

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

**DUNBARTON BOARD OF SELECTMEN  
REGULAR MINUTES OF MEETING  
THURSDAY, JULY 10, 2014  
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 Chairman Ted Vallieres presiding.

The following were present:

Ted Vallieres, Chairman  
Travis James, Selectman  
Brian Pike, Selectman  
Line Comeau, Town Administrator  
Alison Vallieres, Recording Secretary

**Members of Boards/Committees and Town Officials:**

Dan Sklut, Police Chief  
Jon Wiggin, Fire Chief  
Linda Landry, Town Clerk  
John Stevens, Old Home Day Committee and Energy Committee (Arrived later in the meeting)

**Members of the Public:**

Robert Martel

Ted Vallieres, Chairman, called the meeting to order at 7:00 p.m. with a full Board of Selectmen present along with Line Comeau, Town Administrator, and Recording Secretary Alison Vallieres.

**Approval of Previous Meeting Minutes - Thursday, June 26, 2014:**

***MOTION:***

*Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, June 26, 2014 with the following amendment:*

*On Page 6, where "Travis James stated he called Kyle Parker, former Building Inspector", it should read that "Kyle Parker called Travis James".*

*Brian Pike seconded the motion as amended. The amended motion passed unanimously.*

**Approval of Previous Meeting Non-Public Minutes - Thursday, June 26, 2014:**

***MOTION:***

*Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous Non-Public Meeting of June 26, 2014 as written. Brian Pike seconded the motion. The motion passed unanimously.*

**NEW BUSINESS:**

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

**Unanticipated Revenues:**

1. Received payment from Tamko for roof damage to the Town Hall in the amount of \$34,600. This amount will temporarily go into the General Fund. Unless we write a Warrant Article to expend it, etc. or have a contract in place prior to the end of the year, the money will lapse into the General Fund.

It was noted that the Board of Selectmen are waiting to see what is happening with the Town Hall Theatre Restoration Project.

2. Received notification that the Town of Dunbarton will be receiving a Holiday Credit in the amount of \$6,942.63 from Primex.

3. Will be scheduling a Public Hearing in the near future to accept these monies (Tamko - \$34,600 and Primex \$6,942.63).

**Legal Counsel Request:**

Board of Selectmen had requested checking into the question as to whether or not a Selectman can be restricted from contacting Legal Counsel and/or LGC regarding legal advice.

Steve Buckley, LGC, stated,

“In many Towns it is common for the Board of Selectmen to adopt a written policy on the use of the Town’s legal resources. Such a policy could dictate that only one designated member of the Board of Selectmen is authorized to speak with Town Council”.

“With regards to contacting the attorneys here at NHMA, we have a number of communities that tell us who is authorized to seek our legal opinions. If your Board of Selectmen wishes us to only speak with certain designated persons, your Board should send us an email or letter stating who is so authorized and NHMA will follow your instructions”.

Laura Spector-Morgan reported,

“Yes, the Board of Selectmen can restrict one selectman from contacting Town Council when there are expenses associated with the inquiry. Many towns require that all legal inquiries go through the Chairman or the Town Administrator, both the legal counsel and LGC”.

Ted Vallieres, Chairman, stated that whenever he contacts legal counsel, he does it through the Town Administrator. He would request that the other Selectmen also do this. There is considerable information in the legal binder and she will research it to make sure this is a question that has not already been asked, etc.

**The Board of Selectmen reached an agreement that the Selectmen will talk verbally with each other prior to requesting legal counsel. This will not apply to the Planning Board, Board of Assessors and Zoning Board due to the nature of their legal needs. There will be open communication between the Board of Selectmen.**

**CAI Technology:**

Have received a contract renewal request from CAI Technology for the period April 2014 - March 2015 in the amount of \$1,500 for updates in the assessing program.

**The Board of Selectmen reached a consensus to approve the CAI contract in the amount of \$1,500. Ted Vallieres, Chairman, signed the contract on behalf of the Board of Selectmen.**

**Payment in Lieu of Taxes from Department of Interior, Washington DC:**

Have received notification from DRA of a payment in lieu of taxes in the amount of \$3,075 which is up a bit from last year.

**CIP Plan for Computer Technology for the Town Office:**

Have been working with Jim Michaud, Computer Technician, regarding a comprehensive plan for Computer upgrades, etc. This is something that MRI has suggested in their review recently. Presently, the Town is paying between \$700 - \$750/month. We could contract for a services contract for \$950/month would be an option that would give us unlimited coverage for all our computers stations and backup on the "Cloud".

*It was noted that the RFP for this service should be put out to bid.*

**Giovagnoli Case:**

Have received a communication from Laura Spectra-Morgan and the Giovagnoli case has been appealed for reconsideration.

**Ray LaBore, SAU #19 Goffstown School District:**

Goffstown School District is in the process of putting out bids for fuel. Wanted to know if the Town of Dunbarton is interested in participating. In the past, they have dealt with Fred Fuller and Dead River.

