

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
REGULAR MINUTES OF MEETING
THURSDAY, August 7, 2014
TOWN OFFICES – 7:00 PM**

The Dunbarton Board of Selectmen held the regularly scheduled meeting of the Dunbarton Board of Selectmen at the above time, date and place.

The following were present:

Travis James, Chairman pro-temp
Brian Pike, Selectman
Line Comeau, Town Administrator, also acting as minute taker

Members of Boards/Committees and Town Officials:

Judy Van Kalken, Tax Collector
Patrick “Woody” Bowne, Transfer Station Supervisor
Ken Swayze, Planning Board Chair

Members of the Public:

Robert Martel

Travis James called the meeting to order at 7:02 p.m. with Brian Pike present along with Line Comeau, Town Administrator.

First order of business:

Approve Previous Meeting Minutes - Thursday, July 24th, 2014

MOTION:

Travis James made the motion to approve the minutes of July 24, 2014 as written.

Brian Pike seconded the motion.

The motion passed unanimously with the following roll call vote:

*Travis James – yes
Brian Pike – yes*

Approve Previous Meeting Minutes - Non-Public - Thursday, July 24th, 2014:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the minutes of the Non-Public Meeting of July 24th, 2014 at 7:19pm as written.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brain Pike – yes

Approve Previous Meeting Minutes - Non-Public (2) - Thursday, July 24th, 2014:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the minutes of the Non-Public Meeting of July 24th, 2014 at 7:05pm as written.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brain Pike – yes

NEW BUSINESS:

Travis James read the first item on the agenda for discussion:

Woody, Transfer Station Supervisor.

Judy VanKalken asked to interrupt the meeting for a quick update to the Board.

Judy reported to the Board that she would be attending certification courses to become a Certified Tax Collector. It's a three year program starting with a full week of classes on the following Monday, wanted to let the Board know that there would be no expense to the town due to the Town Administrator, Line Comeau. She was able to secure a scholarship for the total expense which would normally be \$260.00.

The Board wished her good luck with her certifications and thanked her for the update.

Patrick "Woody" Bowne:

Woody stated he wanted to bring up the discussion of the reimbursement from the COOP, which should be somewhere in the amount of \$34,000.00. Was before the Board to see the town put some of that money back into the Transfer Station. As was known, there was a budget cut to the department. Some things aren't getting done; for example the truck is not being painted, we have some boxes that we will have to dump a lot of money into fixing them or replace them. My thought would be to replace them. The boxes are twelve years old, I patched them up a year ago and they are leaking almost as bad as they were a year ago. What's in the trash just eats the steel away.

I don't know if the Board has plans for that money or has even talked about it. Should you decide not to purchase things for the transfer station then you should be aware that I will be before the Board with warrant articles to buy some boxes and to paint the truck. My maintenance is starting

to get behind the eight ball. The pickup truck which you can take a look at; the hood and fenders, all of the clear coat is coming off and starting to get little rust bubbles on the hood.

Travis James

Travis stated that we would be holding a public hearing for all of the unanticipated revenues. This money is not the only money that the town is to receive. Once we have received all of this money we can post the hearing so everyone can sit down and discuss it.

Travis asked if this maintenance was something that he was already planning to do within his budget.

Patrick “Woody” Bowne

Woody replied that these items were part of the \$20,000.00 that was cut from his budget. The current balance doesn't reflect some outstanding bills that are not included in that balance. We are still early in the year; still have outstanding bills. Other expenses outstanding are disposal of ash, repairs to skid-steer etc.

Travis James

Travis stated that there is just shy of \$9,000.00, remaining in the budget for maintenance. Asked Woody to figure out what he has left for maintenance so they would have a better idea of what he will need.

Brian Pike

Brian agreed that a full assessment is what the Board would need to make a decision.

Patrick “Woody” Bowne

Woody stated that at some point he would like to see the Board to go down to the Transfer Station to get a visual which he could show them so they could have a better understanding of why he's requesting these things.

Brian Pike

Brian stated that if Woody would like to pick a date and time then we could post it as a work session and take a road trip.

Patrick “Woody” Bowne

Woody stated that he would prefer to do it when the transfer station isn't open to the public so there wouldn't be so many distractions.

Travis James

Travis asked if a Thursday would work, then we could make it part of our meeting.

Brian Pike

Brian stated that we could post the next meeting to start early, possible 6:30.

Travis James

Travis asked the Town Administrator to post the next Selectmen's meeting to start early. The date was set for August 21st at 6:30pm beginning at the Transfer Station.

Patrick "Woody" Bowne

Woody stated that he would have everything set up for a quick walk through on that day.

Brian Pike

Brian brought up for discussion a repair to the transfer station truck.

Travis James

Travis asked Woody to give the Board a little bit of information on the repair. The total cost of the repair took us by surprise so we were hoping that you could explain.

