

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, June 11, 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
Scott Kuhn, Technology Committee
Brett St. Clair, Conservation Commission
Jon Wiggin, Fire Chief
Andrea Douglas, Librarian
Phil Kimball, Library Trustee
Colleen Madden, Library Trustee
Katie McDonald, Library Trustee
Martha Wilson, Library Trustee
Judy VanKalken, Tax Collector

Members of the Public:

Mert Mann
David Stilson
Ed Wootten
Donna Dunn
Norman Roberge
Theresa Roseburg, Legal Representative for GSC
Christopher Rand, GSC
Fran Hill

It was noted for the record that Video Taping of the meeting was done by Bob Martel.

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, May 28, 2015:

MOTION:

Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting held on Thursday, May 28, 2015. Tom Groleau seconded the motion. The motion passed unanimously.

BRETT ST. CLAIR, CONSERVATION COMMISSION, SCHUMACHER EASEMENT:

Schumacher Easement:

Brett St. Clair appeared before the Board of Selectmen to make them aware of a situation with the Schumacher Easement. He reported the Conservation Commission had been approached by a potential buyer of the Schumacher property which has a conservation easement on it put on in 1985. The property is located right where Little Lane is near the Goffstown Town Line.

1. The potential buyer of the property wants to build an indoor riding arena and horse barn which will be 230' long. The easement says something to the effect that it protects the public views and not interfere with the view. It allows for agricultural building, forestry, etc. but limits other types of buildings on the property.
2. The potential buyer staked out the riding arena.
3. Had a meeting of the Conservation Commission and they voted 4-3 in favor of the concept to say that it would fall within the realm of the conservation easement.
4. The Society for the Protection of New Hampshire Forests SPNHF has an interest in this easement. They ruled that it would be in violation of the easement. This building would definitely be visible from the road. Met with SPNHF yesterday.
5. May end up going to the Attorney General's Office to get this resolved. Don't feel we would need an attorney.
6. Just wanted to keep the Board of Selectmen aware of this situation.

Dumping at Kimball Pond Area:

Reported that there has been more dumping at the Kimball Pond area. Someone has dumped shingles.

1. Are in the process of getting in touch with the residents of Rangeway Road who agreed to help clean up the area when dumping occurred. They agreed to this at Town Meeting 2015.
2. This cleanup is scheduled for the second Tuesday in July.
3. Do we have a policy on dumping on Town Property? Will check with the Police Chief.

LIBRARY TRUSTEES RE CONSTRUCTION AT LIBRARY:

Phil Kimball, Colleen Madden, Katie McDonald and Martha Wilson, Library Trustees, plus Andrea Douglas, Librarian, met with the Board of Selectmen to discuss a proposed construction project at the Library as follows:

1. The Library would like to remove the corner staircase to the upstairs behind the audio books. This would allow for more room for shelf space and we could display local history collection, and town reports, etc. This could tie in with the 250th Anniversary.
2. The cost would be incurred by the Library through the Little Fund and volunteer labor. It would not cost the Town anything.
3. It was noted that Brian Pike had looked at the area this past week. Stated the biggest concern was the structural integrity of the building. Need to make sure the stairwell is sealed off in the upstairs.

After discussion that the structural integrity of the building would not be compromised by this construction, the following motion was made:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen allow the Library Trustees to open up the southern stairway and create a place to display town artifacts. Brian Pike seconded the motion. The motion passed unanimously.

Maintenance Agreement between the Town and the Library:

The Board of Selectmen asked if the Library Trustees were aware of any agreement between the Town and the Library regarding maintenance, etc. At this point, there is no written agreement between the Town and the Library.

1. Andrea Douglas, Librarian, presented a list of maintenance items prepared by the Library in October 2005. In addition, the Library presented a list of maintenance items currently done by Library staff and custodian along with maintenance requiring town action and a building project list as of May 2015. (attached)

3. Andrea Douglas stated there was always a concern that the double doors in front of the Library were not shoveled in the winter in the event of an emergency, etc. This walkway should be kept open.

3. The Board of Selectmen noted that Ted Vallieres and Tom Groleau were in the process of working on a written MOA with the School regarding maintenance. Would suggest that the Board of Selectmen also work with the Library Trustees regarding a written MOA with the Library for maintenance.

4. The Board of Selectmen will form a sub-committee such as the one for the school MOA to develop an agreement between the Town and the Library. Line Comeau will be contact person for setting up meetings, etc.

4. With regard to having a lock on the front door in the event of a "lock down", it doesn't make sense to do one and not the others, and we just can't put a dead bolt on the doors. The BOS will be reviewing options for the town buildings.

CHRISTOPHER RAND, GSC FRANCHISE AGREEMENT:

Christopher Rand, GSC, and Theresa Rosenberg, Legal Counsel for GSC, appeared before the Board of Selectmen to discuss the possibility of the Town of Dunbarton accepting a franchise agreement to allow Granite State Communications to offer video service to the residents of Dunbarton. This agreement was for seven years.

Christopher Rand explained the service and noted that Dunbarton would be receiving a percentage between 3 - 4% under the terms of the franchise.

The Board of Selectmen explained that last time the franchise agreement was presented to them, there was a clause that stated that any other company could not offer a similar service with a greater percentage to the town, etc. This is the reason they were not in favor of the agreement at that time.

Chris Rand noted there are provisions that would allow you to go back and re-negotiate if this was the case. In addition, the attorney for GSC noted there was a renegotiation clause in the franchise agreement. This would allow other companies to offer a greater % to the Town, etc.

Tom Groleau reported that both Chris Rand and Teresa Rosenberg had attended a recent meeting of the Technology Committee regarding this franchise agreement details.

Ted Vallieres noted that if another cable company wants to come in with like communication, according to this agreement, we can't give them more favorable treatment than GCS. This is how much we will pay the Town so it seems this is restricting us as to what we can allow.

The Board of Selectmen reached a consensus that before they agreed to anything, they would send this agreement to Town Counsel for comments.

It was noted for the record, that David Nault was scheduled to appear before the Board of Selectmen but did not show up.

LINE COMEAU, TOWN ADMINISTRATOR, GENERAL TOWN BUSINESS:

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

1. Dunbarton Elementary School is requesting the Town of Dunbarton to waive the Building Permit fee for the bathroom construction at the school.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the waiving of the Building Permit fee for the Dunbarton Elementary School for the construction of the bathrooms at the school. Tom Groleau seconded the motion. The motion passed unanimously.

JON WIGGIN, FIRE CHIEF, RE 911 MAPPING:

Jon Wiggin, Fire Chief, reported that the 911 mapping for the Town is completed. All issues have been corrected and reviewed again. Requesting that the Board of Selectmen accept the 911 mapping so the data base can be put into the system. The next step is ten pages of recommendations.

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen accept Phase I of the 911 mapping and addresses. Ted Vallieres seconded the motion. The motion passed unanimously.

At this point in the meeting, Brian Pike, Chairman, went through the Selectmen's mail as follows:

John Stark Scenic Byway signs:

The public present was polled as to what sign they would prefer for the John Stark Scenic Byway. The vote ended up as follows:

- #1 - 7 votes
- #2 - 14 votes
- #3 - 4 votes

Application for Vacation Leave from Line Comeau, Town Administrator:

Line Comeau requested Vacation Leave for 40 hours for the week of July 6 - 10, 2015.

Brian Pike noted he would also be on Annual Leave this week but would be in Town.

The Board of Selectmen reached a consensus to approve the leave from Line Comeau as requested.

Technology Committee:

Tom Groleau reported that the Technology Committee met last week, Thursday, June 4, regarding Interware and equipment needed to support printing checks using E-Reg and other on-line services offered through BMSI and Interware. A special check stock is needed. The stock is purchased from BMSI/Interware. The printer for the Town Clerk's Office must be a Laser printer. Special ink is needed to print checks. MICR ink must be available to the selected printer. The Town Clerk will need to be able to change ink cartridges easily from standard ink to MICR ink. Will start with E-reg first. At this point, we are not going to move into credit card payments. At this point, this does not involve the Town Treasurer. Funds go right from Linda to the bank. Will be drafting up a communication to all stake holders but will have to wait until after next week.

Financial Statements from Auditors:

Board of Selectmen reviewed Financial Statements.

Department of Labor Forms regarding Rates of Pay for Employees:

Line Comeau presented a draft of a Department of Labor form for rates of pay for employees to sign off on. This will be put in the employees Personnel File. Will be given to employees along with a copy of the Personnel Handbook. Will be updated each time a pay raise is given, etc.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept the Department of Labor rate of pay form for employees as presented this evening. Tom Groleau seconded the motion. The motion passed unanimously.

Letter from John Rettig:

Correspondence received from John Rettig, Mark Rettig's father, regarding the status of the property which was burned. He reported that it is still in the hands of the insurance company and cannot be taken down. Plans to come to the Board of Selectmen's meeting on Thursday, June 25, 2015 to bring the Board up to date. Hope to have more information at that time.

Request from Theatre KAPOW to use the Upper Town Hall:

Received a request from Theatre KAPOW to use the Upper Town Hall space for a Workshop for 15 people.

The Dunbarton Board of Selectmen reached a consensus that since the upstairs of the building is not in use by anyone, we cannot allow people from the outside to use it.

KAPOW Theatre Group:

Tom Groleau reported that he had found out that a group of the KAPOW Theatre will be coming to Dunbarton at the Koerber's on the week of July 12 - 18, 2015 for a 2015 Summer Retreat. They will be using the Koerber's barn. It is noted that there will be roadside parking on Route 13. Asked if there were any permits required for this use. Fees are being charged. Will check with the Planning and Zoning Department.

Town Clerk's Hours:

Tom Groleau noted that the Dunbarton Website lists Town Clerk will be closed on June 24 and 25, and on June 30 will be closed between the hours of 11:45 am - 1:15 p.m. for training.

Bonding of Employees:

Reported that the Town's property liability insurance bonds all employees who handle monies up to \$500,000.

Communication from John Trottier, Chairman, Zoning Board of Adjustment:

Communication received from John Trottier, Chairman, Zoning Board of Adjustment, regarding the Board of Selectmen appointing John Herlihy as an Alternate to the Dunbarton Zoning Board of Adjustment. Based on John Trottier's recommendation, the following motion was made:

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen appoint John Herlihy as an Alternate to the Zoning Board of Adjustment for a two year term ending in March 2017. Ted Vallieres seconded the motion. The motion passed unanimously.

Pole Placement for Flags for 250th:

The buntings are up on the Town Buildings thanks to the Dunbarton Fire Department. In addition, the Dunbarton Telephone Company will be putting up the pole attachments for the town and American flags throughout the center of Town in honor of the 250th Celebration. It was noted the hardware for the flags will remain on the poles for the future. The permit is for six months.

It was suggested that the Town plan to have photography of the Town Buildings with all the banners, etc. Should contact Goffstown News, etc. It was also suggested that Mike Hanson, Photographer, might be able to take pictures for posterity.

Memo Received Regarding FMLA Leave:

MOU between the Board of Selectmen and the School Board:

Noted that the Board of Selectmen need to contact the Recreation Committee regarding the MOU with the School and the Town because there are items in it that relate to the Recreation Committee.

It was noted that the only item that was up in the air at this point is the trash removal from the school. Ted Vallieres will be contacting T & J regarding trash removal at the school.

Patrick Bowne explained the history for the trash removal at the school.

Investment Policies:

Board of Selectmen received copies of four different investment policies for review.

RFP for Town Hall Roof:

Line Comeau presented Draft #2 of the RFP for the Town Hall roof. She included excerpts from Jeff Trexler's engineering report of the Town Hall roof. Board will review the draft RFP.

Bob Martel was asked to find out about different grades of materials for roofing and slate to be included within the RFP.

Public Comment:

None

At this point in the meeting, it was announced that the Board of Selectmen would be going into two Non-Public Sessions as follows:

At the request of the Tax Collector per RSA 91: A-3 (c)
At the request of the Town Administrator per RSA 91: A-3 (a)

A motion was made as follows:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session at 9:30 p.m. in accordance with RSA 91: A-3 (c) to meet with the Tax Collector. Tom Groleau seconded the motion. The motion passed unanimously with the following Roll Call vote:

*Pike - Yes
Vallieres - Yes
Groleau - Yes*

The regular meeting reconvened at 9:55 p.m.

A motion was made as follows:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session at 9:56 p.m. in accordance with RSA 91A-3 (a) to meet with the Town Administrator. Ted Vallieres seconded the motion. The motion passed unanimously with the following Roll Call vote:

*Pike - Yes
Vallieres - Yes
Groleau - Yes*

The regular meeting reconvened at 10:15 p.m.

There being no further business, the meeting adjourned with the following motion:

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen's meeting adjourn at 10:15 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman