

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, MAY 28, 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  
Jeff Crosby, Road Agent  
Dan Sklut, Police Chief  
Ken Swayze, Chairman, Planning Board  
Scott Kohn, Technology Committee

**Members of the Public:**

Don Larsen  
Pam Sklut

It was noted for the record that Video Taping of the meeting was done by Don Larsen.

Brian Pike, Chairman, called the meeting to order at 7:04 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, May 21, 2015:**

***MOTION:***

*Tom Groleau made a motion to approve the minutes as written of the Board of Selectmen's Meeting held on Thursday, May 21, 2015. Ted Vallieres seconded the motion. The motion passed unanimously.*

**Public Comment:**

**Selectmen's Mail Box:**

Brian Pike, Chairman, noted a message from Sharon St. Amand regarding her concerns about damage done to their property by snow plowing at the corner of Barnard Hill Road

and Mansion Road across from Chuck Williamson's. They have asked that the Board of Selectmen look at the situation.

Brian Pike stated he had looked at the area and noted that he felt this was normal wear and tear from snow plowing, etc. It does not appear to be that bad. In addition, it appeared to be in the state right of way.

Jeff Crosby, Road Agent, stated when the first call was received, he went down to look at the corner. Did not see any problems at that time.

It was noted that the road width of Mansion Road was 49.5 feet, a three rod road. This would mean that the right of way extends 11 feet from the edge of the road on either side.

*The Board of Selectmen reached a consensus that they will respond with a letter to the homeowner after they determine the width of the right of way with Department of Transportation.*

**Zoning Board of Adjustment Alternate - James Soucy:**

Brian Pike read an e-mail from Stephen Laurin regarding a possible candidate for the Alternate position on the Zoning Board of Adjustment. It was noted that John Trottier, Chairman, Zoning Board of Adjustment was in agreement with James Soucy becoming an Alternate on the Zoning Board.

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen appoint James Soucy as an Alternate to the Zoning Board of Adjustment with a term ending on March 31, 2017. Ted Vallieres seconded the motion. The motion passed unanimously.*

**Report of Sales from State Auction at White Farm:**

Reported that the 1997 Ford Explorer from the Fire Department sold for \$2,500, and the Utility trailer sold for \$600. The net proceeds to the Town was \$2,425 after 3% was taken.

**Cemetery Trustees:**

Tom Groleau, Cemetery Trustee, reported that Penney Fence Company has put in the posts for the gates at the Pages Corner Cemetery and will do the rest shortly. At Monday, June 1 meeting of Cemetery Trustees will bring up an issue with the Center Cemetery regarding a dirt pile, etc.

Don Larsen asked what the need was for a gate at the Pages Corner Cemetery. Tom Groleau noted that in the winter, people still go in there and the ground is wet. Causes problems with mud, etc. Need to close the Cemetery during the winter season.

On May 9, the Cemetery Trustees did a walk-through of the Cemeteries. Will be meeting with Keith Racines regarding possible repairs to the stones in the cemeteries. There are broken and damaged stones from this past winter.

Don Larsen asked about the Warrant Article passed at last Town Meeting for \$20,000. It was noted that this is a non-lapsing account which will be used.

**7:30 p.m. - RFP - IT Services:**

It was noted for the record that two bids were received from the following vendors:

**RMON Networks, Inc.  
166 Plaistow Road, Suite 101  
Plaistow NH 03865**

**True North Networks LLC  
Suite 104  
Keene NH 03431**

There was a third vendor that did not get his bid within the time frame of the RFP as follows:

**IT Secure  
27 Lowell Street Suite 502  
Manchester NH 03101**

Bids were opened as follows:

**RMON Networks, Inc.**

<b>USERS</b>	<b>550.00</b>
<b>EQUIPMENT MAN.</b>	<b>200.00</b>
<b>SERVICES</b>	<b>340.00</b>
<b>SOFTWARE</b>	<b><u>100.00</u></b>

**TOTAL MONTHLY            \$1,190.00**

**\$1,190 X 12 = 14,280.00**

**SUPPORT/OUTSIDE SCOPE**

<b>M-F 8:30 - 5 pm</b>	<b>125.00</b>
<b>Outside Business Hours</b>	<b>187.00</b>
<b>Holidays</b>	<b>250.00</b>

**True North Networks LLC**

<b>USERS</b>	<b>792.00</b>
<b>EQUIPMENT MAN.</b>	<b>189.00</b>
<b>SERVICES (INCLUDED ABOVE)</b>	
<b>SOFTWARE</b>	<b><u>174.00</u></b>

**TOTAL MONTHLY            \$1,155.00**

**\$1,155 X 12 = \$13,860**

**SUPPORT/OUTSIDE SCOPE**

<b>M-F 8:30-5pm</b>	<b>125.00</b>
<b>Outside Business Hours</b>	<b>175.00</b>
<b>Holidays</b>	<b>225.00</b>

It was noted that the total price for the year for True North Networks was \$420.00 less than RMON Networks. In addition, Support/Outside Scope was also less per hour for True North Networks.

