

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, SEPTEMBER 24, 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, Vice Chairman
Tom Groleau, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Dan Sklut, Police Chief
Patrick Bowne, Transfer Station Manager
Leo Martel, Historic Awareness Committee
John Stevens, Energy Committee

Members of the Public:

Bob Martel
Jonny Burgess, Aflac
Douglas Cass, Aflac

It was noted for the record that Leo Martel was videotaping the meeting.

Brian Pike, Chairman, called the meeting to order at 7:03 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

APPROVAL OF PREVIOUS MEETING MINUTES - Thursday, September 17, 2015

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen accept the minutes as written of the Thursday, September 10, 2015 Board of Selectmen meeting. Ted Vallieres seconded the motion. The motion passed unanimously.

AFLAC SUPPLEMENTAL HEALTH INSURANCE, JONNY BURGESS AND DOUGLAS CASS:

AFLAC Representatives Jonny Burgess and Douglas Cass appeared before the Board of Selectmen to present AFLAC Supplemental insurance for town employees, both full-time and part-time. These plans would be payroll deduction through the Town's payroll system.

They presented types of insurance as follows:

Accident Indemnity Advantage - 24-hour accident-only insurance. Pays directly to the insured in the event of accident (Not Health Insurance)

Health Insurance to replace Health Trust

Life Insurance

The Accident Indemnity Advantage Insurance Policy provides the following:

1. No deductibles and no copayments.
2. No lifetime limit -- policy won't terminate based on number or dollar amount of claims paid.
3. No network restrictions -- you choose your own medical care provider.
4. No coordination of benefits - they pay regardless of any other insurance.

Health Insurance which would replace Health Trust:

Noted that AFLAC could provide health insurance to employees which would replace the existing Health Trust health insurance that the Town now carries. Stated that if the Town provided the information for the present plan, they could provide an estimate of cost for Health Insurance.

The Affordable Care Act now requires that everyone have health insurance. People can now purchase health insurance on their own on-line. There are now penalties through IRS for not carrying health insurance.

With the Health Insurance, they would handle all claims from employees.

Noted other towns which have signed up for this Health insurance as follows:

Barrington
Claremont
New Durham
Plaistow
Kingston
Warner
Salem

Noted that AFLAC could provide the same health insurance to employees which they now have at a reduced cost per month versus over \$1,800/month through Health Trust. Would need the following to prepare an overview of cost through AFLAC:

1. Census report of ages of employees to be covered
2. EOB
3. Most recent Health Trust invoice

The Board of Selectmen agreed to provide AFLAC with the required material to do an estimate of cost for the health benefits for employees. Line Comeau, Town Administrator, will provide this information to AFLAC.

JOHN STEVENS, ENERGY COMMITTEE, LIGHTING UPDATE:

John Stevens, Energy Committee, presented four options for lighting of the entries and parking lot at the Town Office.

The Board of Selectmen noted that at the meeting when the Options were originally proposed, they were leaning toward Option 1 because it did not involve trenching across the parking lot. Option 1 is as follows:

Option 1: Lights over entries & one 20 ft. pole

- * \$3,000 materials cost
- * Est. \$1,500 installation labor
- * Motion & dimming light sensors. Off in daytime
- * Dark Sky compliant
- * LED fixtures

At this point in the discussion, Brian Pike, Chairman, stated that instead of trenching across the parking lot we could do horizontal boring. If this was the case, we could consider Option 2 which is as follows:

Option 2: Lights over entries & two 20 ft. poles

- * \$4,500 materials cost
- * Est. \$1,500 installation labor
- * Motion & dimming light sensor. Off in daytime.
- * Dark Sky Compliant
- * Best lighting pattern & highest light levels
- * Need to trench across parking lot to pole
- * LED fixtures

The question of cars driving through the parking lot at night would probably set off the motion sensors was brought up. Would not want to live on the first floor of the house next door. John Stevens presented a copy of light disbursement for each option for the Board's consideration.

