

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday MAY 21, 2015
TOWN OFFICES – 7:00PM**

Present:

Brian Pike, Chairman
Ted Vallieres
Tom Groleau
Line Comeau, Town Administrator and recording secretary

Departments:

Phillip Kimball, Library Trustee
Patrick “Woody” Bowne, Transfer Station Supervisor

Public:

Bob Martel
Mert Mann
Ed Wooten

Brian Pike called the meeting to order at 7:05pm with a full Board present and Town Administrator Line Comeau. Absent is Alison Vallieres our recording secretary so the meeting is being recorded for us tonight.

Brian Pike announced to the public that the Board had just returned from a site walk of Kelsea Road. The walk was conducted to bring Tom up to speed with current situation. Generally, we looked at the roadway, discussed it with the residents at the end of the road.

The consensus was to review the records available to the Board and come up with some questions for the Town Attorney at the next board meeting.

Approval of meeting minutes of May 14th, 2015

Tom Groleau made a motion to accept the meeting minutes of May 14th, 2015 at 7:00pm. Ted Vallieres seconded the motion. The motion passed unanimously.

Pike – Yes

Groleau – Yes

Vallieres – Yes

Brian Pike started the meeting by opening the floor for public comment.

Phil Kimball, Library Trustee

Phil state to the Board that the Trustees met earlier in the month. Stated that the Trustees would be meeting with the Board on June 11th, so only had a few quick items to bring up.

As the Board is well aware of from the letter sent from Andrea Douglas on behalf of the Library Trustees, the follow items are of concern:

- The Trustees would like to take over some space that is now being occupied by the spiral staircase. Would like to convert this area to added space to display the records of the town.
- The Trustees are also requesting an inside lock on the inside of the door should there ever be the need for a future “lockdown”.

Phil wanted to know if the Board had any question regarding the letter.

Tom Groleau stated that the locks in general are valid request of the trustees but would recommend we look at all of the Town buildings.

There was further discussion on the floor regarding the type of lock that would work in all the town buildings.

Phil Kimball questioned if this was a project that the all the buildings should be taken on as one project.

Tom Groleau stated that prior discussion regarding locks on town buildings was possibly looking into a keypad options.

Brian Pike stated that part of the discussion for June 11, is where we stand with the Library and the Town. The laws are specific to the Libraries and Trustees. Where does the library actually stand in the sense of are you the renters or lessee of the bottom floor of the town hall or are you actually owners of the bottom floor of the town hall? We don't have any real knowledge or agreement between the town and the library and would like to work together. We need to know where our boundaries are so where you leave off, we pick up.

Phil Kimball asked what kind of information the Board would like us to bring for the June meeting.

Brian Pike stated that any information you may have as to when you moved over to that building, regarding records, minutes or anything that might help clarify the situation.

Public Comment:

Mert Mann stated that the library move occurred before he was a selectman which would have been prior to 1995. Stated that he didn't recall any lease agreement that was signed with the library.

Stated that any change to the building, the town would have to approve it through the Selectmen.

Brian Pike asked what this is based on.

Ted Vallieres stated he would like to speak on this, had been doing some research on the subject. Found that in 1993 the Library Trustees approached the Board to move from what is currently the town offices over to the town hall. They formed a building space committee. This committee agreed to come up with a plan on how much it would cost to renovate the bottom floor of the town hall for library purposes. They agreed to spend \$90,000 of their funds from the Little Fund. In these minutes they were referred to as low impact tenants. Stated that if there is no such agreement that exist, that they were referred to as low impact tenants.

This was also placed on a warrant to allow the library to move from this location to its current location.

There was further discussion of ownership of town hall building.

Phil Kimball, asked if there was further discussion of the two smoke detectors that are faulty on the second floor.

The consensus of the Board was that they had given permission for the Library to move forward and have the smoke detectors repaired.

Tom Groleau asked what kind of records do the Library Trustees have.

Phil Kimball stated that they are primarily the records of the range, and town reports.

Tom Groleau asked if these records should fall under the jurisdiction of the Town Clerk.

