

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JULY 23, 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
Donna Dunn, Historic Awareness Committee
Linda Landry, Town Clerk

Members of the Public:

Bob Martel
Chris Rand, GSC
Theresa Rosenberger, Devine Millimet
Anthony Cattabriga
Pam Sklut
Mert Mann
David Nault

Police Department:

Dan Sklut, Police Chief
Christopher Remillard, Police Sergeant
Jason Patten
Ralph McClellan
Eric Blow
Michael Gorman
Laura Cattabriga

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 7:07 p.m. with a full Board present along with Town Administrator Line Comeau and Recording Secretary Alison Vallieres.

At this point in the meeting, Brian Pike, Chairman, stated that Laura Cattabriga, new part-time Police Officer would be sworn in this evening.

MOTION:

Brian Pike made a motion to appoint Laura Cattabriga as a new part-time police officer. Ted Vallieres seconded the motion. The motion passed unanimously.

Brian Pike, Chairman, made a motion to appoint Laura Cattabriga as a new part-time police officer. Linda Landry, Town Clerk, swore her in as a part-time police officer for the Town of Dunbarton with the Oath of Office.

MOTION:

Brian Pike made a motion to appoint Laura Cattabriga as a new part-time police officer. Ted Vallieres seconded the motion. The motion passed unanimously.

Congratulations to Laura and welcome aboard!

Approval of Minutes of Previous Meeting - Thursday, July 9, 2015:

MOTION:

Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting held on Thursday, July 9, 2015. Tom Groleau seconded the motion. The motion passed unanimously.

Approval of Minutes of Non-Public Meeting of Thursday, July 9, 2015:

MOTION:

Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Non-Public Meeting held on July 9, 2015. Tom Groleau seconded the motion. The motion passed unanimously.

CHRISTOPHER RAND, GSC AND THERESA ROSENBERGER OF DEVINE MILLIMET:

The Board of Selectmen confirmed with the Town Administrator that all items which Town Counsel had suggested had been incorporated into the franchise agreement between the Town of Dunbarton and Granite State Communications.

Based on this information, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the agreement between Granite State Communications and the Town of Dunbarton. Ted Vallieres seconded the motion. The motion passed unanimously.

All members of the Board of Selectmen signed the agreement.

LINDA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, appeared before the Board of Selectmen regarding the following:

E-reg:

Linda Landry reported that there was not a lot to update at this point. She stated she had decided to wait until fall to implement e-reg. She would like to discuss this with other Town Clerks at their fall conference. She would be able to get more information on the printer from other Town Clerks and see what works for them. Would plan on the end of September. Also don't know how long the State will take to approve this. May be October.

It was noted there may be a \$2 - \$3 fee associated with e-reg. There may be an opportunity to recover costs of e-reg.

Tom Groleau indicated they had already discussed this with the Web Master.

Linda Landry, Town Clerk, reported that a House Bill had passed this past Legislative Session that increased the fee to the Town Clerk from \$1 to \$2 for a registration.

It was noted that hopefully we would only pass the associated extra costs on to the taxpayers, and nothing more.

Line Comeau, Town Administrator, reported that she had checked on prices for the printer, etc.

It was noted that both the Tax Collector and the Town Clerk could share the printer. It will also require special card stock for the printing of checks, etc.

It was noted that at this point, we would not be processing credit cards. This is another level of security, etc.

Web Page:

It was reported that the Technology Committee had Dan Troy attend their meeting regarding updating the Website so it is more user friendly. It was noted that the Energy Committee, Library, Police Department, Fire Department have their own web sites which are linked to the Town Web site.

The Technology Committee asked Dan Troy if he could develop a simple users guide to distribute to different Committee members for the website.

It was noted that some of the Committee's minutes are on their own web site and not on the Town's. At this point, there is no policy.

Linda Landry noted that as long as the Committees provide the Town with a hard copy of minutes, it is sufficient.

The Board of Selectmen noted that they need to get a policy in place regarding meeting minutes and the web site.

