		Note: Agreement between selectmen and school board at the time the warrant article was approved was that school would purchase and install, town would provide fuel and service contract for maintenance.
OKAY		Change kitchen fund to community center fund. Emergency lights not currently working.
	X	Septic systems - pumping tanks, exterior equipment maintenance, cutting back vegetation and trees
	X	Underground Oil Storage Tank
X	X	Utilization of storage rooms - inside by stair and outside the kitchen
	X	Exterior storage sheds (Recreation)
X		Parking lot striping and road signs
Recreation Committee		Be sure ball field maintenance includes bleachers, backstop, equipment, snack shack, etc. (electric power was run from the school to the shack)
X		Snow removal at classroom exit windows - set some reasonable limits as to how much snow is acceptable for emergency egress. Maybe 12" is OK but 24" is not. If town removes

with loader, who monitors conditions and decides when it is required - school or town?
Trash Removal - Communicating with the principal

Jon Wiggin, Fire Chief, asked if the Town has any financial responsibility for the Emergency lighting at the school? The emergency lighting is not working, cages are broken, etc. These lights need to be taken care of.

The Board of Selectmen noted that funds for the repair for the Emergency lighting could come from the \$5,000 Fund.

Fred Mullen asked what happens if the Handicap Push Button doesn't work. Who is responsible?

It was noted that in the past, the inside of the building was the responsibility of the school and the outside was the responsibility of the Town. This was done only on the basis of a "handshake".

Brian Pike Comments:

1. Brian Pike, Chairman, asked Line Comeau, Town Administrator, if she could prepare a spread sheet listing all contracts with the date of expiration, etc. for the Selectmen's review.

2. Brian Pike asked if the Town had a template for contracts similar to what was put together for Jon Wiggin's Fire Renovation. Notice that most of the contracts are only two pages. Need to get a handle on all the contracts which will be coming up.

The Board of Selectmen noted that Jeff Crosby, Road Agent, usually comes in sometime in late April, early May with recommendations as to what contracts he would like renewed, etc.

It was also noted that Jeff Crosby, Road Agent, will be bringing in a schedule of work he will be planning on doing for the season.

Brian Pike suggested the possibility of contacting our legislative representatives regarding any pending legislation that would affect the Town and what their stand would be. The Pole Tax Assessment is one of the upcoming legislation which would affect the Town.

Department Heads Comments:

Jon Wiggin, Fire Chief, asked what the process would be for getting rid of surplus equipment. He has some radio equipment he needs to surplus. Also there is a utility trailer which needs to be gone.

It was suggested that either put the items on Craig's List or E-Bay. It was noted there were several interested parties in the utility trailer.

Patrick Bowne, Transfer Station Manager, noted the following:

1. Regarding disposal of glass, we are not getting any money back on glass. It is costing us money to dispose of it. The only way we can get any money is for clear glass, uncontaminated. If one piece of contamination is detected, the whole load is refused, etc. It is not worth the labor to separate.
2. Facing the possibility of one of our recycling vendors going out of business.
3. The disposal of cardboard and paper is changing. Prices are going down. This is what is coming down the road.
4. Have stopped taking applications for employment for the Transfer Station. Have two applicants which he will be interviewing shortly.

Public Comment:

Leo Martel stated that the Board of Selectmen made a motion to adopt the Purchasing Policy and referred to an incorrect date of April 10, 2014 instead of 2015.

Brian Pike, Chairman, pointed out that this was not an error. The original date of adoption of the Purchasing Policy was in fact April 10, 2014 and the motion was correct.

There being no further business, the Board of Selectmen noted they would be going into a Non-Public Executive Session at the request of the Town Administrator to discuss personnel issues at the Transfer Station.

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91-A-3 (a) at 9:34 p.m. at the request of Line Comeau, Town Administrator. Ted Vallieres seconded the motion. The motion passed unanimously with the following Roll Call Vote:

Vallieres - Yes

Pike - Yes

Groleau - Yes

The Board of Selectmen reconvened their regular meeting at 9:59 p.m.

It was noted that no Decisions or Motions were made during the Non-Public Executive Session.

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

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 10:00 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman