

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, AUGUST 6, 2015  
TOWN OFFICES – 6:45 P.M.**

**6:45 p.m. - Dunbarton Board of Selectmen's Meeting started with the Selectmen doing a Site Walk of the Town Common to review a possible donation bench site.**

**7:18 p.m. - Brian Pike, Chairman, called the regular meeting to order at 7:18 p.m. after the Site Walk of the Town Common with a full Board present along with Town Administrator Line Comeau and Recording Secretary Alison Vallieres.**

**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  
Dan Sklut, Police Chief  
Christopher Remillard, Police Sergeant**

**Members of the Public:**

**Bob Martel  
Mert Mann**

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

**PUBLIC HEARING PURSUANT TO RSA 31:95-b III. (a) to discuss unanticipated money in excess of \$10,000:**

**Brian Pike, Chairman, opened the Public Hearing re Unanticipated revenues in excess of \$10,000 at 7:19 pm.**

**Brian Pike, Chairman, noted that the Town has received notice of unanticipated revenues in the amounts as follows:**

**Primex Premium Holiday credit 2013 - \$9,672.67  
Primex Premium Holiday credit 2014 - \$6,365.45  
Payment in Lieu of Taxes (PILT) - \$2,801.00 (county entitled based on per acre and population)**

**Public Comment:**

**Bob Martel stated that maybe the reason the Town is getting the monies from Primex now is that 2013 Workmen's Compensation may take up to 18 months to settle cases.**

**Dunbarton has the choice of either taking the monies from Primex now or applying them to future Primex invoices.**

Regarding the \$2,801 (Payment in Lieu of Taxes), this amount has already been received.

After discussion, the following motions were made:

**MOTION:**

*Tom Groleau made a motion that the Board of Selectmen apply the Primex Premium Holiday credits in the amount of 2013 - \$9,672.67 and 2014 in the amount of \$6,365.45 for a total of \$16,038.12 to the 2016 Primex bill. Ted Vallieres seconded the motion.*

**MOTION:**

*Tom Groleau made a motion that the monies from the Department of Interior, Division of Forests and Lands on behalf of the US Forest Service and the Corp of Engineers for Payment in Lieu of Taxes be accepted by the Town of Dunbarton. Ted Vallieres seconded the motion.*

There was no further public comment.

The Public Hearing was closed at 7:27 p.m.

*Both motions were passed unanimously.*

**Approval of Minutes of Previous Meeting - Thursday, July 23, 2015:**

**MOTION:**

*Tom Groleau made a motion to approve the minutes as written of the Board of Selectmen's Meeting held on Thursday, July 23, 2015. Brian Pike seconded the motion. The motion passed unanimously.*

**7:28 p.m. - DAN SKLUT, POLICE CHIEF, RFP FOR DISPATCH SERVICES FOR POLICE DEPARTMENT:**

Dan Sklut, Police Chief, appeared before the Dunbarton Board of Selectmen regarding a draft RFP for dispatch services for the Police Department. He stated there were three possible interested parties at this point i.e. Bow, Goffstown and the Merrimack County Sheriff's Office. He noted there were several minor corrections he would be changing before the next draft.

It was noted that the deadline for notification of cancellation with Bow Dispatch services is October 1, 2015. We need to have something in place prior to that date. The services with Bow will end on December 31, 2015.

In the event the RFP is awarded to Bow, not much will change. In the event, another vendor is awarded the RFP, there will be changes which will occur.

The Board of Selectmen noted the following:

Page 3, under NOTICE: There are no addresses given below.

Page 8, under VENDOR OFFER FORMAT: Correct the Date and COMPLETE PAGES should be corrected.

Vendors should attach a list of terms and conditions with the bids

Page 8 - Questions will be directed to the Police Chief. All vendors should get copies of the answers, etc.

The Board of Selectmen complimented Chief Sklut on a good job on presenting the RFP for dispatch services.

Chief Sklut will work on getting the revised RFP to the Board of Selectmen by next Tuesday, August 11, 2015 for their review.

After discussion, the Board of Selectmen and Chief Sklut agreed to schedule a Special Meeting of the Dunbarton Board of Selectmen on Wednesday, August 12, 2015 at 6:30 p.m. to review the final draft of the RFP in order to be able to send it out as soon as possible.

**TOWN ADMINISTRATOR, RFP FOR TOWN HALL LIBRARY ROOF:**

Line Comeau, Town Administrator, presented draft #5 of the RFP for the Town Hall Roof. Stated she had worked with Bob Martel and included his recommendations.

The Board of Selectmen noted the following changes:

1. Page 8 - a. should be omitted as the same information is provided on page 7 under Part 4.
2. Page 10 - under Exhibit C. should take out the GRAND TOTAL only having one Grand Total
3. Page 10 - Take out "Product Material #2"
4. Should include a statement that all architectural features will be preserved.
5. Board of Selectmen will determine the thickness of the slates along with the color and size. It was noted that Ted Vallieres will check the original slates to see color and size.

**IT SERVICES CONTRACT: BOARD SIGNATURES:**

Line Comeau, Town Administrator, presented an Annual Contract Summary with True North Networks for the Selectmen's signature. She noted that she had incorporated all Town Counsel's recommendations in the summary.

At this point, Tom Groleau stated he did not feel comfortable in signing another contract whereas they had already signed one when the bid was awarded to True North. Did not want to have two different contracts for the services.

**TOWN COMMON DONATED BENCH LOCATION:**

Brian Pike, Chairman, reported that the Board of Selectmen had decided to locate the donated bench in memory of Trevor Gonyer alongside the Bandstand facing Route 13. In addition, they would suggest moving the Jean Hodgeman 4-H bench to the bandstand area on the bark mulch portion facing Robert Rogers Road.

It was noted this will involve moving some plants, etc. It was also noted that the bench should be installed professionally so there is no danger of it falling, etc.

**IT REPORT ON LIGHTING STRIKE TO TOWN OFFICES:**

Jim Michaud, Computer Technician, reported on the lightning strike to the Town Offices. Reported what damage had been done and estimated replacement costs.

In addition, he noted the following regarding the Selectmen's question if anything can be done to prevent this from happening again:

*"With a strike this close, it is next to impossible to prevent damage. Things I would recommend that could have helped.*

- 1) Proper grounding of all technology equipment that is mounted outside the building (telephone and internet).*
- 2) Possible use of a lightning rod.*
- 3) Using surge devices that have RJ45 jacks that can be used to plug in the network cables through it thereby preventing any surges through those cables."*

**INVESTMENT POLICY:**

Line Comeau, Town Administrator, reported that Pam Milioto, Town Treasurer, had noted that she will continue to do the best possible job of investing Town monies. She reported that she had been able to have Citizens Bank increase the interest rate to the Town from .001 to .010. Interests have increased from \$68 to \$240/month effective in July.

Based on this information, the following motion was made:

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen accept the proposed Investment Policy as written effective August 6, 2015. Tom Groleau seconded the motion. The motion passed unanimously.*

**MS-535:**

Board of Selectmen signed MS-535 which is necessary paperwork for submittal to DRA for setting the Tax Rate. This is due on September 1, 2015.

**KELSEA ROAD:**

Line Comeau, Town Administrator, reported that she had sent Kelsea Road materials to Town Counsel. Town Counsel has responded that she was reviewing the materials. Will be in contact for a meeting with the Board of Selectmen.

**BOARD OF SELECTMEN'S MAIL BOX:**

Brian Pike, Chairman, reviewed the Board of Selectmen's mailbox as follows:

1. Legislative Bulletin regarding bills which were passed in the recent session.
2. Communication from the Mayor of Dover regarding underfunded monies to 44 various towns including Dunbarton in the amount of \$148,389. The communication notes that these underfunded monies are for Education Adequacy Aid. The Board of Selectmen agreed that the Dunbarton School Board should also be involved in this,

Brian Pike, Chairman, suggested that we should have the Selectmen attend the meeting to find out more about this. Should also include the Dunbarton School Board.

3. General John Stark Scenic Byway Signs - John Stark Scenic Byway has requested that towns pay for the poles for the signs. They will provide the signs.

The following motion was made:

**MOTION:**

*Brian Pike made a motion that the Town of Dunbarton fund the cost of four posts for the General John Stark Scenic Byway signs in Dunbarton at a cost not to exceed \$160.00 and that the monies be taken from the General Government Building account. Ted Vallieres seconded the motion. The motion passed unanimously.*

**4. Deferred Compensation**

At this point, Brian Pike, stated he had spoken with the Deferred Compensation for the State. He provided materials to the Town of Dunbarton regarding Deferred Compensation. He stated that at this point he would step down from any decisions or recommendations regarding Deferred Compensation for the Town of Dunbarton.

It was noted that it would be available to full-time and part-time employees of the Town of Dunbarton. It was noted that it probably would not be available to elected officials.

The following motion was made:

**MOTION:**

*Tom Groleau made a motion that the Town of Dunbarton accept the State of New Hampshire Deferred Compensation plan and offer it to the Town employees, both full-time and part-time. Ted Vallieres seconded the motion. The motion passed by a majority vote as follows:*

*Vallieres - Yes  
Groleau - Yes  
Pike - Abstained*

**OTHER COMMENTS:**

Line Comeau, Town Administrator - None

Brian Pike - Nothing more at this time.

Ted Vallieres - Went over the cost of trash removal. The Board of Selectmen recommended that the trash company attend a Board of Selectmen's meeting to discuss costs.

Tom Groleau - Noted there is considerable maintenance work which should be done around the Town Hall/Library. The building is in need of painting and maintenance. We should be putting monies in the 2016 budget for Town Hall/Library maintenance.

Regarding the tree which was hit by lightning this week, will be taken down in the late fall.

Bob Martel - No Comments

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

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn the regular meeting at 9:45 p.m. Tom Groleau 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**