It was noted that the present vendor has given the Town of Dunbarton a price of .20 /per gallon under "retail price".

**BOARD OF SELECTMEN COMMENTS:**

**Travis James, Selectman:**

1. Reported that the Old Home Day Committee is moving along. Have had several meetings.
2. Suggested that the Board of Selectmen consider having a group of senior students become involved in creating art work on the walls of the Town Offices to brighten it up a bit.

*Board of Selectmen agreed and suggested that Travis James contact the appropriate students.*

**Brian Pike, Selectman:**

1. Asked if the fuel tanks were being inspected on a monthly basis.

*It was noted that both Jeff Crosby, Road Agent, and Peter Gamache, Highway Worker, have been trained and certified by Gold Eagle to do the monthly inspections of the fuel tanks.*

2. Reported that Wayne Bracy has resigned from the EIOC Committee due to travel commitments. The next meeting is not scheduled until the report from MRI is received.
3. Received an e-mail from a resident regarding measurements being taken at the Transfer Station. The comment was made that "they would be making it prettier". Asked what improvements were planned.

Board of Selectmen had no knowledge other than the fact that there was some rotten siding on the Transfer Station Building which needed to be repaired.

4. Due to the fact that it is the middle of the budget year, would like to have a printout of all vendors and the amounts paid to date. This would be to assure that we are adhering to the Bid Proposal Policy.

Line Comeau, Town Administrator, will forward the information via e-mail to the Board of Selectmen.

5. Asked if the Town of Dunbarton has a plan for upgrading computer hardware and software.

Line Comeau, Town Administrator, noted she was presently working on an IT Plan for upgrading computer hardware and software..

6. Noted that there was a check to be signed made out to Travis James, Selectman, who had stated during the budget reduction process that he would forego his Selectman's salary. If this is not the case, then the Board of Selectmen should reinstate this amount back into the appropriate budget line.

Based on this fact, Brian Pike made the following motion:

*MOTION:*

*Brian Pike made a motion that the full amount for the Selectman's salary be reinstated back into the appropriate budget line for Travis James, Selectman. Ted Vallieres seconded the motion. The motion passed unanimously.*

7. Reported that he had a draft of the Fire Department Renovation RFP completed. Presented copies to the Board and to the Fire Chief. Noted there were some areas in the RFP which still needed to be worked on.

Noted that according to the RFP, asbestos removal would be the responsibility of the contractor. Also included testing for lead paint.

Asked that the layout of the kitchen and bathroom should also be included in the RFP.

Travis James, Selectman, thanked Brian Pike for his work on the RFP for the Fire Department Renovations.

The Police Chief requested that he would like to know in advance of any walk through so he would make sure there will be someone present in the Police Department.

**JON WIGGIN, FIRE CHIEF AND ACTING BUILDING INSPECTOR:**

Jon Wiggin asked what the progress was regarding replacing Building Department employees.

It was noted that this will be discussed in the Non-Public Session this evening.

**DAN SKLUT, POLICE CHIEF:**

Dan Sklut, Police Chief, appeared before the Board of Selectmen, to discuss the following items:

1. Steel Door quote:

Noted that he had received a quote for a steel door as follows:

- a. Commercial steel door - \$999 installed. This would meet our needs.
- b. Contractor's steel door - \$536 - Inadequate

After considerable discussion, the following motion was made:

**MOTION:**

*Travis James made a motion that the Board of Selectmen include the steel door for the Police Department in the RFP for the Fire Department.*

**Amendment:**

*Brian Pike amended the motion to state that if it doesn't work putting it in the RFP for the Fire Department Renovations, that it be revisited in the 2015 budget.*

*Brian Pike seconded the amended motion. The motion passed unanimously.*

2. **Propertyroom.com** is an on-line auction service which is used throughout the nation to auction property which comes into the custody of the police. Stated he was experienced in working with this company as they handled auctioning property for his previous agency.

a. Items to be auctioned are shipped to them or picked up by them, inspected, processed, and auctioned. After their charges are taken, the Town receives a check for the balance.

b. This is not exclusive. The Police Department may sell items at the state auction as well if desired.

c. This service will save time and space.

Noted that 50% of the sale would go back to the Town. Bikes will cost 85% of the sale price due to their bulk, etc. and the Town would only get 15%.

Brian Pike noted that the White Farm in Concord, NH also handles this type of items. You would not have to pay for shipping.

*The Board of Selectmen reached a consensus that the Police Chief be allowed to go ahead with propertyroom.com in getting rid of confiscated items, etc.*

3. **Amazon.com Orders:**

Noted that Amazon Prime Account would allow ordering with free shipping for many items. Cost would be \$80/year.

*The Board of Selectmen reached a consensus to start an Amazon Prime Account and suggested that Line Comeau, Town Administrator, open a new account in the Town of Dunbarton's name and that all Departments would be able to utilize the account.*

4. **Sergeant Pay Scale COLA**

Stated that the Sergeant should have received the 1.3% COLA.