Patrick "Woody" Bowne

Woody stated that the bill from Bumper to Bumper was less than have of what the original quote was. The repairs included two doors; driver's side door wouldn't shut anymore. The two pins were worn out to the point that the driver's side door was rubbing against the rocker panel and took the paint off the rocker panel. I did get three prices which are in my files. They did give me three quotes using the worst case scenario.

Travis James

Travis stated he could not recall Woody saying the repair would be \$1,200.00 to repair.

Patrick "Woody" Bowne

Woody stated that he had the truck repaired while he was on vacation and would have come in before then to let the Board know of the repair.

Brian Pike

Brian stated that the fee breakdown is a little excessive. Stated that he had done hinges on his vehicle and it did not take four hours.

Patrick "Woody" Bowne

Woody stated that they also painted the rockers; that the other quotes came in higher and that the repair included replacing and welding of the hinges.

Brian Pike

Brian stated that one of his concerns was that he was seeing chronically the signing of checks for parts or pieces for this vehicle, asked if the Town has some kind of fleet maintenance program.

Patrick “Woody” Bowne

Woody stated that he personally kept his own fleet maintenance records for all of his vehicles which include dates, mileage, parts, etc. and these are kept in a file.

In the CIP this vehicle was slated to be replaced around 2014 but it never happened; stated that the current mileage on the truck is around 132 thousand miles.

Brian Pike

Brian stated that the mileage wasn't of concern; the concern is when a vehicle starts to nickel and dime us.

Line Comeau

Line stated that at one time a previous Board had discussed a fleet maintenance program; that there was a state form that was recommended but the Board did not want to pursue it.

Travis James

Travis stated that he was aware that the Police Department keeps fleet maintenance records.

Brian Pike

Brian stated that the fleet maintenance program that he was talking about warehouses all the vehicles and any equipment of significant value which would hold all of the information i.e. the program can hold engine hours, running time on a baler, keeps all of the repair records of what the equipment is doing. The program can then calculate how much the equipment is costing the town to date. At the state level the program is call maximum, but there are some free ones out there that we should look into.

Travis James

Travis asked the Town Administrator to look into such a program.

Patrick “Woody” Bowne

Woody stated that in my meeting the Line a few weeks prior that I had brought up the subject of getting my department a computer. Currently everything regarding town business gets put into my personal computer. The town computer that got stolen and returned doesn't work properly.

Brian Pike

Brian stated that this was the whole idea of having an I.T. program.

Travis James

Travis stated that this would be a good subject to talk about during the CIP.

Line Comeau

Line stated that the last item for discussion for Woody needs to be discussed in non-public so would like to recommend we discuss any remaining town business first.

It was agreed to finish with general town business before entering into non-public.

Line Comeau

Line brought before the board the subject of the heating fuel for town buildings. The SAU 19 has extended the fuel bid price to the town if we were interested. In the email it states that this year's pricing can only be offered on a daily basis so I also contacted Dunbarton Fuel for a second quote.

The two companies would be Dead River and Dunbarton Fuel.

Brian Pike

Brian read the following email from SAU 19 for clarification.

“If you are still interested, pricing can be offered on a daily basis only. It will be based upon Dead River's daily future price plus \$.2125 per gallon. The same deal applies to propane. Daily future cost plus \$.16 per gallon”.

Brian read the following quote from Dunbarton Fuel Service.

“Daily rack price plus \$.2225 delivery slips will be left at the town office for all buildings and will be due in full in 5 days”.

This would be a difference of .6 1/4 cents between the two.

MOTION:

Brian Pike made a motion to go with Dead River which would be cheaper to the town.

Travis James seconded the motion for discussion.

Woody asked if Dead River would still be doing the propane because that is who we currently have delivering the Transfer Station propane.

The response was yes.

Brain Pike added clarification to the original motion which would be to go with Dead River for heating fuel and propane.

Travis James seconded the correction to the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brain Pike – yes

The price for Heating fuel and propane with Dead River are as follows:

Heating fuel: rack price plus \$.2125 per gallon

Propane fuel: rack price plus \$.16 per gallon

Line Comeau

Line brought the follow up for discussion:

- Don Jutton from MRI asked if there were any recommended changes with the study conducted of the town.

Travis James

Travis stated he had no comments, nothing was eye opening, everything listed was information that we already knew.

Brian Pike

Brian stated that the report was basic clarification and had no comments. Brian requested a final version of the study electronically so he could pass it onto the Efficiency Committee for review.

- Brian McDermott contacted the office to let us know the audit was completed so we could expect the final version by early next week and we should also be hearing from Frank Biron President for a scheduling date for the exit conference.

The Board discussed draft management letter and format changes.

Brian Pike Requested a copy of last year's management so he could use it as a comparison.

- Line Comeau informed the Board that she had signed up for five workshop classes through Primex. The first is in September with the other four to follow in October. They cover administrative workshops, FMLA, HR practices, and creating organization process.
- Line reminded the board that there is some kind of mold/moss on the north side of the building roof.