Snowplowing was brought up and it was noted that the pole could be moved back so it would not interfere with snowplowing.

John Stevens noted the lights were low and would not spread out to the surrounding homes.

Brian Pike will look into directional boring and the estimated cost. He will report back to the Board of Selectmen regarding cost.

DAN SKLUT, POLICE CHIEF, RFP FOR DISPATCH SERVICES:

Dan Sklut, Police Chief, appeared before the Board of Selectmen regarding the RFP for dispatch services for the Police Department. He presented the following regarding the bids:

	<u>Bow PD</u>	<u>County</u>	<u>Goffstown</u>
<u>Customary Dispatch</u>	<u>\$27,894</u>	<u>\$13,550</u>	<u>\$11,560</u>
<u>Radio Frequency</u>	<u>Shared with Host</u>	<u>County West</u>	<u>Shared with Host</u>
<u>Personnel Numbering</u>	<u>300 Series</u>	<u>300 Series</u>	<u>300 Series</u>
<u>Host RMS/CAD Server</u>	<u>Yes</u>	<u>Not Available</u>	<u>Yes</u>
<u>Host MDTs</u>	<u>Yes</u>	<u>If IMC Mobile is used</u>	<u>Yes</u>
<u>SPOTS/NCIC LAN</u>	<u>Yes</u>	<u>If IMC Mobile is used</u>	<u>Yes</u>
<u>Data Sharing</u>	<u>Yes</u>	<u>If IMC Mobile is used</u>	<u>Yes</u>

He stated that there had been new information over the past week regarding the dispatch services. He reported that the Town of Weare had decided to go with the Town of Goffstown and not the

Town of Bow. Goffstown is now able to handle the MDT's. There will be some costs to make the changes. When you factor in our present costs of maintenance, it will cost about \$700 to change over to Goffstown. All three bidders can host us for the MDT's.

Dan Sklut, Police Chief, stated he felt that the Town of Goffstown would give us the "best bang for our buck" and would recommend that we go with the Town of Goffstown for dispatch services.

Dan Sklut presented quotes showing estimated costs of data transferring and other anticipated costs of converting to Goffstown. He noted that the MDT's could be purchased either as laptops or tablets, etc. This would not be a priority in the beginning.

Dan Sklut, Police Chief, noted that there are other considerations that should be looked at during a Non-Public Executive Session because they relate to radios, etc. Requested that the Board of Selectmen go into a Non-Public Executive Session.

At this point in the meeting, Brian Pike, Chairman, made the following motion:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session at the request of Dan Sklut, Police Chief, in accordance with RSA 91-A:3:II - (i) at 9:00 p.m.. Tom Groleau seconded the motion. The motion passed unanimously with the following roll call vote:

*Pike - Yes
Vallieres - Yes
Groleau - Yes*

The regular meeting of the Dunbarton Board of Selectmen resumed at 9:25 p.m.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen seal the minutes of the Non-Public Executive Session of this evening starting at 9:00 p.m. Brian Pike seconded the motion. The motion passed unanimously.

At this point in the meeting, the following motion was made regarding the dispatch services for the Dunbarton Police Department:

MOTION:

Brian Pike made a motion that the Town of Dunbarton accept the bid of the Town of Goffstown for dispatch services for the Dunbarton Police Department for a three year contract at a low bid of \$11,560 for the first year of the contract. Ted Vallieres seconded the motion. The motion passed unanimously.

It was noted that the Town of Bow should be notified by registered or certified mail of the fact that Dunbarton was not renewing the dispatch service contract with the Town of Bow.

At this point in the meeting, Daniel Sklut, Police Chief, reported that the Police Department was having a trial period of 30 days for body cameras. There is no obligation.

OTHER BUSINESS:

KELSEA ROAD:

Brian Pike, Chairman, reported that we needed to change the date of the Site Walk and Public Hearings for Kelsea Road due to an error in the calculation of days prior to the Public Hearing.

It was noted that all abutters and concerned parties must be notified along with the Pointer Fish and Game Club.