*The Board of Selectmen noted that we should table this request due to the fact that if we do this for one employee, we should do it for all employees who did not receive the 1.7% COLA increase. Would like to review the numbers before making a decision.*

5. **Financial Picture - Police Department:**

The Police Chief submitted backup material regarding hours, etc. of part-time and full-time officers. He noted that he had cut training items from his budget in order to maintain

coverage.

Travis James stated he did not like cutting the training budget for the Police Department.

Based on this, the following motion was made:

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen give the Police Chief what he needs for money for part-time labor in the amount of \$7,461.*

*Brian Pike seconded the motions.*

**Board Discussion:**

*Ted Vallieres, Chairman, asked where the money would be coming from.*

*Ted Vallieres stated he was not asking the Police Chief to have less coverage than he presently has. As of September 1, he will have an additional full-time officer for 40 hours more each week. This amounts to a increase in total number of hours of 640 hours.*

*Brian Pike stated he would have to agree with Ted. We can still revisit this issue. You are gaining extra hours. If something happens, we can still revisit. Let's try the full-time coverage first.*

*Travis James stated he did not think the Police Department should be punished for the poor decision made at Town Meeting.*

*Ted Vallieres stated that the decision to reduce the Town Budget was voted upon by Town Residents at Town Meeting.*

*The Police Chief stated that the training will meet the minimum standard.*

**VOTE:**

*The motion failed with the following majority vote:*

*Vallieres - No*

*Pike - No*

*James - Yes*

**OTHER BUSINESS:**

**Fire Department:**

Jon Wiggin, Fire Chief, stated that he had recently submitted a proposal for repairs to Fire Department doors along with a bill for minor repairs.

It was determined that the proposal had already been paid. Jon Wiggin will contact Crawford Doors regarding doing the work.

**John Stevens, Old Home Day:**

Reported that the Old Home Day Committee has already had several meetings. Have made arrangements with some vendors. Need a Chairman and a Secretary. Asked if it was necessary to have these offices filled prior to conducting any more business.

*The Board of Selectmen noted that their main concern was that all members be sworn in.*

**Linda Landry, Town Clerk:**

**Floating Holiday:**

Stated she had received the memo regarding Floating Holidays. Stated the Friday, July 4 was her scheduled day off. She will be taking the 4th of July Floating Holiday during her vacation week.

**Scheduled Vacation Coverage:**

Stated she first wanted to thank Brian Pike for his teamwork. He was able to make a delivery to the Town Office from Concord thus saving the State money for delivery, etc.

Presented a letter outlining the reasoning for being able to have a non-resident Town Clerk cover for the Town Clerk during vacation. (attached)

The letter noted that coverage for motor vehicle registrations, dog licenses, etc. could be done by a non-resident as long as they did not perform all duties of the Town Clerk.

**Public Comment:**

**Robert Martel:**

1. Stated that at last week's meeting, there was a motion that was made and then rescinded by the person who made the motion. The second to the motion was also rescinded. The motion then passed by a majority. According to Robert's Rules, the motion should have been reconsidered and then amended.
2. The Board of Selectmen also made a motion this evening and it got amended regarding the RFP for the Fire Department. You have to vote on the amendment first before you vote on the motion. People can challenge the Selectmen.
3. Glad to see that the RFP includes language to address the use of sub-contractors.
4. When you were talking about Planning and Zoning Board Chairmen contacting legal counsel, I feel that should be kept separate from the restriction on contacting legal counsel. They need legal counsel within a defined time frame.

*The Board of Selectmen noted that they had not restricted Board of Assessors, Planning and Zoning Chairman from contacting legal counsel.*

At this point in the meeting, the following motion was made to go into a Non-Public Executive Session in accordance with RSA 91-A:3 II (b) to discuss hiring.

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91-A:3 II (b) at 9:30: p.m. to discuss hiring issues. Travis James seconded the motion. The motion passed unanimously with the following roll Call Vote:*

*Vallieres - Yes  
James - Yes  
Pike - Yes*

The regular meeting reconvened at 10:20 p.m.

The following motions were made:

*MOTION:*

*Brian Pike made a motion that the Dunbarton Board of Selectmen hire Jeanette Vinton as a Window Clerk to cover motor vehicle registrations, boat registrations, dog licenses as a part-time temporary employee. Travis James seconded the motion. The motion passed unanimously.*

*MOTION:*

*Travis James made a motion that the Dunbarton Board of Selectmen offer the Building, Planning and Zoning Department position to Steve Laurin as a part-time employee in the Building Department at a Step One @ \$20.19 per hour in accordance with the Personnel Plan Step Program starting Tuesday, July 15, 2014. Brian Pike seconded the motion. The motion passed unanimously*

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

*MOTION:*

*Brian Pike made a motion to adjourn the regular Board of Selectmen's meeting at 10:22 pm. Travis James seconded the motion. The motion passed unanimously.*

Respectfully submitted,

Alison R. Vallieres  
Recording Secretary

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Ted Vallieres, Chairman

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Travis James, Selectman

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Brian Pike, Selectman