

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, JUNE 25, 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  
Leo Martel, Historic Awareness Committee  
Margaret Watkins, Conservation Commission  
Brett St. Clair, Conservation Commission Chairman  
Dan Sklut, Police Chief  
Christopher Remillard, Police Sergeant

**Members of the Public:**

Bob Martel  
Mert Mann  
Ed Wootten  
Don Larsen  
Lynn Aramini  
Judy Stone  
Beth McGuinn, Five Rivers

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 7:07 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, June 11, 2015:**

***MOTION:***

*Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting held on Thursday, June 11, 2015. Tom Groleau seconded the motion. The motion passed unanimously.*

**Approval of Minutes of Non-Public Meeting of Thursday, June 11, 2015 starting at 9:30 p.m.:**

***MOTION:***

*Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting Non-Public held on June 11, 2015 starting at 9:30 p.m. Tom Groleau seconded the motion. The motion passed unanimously.*

**Approval of Minutes of Non-Public Meeting of Thursday, June 11, 2015 starting at 9:56 p.m.**

**MOTION:**

*Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting held on Thursday, June 11, 2015 starting at 9:56 p.m. Brian Pike seconded the motion. The motion passed unanimously.*

**Mark Rettig & John Rettig: 18 Jean Drive Property:**

At this point in the meeting, Brian Pike, Chairman, reported that the Mark Rettig and John Rettig, 18 Jean Drive property discussion was taken off the agenda due to the fact that Mark Rettig has signed a Purchase and Sales Agreement on June 25, 2015 for the Rettig property. He requested not to attend this meeting. It is expected that the new owner of the property will clean it up and a new house will be built on the property within a short time. This will resolve the issues that the abutters were concerned with regarding the burned building. The residents of Jean Drive asked if the abutters would be notified of any building permit, etc.

It was noted that the owner has to conform to the Zoning Ordinance with regard to rebuilding the home. The property currently has an existing well, existing septic system and foundation. If the new owner comes in with a design that meets the Building Code, he will be given a Building Permit. The abutters would be only notified in the event he could not stay within the required setbacks and needed a Variance.

Lynn Aramini stated that the insurance company had requested that some of the abutters do depositions. It was noted that this has nothing to do with the Town.

**Appointment Paperwork for John Herlihy, Alternate, Zoning Board of Adjustment:**

The Board of Selectmen signed Appointment paperwork for John Herlihy, Alternate, Zoning Board of Adjustment.

**Mark and Sharon Amand, Barnard Hill Road:**

Line Comeau, Town Administrator, reported that Mrs. Amand had called and noted she would not be attending this evening's meeting. She noted that she had contacted the State Department of Transportation (DOT) and they had determined that the State Right of Way should be measured 25 feet from the centerline of the road. They feel the road width is 50 feet because it was never a State highway. She has placed rocks at the 25 foot mark on her property.

It was noted that Jeff Crosby, Road Agent, felt this road was probably 66 feet wide and the right of way should be measured 33 feet from the centerline of the road. The Board of Selectmen noted there is nothing on file regarding the right of way width. It evidently was set up during the Everett Dam/Clough State Park Flood Control Project when the State took over the summer maintenance of the road.

*It was reported that Jeff Crosby, Road Agent, and the Amand's are trying to work this situation out.*

**Board of Selectmen's Mail Box:**

At this point in the meeting, Brian Pike, Chairman, went through the Board of Selectmen's Mail Box as follows:

1. Board of Selectmen signed bank reconciliation for January and February 2015.

2. Memo from Police Chief Dan Sklut regarding radio replacement. Is in the process of replacing the police radios. After checking, it was determined that part of the problem was the antennae connection was loose, etc. Radio parts for the existing radios are now obsolete. The radios are being replaced with digital. Motorola does not supply parts any more.

3. Communication from FEMA regarding mapping Merrimack Valley Watershed. Meetings are scheduled for Tuesday, July 7 in Manchester at 10:00 a.m. and Tuesday, July 7 at 2:00 p.m. at the NH Department of Environmental Services Auditorium (DES) , and at Haverhill, Massachusetts City Hall, Room 301, 4 Summer Street on Wednesday, July 8 at 10:00 a.m.

4. Watershed Mitigation Meeting was held last Friday, June 19, 2015. Tom Groleau attended a portion of the meeting. This was initiated by Central New Hampshire Regional Planning Commission. Department heads were disappointed in the report. It noted 37 culverts that were on State owned land and not the Town of Dunbarton. In addition, Dunbarton is not part of the Watershed. There is only a very small stream near Tibbetts Hill Road in Goffstown. Trout Unlimited volunteers did assessment of culverts instead of professional engineers. Some of the Department heads were not in favor of it and do not feel the report is accurate.