It was noted that these annual reports were duplicate to the town records.

Brian Pike state it had been a while since he had entered into the library. Independently would visit the Library so he could have a better understanding of what the Trustees are asking for.

Tom Groleau stated that it would be helpful if all the departments did a site walk of the town buildings to come up with a punch list of what they felt would require attention.

Further public comment:

Ed Wooten asked the Board where the Town stands regarding the house that burned down.

Line Comeau stated that the letter is still pending, was aware that many of the departments & residents had been served by the insurance company.

The consensus was that the letter would be delivered certified mail.

No further comment from other public people in attendance.

Mail Basket items reviewed for discussion:

Brian Pike read the following:

- Received a letter from one of the two properties that are up for deeding.

Discussion regarding the letter.

Ted Vallieres asked what the individual was asking of the Board. Is this person asking us to hold off from deeding? Not sure how this would make a difference. If someone decides to buy it part of the purchase price would be to pay off any outstanding taxes.

Brian Pike stated that at the last seminar that he attended, the deeding process was explained as the tax collector has two years and a day to present us with the deed. The next step is they have three years for redemption. Unless we want to sell it sooner, the town has to give the prior owners 30 days for redemption.

The consensus of the Board is that the owner still a few weeks to clear this up before it is deeded.

- The letter was read from Andrea Douglas regarding the invitation of the Board to a Library.

It was noted that the Library Trustees are scheduled to meet with the Board on June 11th.

- The Town Administrator's request for a discharge of lien for 67 Twist Hill Road. The consensus of the Board is that they would sign the release with understanding that it not be released until the payment is received and the check clears.
- Reviewed the affidavit of execution of lien in the amount of \$76,248 dollars, plus interest and fees for a total of \$82,631 dollars for the year 2014.
- Reviewed a request for pole attachment with PSNH/Ever Source. Brian asked if anyone had any questions regarding the application. Brian Pike as Chairman signed the application.

Ted Vallieres stated that the 250th committee has purchased flags and bunting to put on the Town Hall Library.

The Board consensus was to go ahead and put up the flags for the 250th celebration.

Ted Vallieres stated that Fred Mullen stopped by the office after putting up the flags for the Veterans. He noticed that a lot of the stones that are flat are over grown with grass. Fred stated that he had asked Wendy Daley if the 4-H club still did community service. Wendy replied yes so I told Fred to have her get in touch with the Cemetery Trustees who meet next Monday June 1st.

Line Comeau was asked to get in touch with Wendy Daley and Fred Mullen to contact the Trustees.

Continuation of mail basket items:

- Read a letter from the Building Department for non-compliant notice to Gary Chicoine for 12 Kelsea Road. The department is looking for permission to contact town attorney should there be no response from the owner.

The consensus of the Board would be if the owner does not contact the Building Department to comply by the end of next week that Steve can contact the town attorney.

- Read an email from Fred Mullen to the Board regarding a recommendation for a future annual report dedication.
- A letter from National Grid stating that there will be vegetation treatment of the rights of way for vegetation management of the power lines.
- A letter from the NRRA regarding membership and attending the next conference.

Woody stated that he will be attending the conference this year on June 8th and 9th.

- The estimated tax warrant. Stated for public information the town picked up an additional 1.5 million in evaluation over last year's assessment which converts to additional revenue for the town.

Line Comeau, Town Administrator presented the following for discussion:

Had to contact Jerry who works on our printers in the town offices to service the Town Clerk's copier/scanner/printer. She was receiving an error to replace the drum. The cost to the town for this part with labor was \$238 dollars. Later in the day Linda made a few copies and noticed that the ink was smudging over the document which is part of the fusing process. Jerry returned to look at the copier and determined the fixing assembly needed to be replaced as well. This was priced out at \$414. plus one half hour for labor. The copier originally cost the town approximately \$650 dollars when purchased new.

I did get prices on new printers which ranged between \$724 to \$1,165 each would come with a starter cartridge plus a full size ink cartridge.

Tom Groleau asked from the technology perspective have we looked into compatible copiers throughout the town office.