**Comments as follows:**

1. Question re mileage. Noted there is no mileage charged for either bidder.
2. Is there any baseline for costs in the past. Noted that in the past, was done mostly on an emergency basis. Estimated cost for tech support last year was between \$7,000 - \$10,000/year. Will be new equipment.

3. **Question regarding whether this includes Transfer Station computer also. It was noted Transfer Station was included in the bid.**
4. **Question regarding pricing for storage. Will there be enough storage? It was noted if we need additional storage, we can add it @ .50 GB.**

**Ted Vallieres noted that the bid proposal submitted by RMON Networks on page 4, listed the Town of New Boston instead of Dunbarton.**

**Tom Groleau suggested checking references before making a final decision. In addition, he asked Scott Kuhn, Technology Committee, for his thoughts on the bids.**

**Ted Vallieres noted that the Town of Dunbarton has been served well by True North/Jim Michaud for six years with no problems. He has been responsive in all situations and has done a good job for the Town of Dunbarton. Would suggest going with True North.**

**It was noted that the next Board of Selectmen's Meeting will not be until, Thursday, June 11, 2015 in the event that the Board does not make a decision this evening. Do we want to wait that long to make a decision?**

**Dan Sklut, Police Chief, commented that the Town has received a good bid from a known entity.**

**After discussion, the following motion was made:**

***MOTION:***

***Brian Pike made a motion that the Dunbarton Board of Selectmen accept True North Networks bid proposal contingent upon positive reference checks. Tom Groleau seconded the motion. The motion passed unanimously.***

**There was no further public comment.**

**Draft RFP - Town Hall Roof Repair and Replacement:**

**Line Comeau, Town Administrator, presented a draft copy of a proposed RFP for the Town Hall Roof Repair and Replacement. She reported that she had also included information from Jeff Trexler, Engineer, from his engineering report of the roof for the Town Hall Theatre Restoration Committee. She noted this was the first draft of this RFP and the Board of Selectmen could review it for changes.**

**Noted that we will need to have a Public Hearing regarding what type of roof to go with.**

***The Board of Selectmen advised Line Comeau to get in touch with Jeff Trexler to make sure it was alright with him to use parts of his engineering report in the RFP.***

**Kelsea Road Discussion:**

**Line Comeau, Town Administrator, gave the Board of Selectmen background information on Kelsea Road consisting of information regarding the location of the Timothy Johnson's home (Mike Guiney) home prior to it being burned in 1925.**

It was noted that the Board of Selectmen should get this matter resolved as soon as possible in order to provide a turn-around for the plow truck come this next winter. Mike Guiney has stated that he will not allow the Town snow plow to turn around in front of his barn after May 1, 2015.

Ted Vallieres stated that Mike Guiney had said he would get in touch with his surveyor and have him record the plan at the Merrimack County Registry of Deeds that shows Kelsea Road going by his home. Once this plan is recorded, the Board of Selectmen should ask Mike Guiney for a deeded easement to the Town of Dunbarton to allow a turn-around in front of his house.

Jeff Crosby, Road Agent, noted that he would request that the turn-around be 50' wide by 100' long. This would allow plenty of room for a snow plow to turn around, allow for emergency vehicles and also put snow, etc.

*The Board of Selectmen agreed to wait until the surveyor records the plan at the Merrimack County Registry of Deeds before proceeding with Town Counsel.*

#### **OTHER BUSINESS:**

##### **Tax Bills:**

Line Comeau, Town Administrator, reported that tax bills will be going out tomorrow morning. Taxes will be due on July 1.

##### **Website:**

Tom Groleau asked what the status was for Dan Troy, Website Manager. It was noted that it was suggested that he attend a Board of Selectmen's meeting.

##### **Technology Committee:**

Tom Groleau reported that the Technology Committee was still looking into the possibility of paying fees on line, etc. He noted that the Town Treasurer had suggested that Citizens Bank could also provide this service.

He reported that he had spoken with representatives of Citizens Bank, Value Payments, and World Pay regarding this service. After spending considerable time on the phone, it was determined that they would not be able to provide this service to the Town for e-registrations and dog licenses but can do taxes. There would be a flat fee of \$3.95 per tax bill. Will be going back to talk with Interware.

##### **Facebook:**

Ted Vallieres brought up the subject of Facebook accounts for Town Departments, etc. He noted that Brian Pike had recently attended a Seminar and asked the question about the Town's liability for Facebook accounts. The two people putting on the Seminar both strongly advised against Towns having Facebook accounts unless they were closely monitored. They suggested that a policy be put together regarding using the Town of Dunbarton's name, etc.

**Steel Door - Police Department:**

Dan Sklut, Police Chief, asked what the status was for the steel door he had requested for the Police Department's Secretary. It was going to be done during the Fire Department Renovations. Brian Pike noted that it was determined during the budget process that it could not be included within the Fire Department Warrant Article for the Renovation. The only thing that happened was that it went out for a quote but was not funded within the Warrant Article.

**Christopher Remillard, Course Reimbursement:**

Dan Sklut, Police Chief, reported that Christopher Remillard had been reimbursed for two courses this year for his Master's Degree. He is requesting reimbursement for a third course which he will be taking this year.

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 9:20 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