5. Franchise Agreement with Granite State Communications will be on the Board of Selectmen's agenda for Thursday, July 9, 2015. It was noted that on page 17, they want to have our insurance provider.

6. Fire Department Roof Repairs: Line Comeau, Town Administrator, reported that Century Roof, Dunbarton, will be fixing the Fire Department roof on Monday, June 29, 2015.

7. Received an e-mail from Eric Weiss, Dunbarton resident, inquiring about putting a Warrant Article for the 2016 Town Meeting requesting that Dunbarton become a SB-2 Town.

**BRETT ST. CLAIR, CONSERVATION COMMISSION, MARGARET WATKINS, CONSERVATION COMMISSION AND BETH MCGUINN, FIVE RIVERS TRUST REGARDING SCHUMACHER EASEMENT AND FIVE RIVERS LCHIP:**

**Schumacher Easement:**

Brett St. Clair, Chairman, Conservation Commission, reported that the Conservation Commission had taken a vote on whether or not they would be allowed to build a large riding arena and whether it would be in conflict with the easement. The Conservation Commission voted that the proposed riding arena would not be in conflict with the easement. The Society for the Protection of New Hampshire Forests (SPNHF) is the backup easement for the property and originally did not agree with this. They have since changed their decision and decided that it could be built in concert with the easement. This does not affect the Town in the least. They would have to comply with zoning in Dunbarton.

**Stone Property:**

Brett St. Clair, Chairman, Conservation Commission, reported that he had come to the Board of Selectmen two years ago after Jim Stone passed away and the Conservation Commission had spoken with Judy Stone about purchasing a Conservation Easement on the Stone Farm. It was noted at that time that would be something we would be working on. We have paid for an appraisal of the property regarding what the easement would be worth. Margaret Watkins has put together an application for LCHIP to help with this easement purchase.

Are asking that the Board of Selectmen sign off on the application and we also intend to contribute \$30,000 towards the project. Five Rivers would be responsible for the majority of the easement.

Brian Pike asked what this entails. It was noted they are protecting the land. The homeowner is selling a right of their property. It gives up the development rights of the property. The Stone family

would be giving away the right to subdivide their property and turn it into a Flintlock Farm type Development.

Judy Stone stated that they want to protect the property. The family is reserving the right to create two lots. The focus is on farming. They can continue to timber the property. Future property owners would be able to farm the property.

Beth McGuinn, Five Rivers, stated that the conservation easement would be in perpetuity.

Judy Stone noted that the Farley Property next to the Stone's is already in a Conservation Easement. All the property is presently in Current Use and the taxes will not change.

Tom Groleau noted there was a typo on page 5, Section D. which noted the 225th Anniversary instead of the 250th Anniversary.

The Board of Selectmen reached a consensus that they were in agreement with the LCHIP application.

Brian Pike, Chairman, signed the application on behalf of the Dunbarton Board of Selectmen.

**Public Comment:**

Leo Martel stated he was in total agreement with this and was very happy to hear they are doing this.

Brian Pike stated he was very happy that they were doing this. They are looking for the Board of Selectmen to sign the document this evening. It would be signed on behalf of the Town and the Conservation Commission is charged with the administration of the easement.

**MOTION:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen move forward and sign the application for the LCHIP application for the Stone Farm. Ted Vallieres seconded the motion. The motion passed unanimously.*

The Board of Selectmen signed the application on behalf of the Town of Dunbarton under the auspices of the Dunbarton Conservation Commission for the Stone Easement.

**Kimball Pond Dumping Pickup:**

Brett St. Clair reported that the Conservation Commission was planning a pickup of the dumping at Kimball Pond on July 8, 2015 starting at 5:30 p.m.

**OTHER BUSINESS:**

Line Comeau, Town Administrator, reported on the following items:

1. Mail received from Nancy Bruno, 20 Long Pond Road, regarding missing one sign for Long Pond Road. Jeff Crosby has ordered the replacement sign.
2. Bandstand Roof packet is ready to be sent to get the Bandstand roof replaced. Brian Pike, Chairman, signed the packet on behalf of the Dunbarton Board of Selectmen.
3. Communication from Bob Martel regarding recommendations for the minimum roof specs material. This is for both metal and slate. (Attached) The slate manufacturer is one of the largest manufacturers for slate tiles. Should include the Building Inspector when you give it to someone. The Building Inspector needs to be checking the hardware for slate roofing so the Warranty is viable.