Town Clerk Coverage:

Brian Pike, Chairman, noted there appeared to be "politicking" going on the web site from the Town Clerk. She has made reference to budget cuts, etc. being the reason for no coverage for the Town Clerk. This is not true due to the fact that she chose not to hire her Deputy back this year. In addition, she could have hired a Window Clerk for coverage. She stated there was only \$600 remaining in the Deputy budget line.

Linda Landry stated that she needed to put information about her hours on the website. Those privileges have been removed for her. Noted she had spoken with the Secretary of State.

The Board of Selectmen noted that the website should be managed by one person, the Town Administrator. Privileges for the Town Clerk to modify her page on the Town website will be instated as it is for committees to post minutes.

DAVID NAULT, KELSEA ROAD:

David Nault appeared before the Board of Selectmen to discuss the situation at Kelsea Road regarding the poles that have been put up along Kelsea Road and snow plowing. He reported the following:

1. Map showing Guildersleeve right of way agreement between Nault property and Kelsea Road. This was in place for all future landowners including Nault and Guiney.

Presented other maps showing the location of Kelsea Road over a long period of time including the 1941 Tax map and an aerial map of 1941. Also presented a copy of the 1990 Tax map.

Stated that posts have been put up along the road which make it difficult to turn around, etc. Noted that these posts are a hazard for people traveling on the road especially in the winter. Vehicles cannot turn around in the right of way.

Presented various RSA's he believes speaks to the issue at hand.

The Board of Selectmen noted they had sent the record of the Guiney/Nault road issue to Town Counsel for her review. Have not heard back from her to date.

Ted Vallieres suggested that the Board of Selectmen should meet with Town Counsel on this issue. It was noted that the Board of Selectmen would plan to go to Laconia to meet with Town Counsel instead of having her come to Dunbarton.

Brian Pike, Chairman, noted that the Board of Selectmen was in the middle of this dispute and were not in a position at this time to make any decision one way or the other.

David Nault asked how quickly can you respond without having him go to the second step which would be notification in writing to the Selectmen and the Town Clerk. Would hope that the Town would take action regarding the posts.

OTHER BUSINESS:

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

Melanson and Heath, Auditors - Auditor Review scheduled for August 20, 2015.

Request for Trapping Permit - Eric Dulude:

Request for a Trapping Permit from Eric Dulude, Dunbarton, NH - It was reported that Eric Dulude a resident of Dunbarton has requested a trapping permit for beaver control on Town Property. It was noted that this did not cover Conservation lands and other private lands.

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen allow Eric Dulude a permit to trap on Dunbarton Town land. Ted Vallieres seconded the motion. The motion passed unanimously.

Letter re Vehicle Selling:

Steve Laurin, Planning and Zoning Department, has written a letter to occupants of 311 Stark Highway South regarding selling of vehicles on property.

It was noted that the owner's wife had passed away last year and her name should not be included on the letter.

Public Hearing on Accepting Unanticipated Revenues:

Reported that a Public Hearing is scheduled for Thursday, August 6, 2015 at 7:15 p.m. regarding RSA 31.95. B. III regarding accepting unanticipated revenues of over \$10,000. One is Holiday Credit for Primex Workmen's Comp and the other would be \$2,000+ monies in lieu of taxes.

Illegal Dumping at Kimball Pond:

It was reported the problem of illegal dumping continues at Kimball Pond. There was an article in the Concord Monitor regarding the problem. Suggestion was made of security cameras and posting of high fines.

Memorial Bench on Town Common - Trevor Gonver:

Received a request from Citizens Bank, where Mrs. Jason Gonver works, to put a granite bench on the Town Common in memory of Trevor Gonver. Board of Selectmen noted that the Town Common has considerable items on it already including two granite benches. Suggestions were made for putting the bench nearer the Town Offices, etc.

Board of Selectmen reached an agreement to meet at the Common on Thursday, August 6, at 6:45 p.m. to locate a suitable place for the Memorial Bench.

Letter from Phyllis Biron:

Received a letter regarding Todd Boivin and how helpful he was at the Transfer Station. The letter was read into the record.