There was further discussion regarding the type of copier recommendation.

It was noted that the tax collector currently has the same model as the town clerk's so the drum could be kept for parts to replace in the tax collector's office.

The consensus of the Board was to research purchasing a new copier rather than repair the existing under the guidelines of the bid policy to get telephone quotes.

Brian Pike recommended we look into the State website to see what they have available.

Tom Groleau recommended trying CDW-G website because they have government pricing.

Ted Vallieres asked if the quote that Line got, was for a vendor that is local and installs. Not sure if it's worth searching outside sources that will require additional work if we are getting the required quotes.

Line Comeau informed the Board that she had attending a Department of Labor seminar on Monday. Stated that a lot of what was discussed is currently being practiced. A few items that came up that will be looked at are:

1. Time sheets. The D.O.L requires that we show time in and out along with the required breaks or meal period. If the employee works greater than five hours, the time sheet needs to show proof that we are providing an employee with the required breaks by the labor laws.
2. The second item that I will be looking into is the payment of wage due to an employee. The law states that wages must be paid within eight days after the expiration of the week in which the work is performed.

It is not clear for elected officials and/or employees paid by stipend. Line will be contacting the D.O.L. for clarification regarding this.

The seminar also included a CD which includes all of the labor board poster requirements and form templates.

Brian Pike asked if it would be worth looking into a time clock rather than update the time sheet.

Ted Vallieres stated that the time clocks are available at Sam's Club.

Line Comeau stated that she was hoping to be able to work on the RFP for the Library Roof.

Brian Pike mention contacting the architect that worked with the Town Hall Theatre Restoration.

Tom Groleau stated that if we paid for some of the information we should try to utilize what we have rather than reinvent the whole process.

Brian Pike presented the Board with his notes from the past Officials Workshop that he attended on May 15th, 2015. (Attached)

- Reminded the Board to mark their calendar for the next 2015 Budget and Finance workshop being held on Tuesday September 15th at the Puritan in Manchester or on Thursday September 24th in Hotel in Bartlett.

Brian & Tom are interested in signing up for this workshop.

- The new edition of Hard Road to Travel is coming out in the fall.
- Conference for the Office of Energy of Planning
- Annual conference for NHMA scheduled for November 19th and 20th

Brian Pike stated at his conference, he asked the question regarding Face Book and the liability of Face Book. They do not have a position on Face Book as an association. The two lawyers that were there were of the opinion that you are probably better off without it rather than with it. Because they don't have an opinion on it and there is a liability associated with having it if no one is controlling it.

Brian Pike It was recommend we have a policy for the use of the name of the town. As part of the policy for committees and departments they have to get permission from the Selectmen to use the name for any social media.

Tom Groleau stated that there are currently a lot of committees that have established face books. Stated the search through the government websites that everyone has it.

Brian Pike stated that there is a matter of risk that the town has to be prepared to work with. We should probably give this subject a little bit of thought and how to handle this.

Tom Groleau stated that this is part of what he is hearing through the communications committee.

Tom Groleau stated that this along with the website should be things that we are looking into.

Ted Vallieres stated that we are paying Dan Troy \$90 dollars per month to maintain the website and to post all the notice on the website. After we appointed the committee, for a while it was maintained by one selectman plus the town clerk were doing all of the posting. Eventually we had the town administrator posting the meeting minutes and notices. What I am hearing now is that the website is not user friendly and very time consuming. Would like to know why we are still paying Dan the \$90 dollars a month if he isn't involved with any type of maintenance of the website.

Brian Pike asked if we were in a contract with Dan.

Tom Groleau state that through the technology committee we would like to invite Dan to our committee meeting to work things out.

Tom stated the next meeting for the technology is on June 4th, would like to talk to Dan for a redesign to make it easier for users and viewers.

Spoke to Nancy Lang earlier, she stated that she is the support for the Library webpage. Stated that any posting take minutes.

Brian Pike stated that these are things that we will have to look into for a policy.