4. Updated Job Description for the workers at the Transfer Station was presented. It is cleaning up the language and defining things a little better. Have met with Patrick Bowne, Transfer Station Manager, regarding the updated Job Description. Included a sign off page noting that the employee understands and the Supervisor also signs off. Regarding DES certification, the Town pays for this training but the employee owns it, etc.

At this point, the Police Chief was asked if employees are allowed to drive Town equipment without a Driver's License on Town Property. He indicated there was no requirement for driving a piece of heavy equipment on private property in New Hampshire. Town property with access by the public would probably require a license due to potential issues if an accident occurred.

**MOTION:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen accept the draft of the Part Time Transfer Station Worker Job Description with the discussed changes to the job description to be certified. Ted Vallieres seconded the motion. The motion passed unanimously.*

**CIP Appointments:**

**MOTION:**

*Brian Pike made a motion that the following be appointed to the CIP Committee with a term ending in March 2016:*

*Alison Vallieres, Brian Pike, Daniel Sklut, George Holt, Jeff Crosby, Jon Wiggin, Ken Swayze, Line Comeau, Tom Groleau, Patrick Bowne and Ted Vallieres. Ted Vallieres seconded the motion. The motion passed unanimously.*

**MOU WITH THE SCHOOL REGARDING MAINTENANCE ITEMS:**

Tom Groleau, Selectman, reported that he and Ted Vallieres had met with Deb Foster and Deb Trottier. They have another meeting scheduled for Wednesday, July 1, 2015. He reported he had gone through the document and set it up in Word so it can be edited. The School has made some changes. He noted he was not in favor of the changes.

He noted they have not come to an agreement on trash. The school would like Patrick Bowne to provide trash pickup four days a week. We were proposing the school to take over the trash. Changed the agreement to continue the trash pickup until March of 2016 until the next school budget and start in April when they would take over their own trash and recycling.

In addition, the School would like a Warrant Article naming the Kitchen Fund the Harlan and Betty Noyes Community Fund and have it include kitchen equipment, tables and chairs and replacement of electronic equipment, and scoreboard. Costs would be shared equally,

It was noted that for a number of years, the Recreation Committee has saved money for a new scoreboard from their checking account.

It was noted the School Board has requested that Patrick Bowne show up at the July 1 meeting. It was noted the Board of Selectmen did not feel this would be necessary. Owen, the principal, and Deb Foster and Deb Trottier, School Board members, will be in attendance.

**Suggestions:**

Several typos were pointed out in the new draft of the MOU. In addition, it was suggested that the Exhibits be labeled A, B, C and D for clarity.

**INVESTMENT POLICY:**

The Board of Selectmen reviewed a draft Investment Policy. It was suggested that the draft be forwarded to Pam Milioto, Town Treasurer, for her thoughts.

It was also suggested that the Board of Selectmen invite representatives of various investment companies to attend a Board of Selectmen's Meeting. It should also include Fred Mullen and Greg Arce.

**Koerber's Kapow Retreat:**

Line Comeau, Town Administrator, reported that she had spoken with Ken Koerber regarding the Retreat. He stated this only happens once a year. It was noted that there are people there every week. Need more information. Will ask Jon Wiggin and Steve Laurin to research this situation.

**Board of Selectmen's Comments:**

**Kelsea Road:**

Ted Vallieres, Selectman, asked what the status was for the Kelsea Road issue. Line Comeau, Town Administrator, reported that she was in touch with Mike Guiney on a weekly basis regarding the recording of the plan at the Merrimack Registry of Deeds. To date, the plan has not been recorded. Ted Vallieres stated we should stay on top of this situation because once winter comes, and there is no resolution, there will be problems.

*The Board of Selectmen agreed to forward all materials to the Town Attorney for her to start working on the situation.*

*Tom Groleau suggested that Kelsea Road be carried on the Board of Selectmen's Agenda until such time as it is resolved.*

**250th Event:**

Brian Pike, Chairman, asked what the status was for the 250th Event. Ted Vallieres noted he had spoken with Brian regarding his reading the Charter at the Sunday, August 9, 2015 Event.

Alison Vallieres gave a brief update of things planned for the Sunday, August 9, 2015 Event.