Travis James stated that he had noticed there was moss growing on the north side of the building roof. Would assume this was because it was heavily shaded by the tree near the building.

Brian Pike stated as a Cemetery Trustee that he could say the Trustees had the tree limbed a few years back and that he could not comment on behalf of the Board.

Travis James stated that he would be willing to meet with the Trustees at their next Board meeting to discuss this.

The next meeting falls on a holiday so the Trustees will have to decide when the next meeting will be held and get back to Travis.

- **Line Comeau brought up the fact that the repairs were in progress for the front of the Town Hall Library. The contract states that changes could occur while under construction. There are some recommendations that he would like to make to the Board that you will need to view prior to making that decision that involves repairs to the existing columns. The rails have had to be repaired numerous times over the years because the surface of the columns is curved.**

He is recommending changing the base of the columns to square the column to allow for proper attachment of the rails.

A second option that has been offered which would be over and above the contract price would be to replace the bottom rail system to match the upper rails that have been installed and would be an additional cost of \$8,500.00.

MOTION

Brian Pike made a motion that we recess the meeting take a road trip over to the town hall library to view the columns and rails.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brain Pike – yes

MOTION

Brian Pike made a motion that we go back into the Selectmen meeting from the recess.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brain Pike – yes

MOTION

Brian Pike made a motion that we go with the modifications that Dave Stilson recommends to sure up the columns and railing system; also until its secured block off the middle section.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brain Pike – yes

The Board discussed repairing or replacing of the old iron rails. It was decided that we should invite Dave Stilson to the next Board meeting to discuss the repairs of the lower rail system for clarification.

OTHER BUSINESS:

Travis James

Travis stated for the public record, receipt of notice from the State of NH Judicial Branch Superior Court; they denied the attorneys motion to reconsider request for the Giovignali case. The next step would be to appeal to the Supreme Court.

Line Comeau

Line Comeau brought up for discussion posting the vacancy in house for the full time position in the Building Planning and Zoning Department that is currently being staffed part time.

The consensus was to post the vacancy in house.

Brian Pike stated that we should make sure that we follow the procedure of personnel plan.

Travis James

Travis handed Brian Pike a letter from Tiffany Dodd recommending the Board appoint Travis to the Town Hall Theatre Restoration Committee as Selectman's rep.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen appoint Travis James to the Town Hall & Theatre Restoration Committee as recommended by Tiffany Dodd.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

***Brain Pike – yes
Travis James – yes***

Travis James

Travis brought up for discussion the contract from Stephanie Alexander, CNHRPC regarding the CIP and a recommended list of participants.

Line Comeau stated that of that list Stephanie is hoping to get participation minimum of seven. Also included with the letter is the contract that the Board will need to sign. Stephanie was able to secure some funding for this project.

Brian Pike read the cost associated with the project to be \$4,500.00 total price with a \$1,500.00 grant, \$1,500.00 match leaving a cost of \$1,500.00 remaining from the town portion.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept the contract with CNHRPC to update the CIP in the amount of \$1,500.00.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Brain Pike – yes

Travis James – yes

Line Comeau stated for the record the first meeting is scheduled August 27th at 6pm at the Police Department.

Travis James asked if the CIP is a public meeting; the response being yes Brian made the recommendation that we also post the meeting as a Selectman's meeting and Cemetery Trustee meeting because the members attending will be a quorum.

PUBLIC COMMENT

Bob Martel asked the Board if the state gave any indication as to when they would be fixing Mansion & Everett Dam Road. There are two pot holes on Mansion Road and four large ones on Everett Dam Road.

Travis James stated he also noticed Mansion Road had eight inch pavement gaps in many different areas varying in height.

Bob Martel stated he observed a vehicle hit a pot hole near his house that resulted in her breaking her strut. Because large trucks use the roadway the pot holes come up too fast and then there is no way to avoid it because of oncoming traffic.

Brian Pike asked if these were state maintained roads that he thought they were looking to just add a layer of pavement.

Travis James asked if Brian had a contact for this department.

Further discussion on other roads in town; the board asked that we invite the Road Agent to the next meeting.

Travis would like the town to acknowledge and respond to the letter received from Alison Rees of Grapevine Road.

Having no further business for public discussion a motion was made to enter into non-public.

MOTION:

Brian Pike made a motion to go into non-public in accordance with RSA 91- A: 3 II (a) at 7:50pm.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brain Pike – yes

The Dunbarton Board of Selectmen reconvened to the regular meeting at 8:24pm.

Brain Pike stated for the record, that in the non-public meeting the Selectmen instituting a stipend for the part time Transfer Station employees and that if anyone had any questions could request a copy of the non-public meeting minutes.

MOTION:

Brian Pike made a motion to adjourn the regular Board of Selectmen's meeting.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Brain Pike – yes

Travis James – yes

Respectfully submitted,

**Line Comeau
Recording Secretary**

Travis James, Chairman, pro-temp

Brian Pike, Selectman