Request from Tricia Mysona - Yard Sale:

Received a request from Tricia Mysona, 136 Mansion Road, on behalf of her daughters (Olive and Rachel) to have a yard sale of baked goods and clothing, etc. on the Town Common Friday, July 24, between 4:30 p.m. and 7:00 p.m. She noted that her home was located where it was not conducive for a yard sale.

After discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the request from Tricia Mysona for a yard sale on the Town Common as a one-time only and set up a policy for the use of the Town Common. Tom Groleau seconded the motion. The motion passed by a majority vote as follows:

Pike - Yes

Groleau - Yes

Vallieres - Abstained (Noted he felt we needed more information)

Contract with Cartographic:

Contract with Cartographic for the period April 1, 2015 - March 31, 2016. It was noted that they are a sole source provider for mapping for the town. Board of Selectmen noted the Town should have received this contract prior to April 1, 2015.

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen accept the contract as presented for Cartographic for the period April 1, 2015 - March 31, 2016. Ted Vallieres seconded the motion. The motion passed unanimously.

The Board of Selectmen signed copies of the contract with Cartographic.

Tom Groleau - Request for Right to Know

Tom Groleau withdrew his Request for Right to Know.

Request to Tamko regarding Shingles on Bandstand:

Reported that letter had been sent regarding defective shingles on the Bandstand on July 1 and it was received on July 7. Has been 16 days and have not heard anything yet.

250th Event on Sunday, August 9, 2015:

Reported that the Committee has been working on the 250th Lawn Party/Band Concert Event for Sunday, August 9, 2015 on the Town Common. Requested recycling and/or waste barrels from the Transfer Station.

Patrick Bowne, Transfer Station Manager, agreed and noted they usually use 6 barrels of each at functions on the Common. He will provide them on Saturday, August 8.

4th Draft of the RFP for the Town Hall Roof Replacement:

Presented 4th draft of Town Hall roof repairs. Noted the RFP was getting very lengthy. Suggested having two RFP's, one for slate and one for metal roofing. Suggested that the Board of Selectmen take the draft home and review it for changes. Also gave a copy to Bob Martel for his review.

Investment Policy:

Reported there has been no response from Pam Milioto, Town Treasurer, regarding the proposed Investment Policy. The Board of Selectmen asked the Town Administrator to contact the Town Treasurer to see when the BOS would receive a reply or see her to discuss the draft policy.

Training:

Brian Pike, Chairman, asked about developing a calendar showing various training opportunities and seminars.

Line Comeau, Town Administrator, will work on this.

Selectmen's Comments:

Ted Vallieres noted that last week Patrick Bowne had stated he had to come back from vacation in order to take a load of trash. Asked why Pete Gamache had not been able to do this. Employees should not have to come back from their vacation. This should have been worked out with Jeff Crosby, Road Agent, as he is the one that sets Peter Gamache's work schedule.

Patrick Bowne noted this was a communication problem.

Other Comments:

Patrick Bowne, Transfer Station Manager:

1. Reported that he had a solution for the Pioneer Sportsmen's Club using the Transfer Station. Would suggest taking a Dump Permit and laminating it. This would be used by various individuals bringing trash to the Transfer Station from the Pioneer Sportsmen Club.
2. Reported that revenues are down for recyclables as compared to last year.
3. Burn pile is ready to be burned again.

Police Chief, Dan Sklut: No comments

Donna Dunn - No comments

Bob Martel - No comments

At this point in the meeting, Ted Vallieres, Selectman, asked about the Asset Management Program

Tom Groleau reported that he had received information from BMSI regarding costs, etc.

Board of Selectmen will review.

School/Town MOU:

Brian Pike, Chairman, noted that the School and Town MOU was not complete because of the removal of trash had not been finalized. Noted he had sent State contracts for trash to the Board members.

Ted will contact Tim regarding costs for trash removal at the school. Patrick Bowne noted that he thought that the school used a 4 yard dumpster in the past.

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

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen adjourn the regular meeting at 9:40 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