Brian also reconfirmed that the Selectmen can set the financial program of the entire town. It is part of our prudential management. Regardless if you are elected, appointed or an employee.

Tom stated he get some info on a company called world pay, would follow up with a call to them.

Brian Pike stated that at last night's Planning Board meeting it was decided that the Highway Safety committee should be reviewing the site plan of the church.

Brian asked that the Town Administrator schedule a meeting with all the members of the committee.

Tom Groleau asked the Board what the policy is on changing a yield sign back to a stop sign.

Brian stated that he could put his concern in writing so it could be discussed at a Highway Safety Committee.

Brian Pike asked the question of the Board if there was ever any consideration to sell some of the town property that the town currently owns? The town owns quite a lot of properties.

The consensus was that the Board would have to get a list of town properties to determine what we own. We will also have to research if the town has adopted the RSA that allows the Board to sell property without going through town warrant.

Town Administrator will contact the Committees to get their list of managed properties.

Tom Groleau had a few items for discussion:

- The GSC is scheduled to meet with the Board on June 11th.
- The school Board is looking to meet with the Selectmen again.

Tom will be in touch with the School Board for a date and time to communicate to Ted.

- Penney Fence will be installing the fence post over the weekend

Ted Vallieres stated that because he was not present at the Board meeting discussing the RFP for IT services. Would like to know if this was posted in two public places.

Line Comeau stated that she had posted in the newspaper, website and the NHMA website.

Ted Vallieres brought up his concerns regarding Face Book. It was mentioned earlier that there is a liability to the town. You found out that there is a liability to the town. Someone could sue someone for posting something on this face book and right away a lawyer would piggyback on this law suit because we provided the platform. I don't think we should put this off for another week that it should be addressed. Until we can formulate a policy, I think we should stop anyone that is associated with the town from having a face book page.

Tom Groleau asked the question on how we want to identify all the folks that have one currently and stop those who might have one in the future.

Ted Vallieres stated a letter could be sent out to every committee, every department, everyone who is formerly associated with the town.

Tom Groleau asked for example the Theatre Restoration Committee who has a Face Book but also has a blog page. This goes beyond Face Book this would affect all social media.

Ted Vallieres stated he was aware of how Face Book worked but was not aware of how the others work.

Would recommend that we seek advice from our town counsel.

Tom Groleau had concerns on policing people using the name of Dunbarton. There are many committee that use the community name only. Perhaps what we need is a disclaimer.

Brian Pike state he understood Ted's concerns but feel we need to research this thoroughly to make sure we cover all kinds of social media. We want to make sure it is fair, the reason for not making a blanket decision tonight.

The consensus was to seek advice from town council for guidance in use of social media. To come up with a policy and have the committees and officials sign off on the policy. The policy should include examples like Face Book, Twitter, LinkedIn, World Press, are just a few.

Contact the town attorney for advice on how to avoid a liability of the town. What can the town put in place to control and/or monitor.

Asked the Administrator to draft up and email for the Board to review and add comments.

Public Comment:

Bob Martel asked the question of the Board. There are some private groups like the Garden Club and the Historical Society. Does this bring the town into a liability because they have an extension of the website? If they are on a town website if they have a disclaimer that states that they are not associated with the town government would this allow them to continue to be an extension of the town website?

Ted makes a good point where we don't want to get the town in a situation.

Brian Pike stated that we would ask the town attorney on their best defense strategy for the town with regard to this topic.

Patrick "Woody" Bowne informed the Board that the he was able to burn some of the brush on Tuesday. It did not take care of all of the brush but will give us some room to push up what is left. I don't think it is a good idea at this time to try to chip what is left. The amount of time it would take doesn't make sense.

The Board thanked Woody for the update and asked him to keep them informed.

There being no further business. Tom Groleau made the motion to adjourn,

Ted Vallieres seconded the motion. The motion passed unanimously.

Pike – Yes

Vallieres – Yes

Groleau – Yes

The meeting adjourned at 9:50pm

Respectfully submitted,

Line Comeau, recording secretary

Brian Pike, Chairman

Ted Vallieres

Tom Groleau