**Cemeteries:**

Tom Groleau reported that Keith Racine will be starting work on straightening the stones. Have met with Susan Beckett regarding the Community Service Program. They will start work next Wednesday. Have sent the Chief of Police an e-mail regarding this.

Ted Vallieres asked what happened to the gates for the cemetery that were going to be put in place. Tom Groleau reported that he had been unavailable but would be taking care of this in the near future.

**Town Hall Theatre Restoration Project:**

Tom Groleau reported that in going over paperwork he had discovered a document regarding the Town Hall Theatre Restoration Project and the fact that they have Trustees. At this point, the Board of Selectmen have not appointed any Trustees to this project. It was suggested that the Committee come in to discuss it with the Board of Selectmen. It was suggested that the Board of Selectmen should appoint the Trustees to the Committee so they will be in conformance with the 501-C-3, etc.

According to the Town Clerk, there is no documentation that appoints the Trustees to this Committee. She has stated that she has exhausted her resources regarding this.

**Public Comment:**

**Police Chief Daniel Sklut** noted he will be requesting a Non-Public Session this evening. In addition, he brought up the following request:

1. Noted that Christopher Remillard, Master's Program, was asking if there is any available money for him to attend another course this year. He has already attended two courses and been reimbursed but would like to take a third course.

Line Comeau, Town Administrator, noted that the budget line for education is at zero. She will be providing a budget status report to the Board of Selectmen at the next meeting and they can review it. The cost for the reimbursement for one course would be in the vicinity of \$512.50.

**Patrick Bowne, Transfer Station Manager:**

1. Patrick Bowne, Transfer Station Manager, reported that he had a request from the Pioneer Sportsmen's Club regarding obtaining a permit to dispose of trash after a shooting event, etc. Don't know how the Board of Selectmen want to handle this. There would be multiple people bringing trash in different vehicles.

It was suggested that the Pioneer Sportsmen's Club come in to talk with the Board of Selectmen regarding this request.

2. Noted that he met with Ron O'Keefe, regarding a walk- through of the Transfer Station facility. He noted that this year every Transfer Station in the state will be checked out by the Department of Labor.

It was recommended that we put up a railing system the whole length of the retaining wall where the dumpsters are and put railings going the opposite way. The other thing was there is no Exit lighting. Gave suggestions. The Board of Selectmen asked that Ron O'Keefe put the suggestions in writing.

**Lynn Aramini:**

Wanted to thank Police Chief Dan Sklut for all his help to us on Jean Drive. He has been checking things out regularly.

**Bob Martel:**

Noted when you write up a RFP for the roof, he would make a recommendation that you not put waste materials and things to go to the recycling center. This way you have room to negotiate when awarding the bid to those who will reduce their bid since they do not have to pay for disposal. Going to put a dumpster out there. You may have to increase the Transfer Station budget. That is a practice that is used on big projects.

Brian Pike, Chairman, thanked Bob Martel for his help in the RFP for the Town Hall Roof.

**Leo Martel:**

Noted that investment people do not charge for consultations because they are looking for business. There should be no fees for this. Suggested considering a "sweep account".

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

***MOTION:***

***Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session per the request of Police Chief Dan Sklut in accordance with RSA 91: A-3 (b) at 9:40 p.m. to discuss a hiring. 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.

*The Board of Selectmen reached a consensus to give Police Chief Daniel Sklut the authority to go ahead and make a conditional offer of employment to Laura Cattabriga as a part-time Police Officer in addition to her part-time position of Secretary.*

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session per the request of Patrick Bowne in accordance with RSA 91: A-3 (b) to discuss a hiring at 9:50 pm. 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 10:00 p.m.

**MOTION:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen give Patrick Bowne, Transfer Station Manager, the authority to go ahead and make an offer of employment to Michael Poirier as a part-time Transfer Station Worker @ \$12.18/hour. Brian Pike seconded the motion. The motion passed unanimously.*

**Discussion of Breaks and Lunch:**

Line Comeau, Town Administrator, brought up the fact that nowhere in the Personnel Plan is breaks and lunch breaks addressed. Based on this she would recommend that the Board of Selectmen review the Personnel Plan and make revisions which would be in accordance with the Department of Labor Standards.

There was some discussion as to the pros and cons of giving breaks and how they should be staggered, etc.

The Board of Selectmen reached a consensus that they will review the break and lunch policy within the Personnel Plan.

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 10:20 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.*

Respectfully submitted,

Alison R. Vallieres  
Recording Secretary

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**Brian Pike, Chairman**

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**Ted Vallieres, Selectman**

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**Tom Groleau, Selectman**