After discussion, it was decided that the following dates would be scheduled for the Kelsea Road Public Hearing and Site Walk:

Site Walk - Friday, November 6, 2015 @ 1:00 p.m.

Public Hearings - Thursday, November 12, 2015 @ 7:30 p.m.

LIBRARY MOU:

Tom Groleau, Selectman, presented a draft of a MOU with the Library regarding Library and Town responsibilities as follows:

Exhibit A:

Dunbarton Public Library Trustee's (DPLT) Responsibilities: Exhibit A:

1. Minor shoveling of ramp and walk ways.
2. Trash/recycling removal/placement
3. Maintain gardens around the Library, coordinate with the Dunbarton Garden Club
4. Spread sand/ice melt as needed during business hours as needed.
5. Provide/maintain book drop off
6. Provide/maintain mail box.
7. Hire a contractor to provide custodial services.
8. Hire a contractor to clean/maintain floors and carpet cleaning.
9. DPLT is responsible to maintain all Library furniture.
10. DPLT is responsible for all door locks and keys.
11. DPLT is responsible for the maintenance/replacement of the below listed equipment:
Phone, Fax, air conditioner, security alarm, carpets, interior paint/painting, floor refinishing
12. DPLT is responsible for security alarm monthly cost

Exhibit B:

Dunbarton Town Responsibility (BOS): April 1, 2016

1. Hire a contractor to mow grass around the Library and town common
2. Replace and repair walkways and drainage around the Library building, including asphalt paving.
3. Maintain, repair, replace parking lots, pain lines, use the road sweeper and obtain any signs needed for the parking lot, coordinate with Road Agent/Town Administrator.
4. Provide snow removal/sand/ice melt: parking lots, driveways, ramp and fire exit doors facing Route 13.
5. Provide trash removal and recycling
6. The town is responsible for maintaining the exterior/interior of the building including but not limited to; roof, exterior paint, lighting, windows, septic system, fire escape and alarms, heating/cooling systems, plumbing, exterior doors.
7. The town is responsible for the cost of heating oil, electricity and insurance.

After discussion, it was noted that the Town would responsible for the air conditioner due to the fact that it was outside the building and not a window unit. It was noted that it had been brought to the Town's attention that the air conditioning unit should be lifted up off the ground. The Town Administrator will make arrangements for this.

There was discussion of having a dumpster for trash. Brian Pike noted there is a State Contract for dumpsters which the Town can utilize.

It was also noted that the Town pays for the yearly inspection of the alarm system.

The Board of Selectmen decided to schedule a meeting with the Library Trustees regarding the maintenance MOU with the Library and the Town.

PURCHASE OF SNOW BLOWER FOR SCHOOL:

Tom Groleau, Selectman, reported that he had checking into the cost for an Ariens snow blower for the school. The estimated cost is \$1,000 after a 20% discount to municipalities from a vendor in Milford. The only drawback is they will not deliver it free. Cost of \$60 for delivery or the Town can pick it up.

Ted Vallieres stated he would not purchase the snow blower until we have a signed MOU.

Tom Groleau noted he was awaiting Deb Foster for dates for a meeting re the MOU.

SELECTMEN'S MAILBOX:

Brian Pike, Chairman, went through the Selectmen's mailbox as follows:

1. Memorial bench for Trevor Gonyer. Line Comeau, Town Administrator, stated she had tried to get the interested parties together to determine what to do about the location of the memorial bench.

In addition, there was a communication from Wendy Dailey noting that they would be very upset if the location of the memorial bench for her mother, Jean Hodgman was moved.

After discussion, the Board of Selectmen reached a consensus they should invite all interested parties in to discuss the location of the bench. (Garden Club, Wendy Dailey, Gonyer's)

2. CAP Request for 2016. Line Comeau, Town Administrator, stated this was for the 2016 Town Budget. It is approximately \$2,000.

At this point in the discussion, Ted Vallieres noted that the CAP Program is providing heating fuel, electricity, etc. to Dunbarton residents. If this is the case, why are we paying bills for this through the Welfare Department.

3. Letter from Dunbarton Fuel requesting that the heating oil contract be extended to 2016-17 heating season. There is an option in the contract to extend it.

4. Brian Pike, Chairman, noted that we need a list of contracts and terms that the Town has.

5. Communication from the Town Administrator of Goffstown stating that the intersection at Black Brook Road which Phyllis Biron noted was hazardous is in Dunbarton and not Goffstown. This should be established by the perambulation of the Goffstown/Dunbarton Town Line. (The granite marker designating this was sheared off and is stored in the cellar of the Town Hall.) Keith Racine would be a contact for repairing the granite post.

Line Comeau, Town Administrator, will contact Fred Mullen.

6. Received a communication from TAMKO Roofing, offering a settlement for the Town Bandstand roof of \$3,117. The difference between the cost and the settlement is less than \$500 so the Selectmen agreed with the proposed settlement.

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen accept TAMKO's offer of \$3,117 for the Town Bandstand roof. Brian Pike seconded the motion. The motion passed unanimously.

7. Pole License - It was reported that Jeff Crosby, Road Agent, had looked at this license and was okay with it. Based on this information, all members of the Board of Selectmen signed the license.

8. Copy of Kelsea Road Map which was recorded by Ed Rogers.

9. Health Trust: Renewal package. Line Comeau, Town Administrator, will scan and send to Selectmen for review.

10. State Contract with J. P Routhier of Massachusetts for scrap tire recycling @ \$1.50/passenger tire and \$2.00 for light truck tires.

At this point, Brian Pike asked about antifreeze and waste oil disposal.

Patrick Bowne stated the Transfer Station was not set up for antifreeze. With regard to recycled oil, if it has gasoline in it, it becomes hazardous waste.

Brian Pike stated he would recommend going with the State vendor (not Wentworth Oil) and get some money back for the oil instead of giving it away.

11. Line Comeau, Town Administrator, noted she needed clarification on the letter recently composed. She felt it should be signed by the Board of Selectmen. It will hold more strength if it comes directly from the Board of Selectmen instead of the Town Administrator. Tom Groleau and Ted Vallieres agreed.

In addition, Ted Vallieres stated that before we send the letter, we should run it by the Town Attorney for any omissions or errors, etc.

The Board of Selectmen reached a consensus to forward the letter to Town Counsel prior to sending.

Board of Selectmen Comments:

Ted Vallieres, Selectman, reported the following:

Town Hall Roof:

Town Hall Roof Mandatory Walk Through - Monday, September 21, 2015 - Ted Vallieres stated that he attended the Mandatory Walk Through with potential bidders for the Town Hall Roof. He was the only Selectmen present and only two vendors showed up. The two vendors that attended noted the following:

- Would not suggest that the Town even consider putting a steel roof on the building because of the historic nature of the building and the fact that it would definitely stand out as a metal roof.
- Mentioned there are different grades of slate. Going from the lowest to the highest grade could double the cost. The town should specify what grade they want so the bidders would be bidding on the same product. S1 is the top grade of slate which the Town should request. S1 will never fade.
- Both vendors agreed that it should only be slate from the State of Vermont Slate. In addition, if the Town requires 12" x 18" slate, this will not be available until mid-December.

Line Comeau, Town Administrator, stated she had sent the RFP to four vendors.

After discussion, the Board of Selectmen agreed to do an addendum to the RFP request for a high, medium and low grade of slate and request that 12" x 18" slate be used.

2. **New Door Key Pads:** Noted there should be a list of people who have access to come in and out of this building. It was noted that Line Comeau, Town Administrator, is keeping a list of people who have been assigned an access code. They include employees, and Chairmen of Town Committees, Cemetery Trustees who need to access the building for meetings, etc. The Police Department has a key along with the Fire Department.

The Board of Selectmen agreed to purchase the software necessary for the monitoring of the key pads. It is estimated at \$300. Line Comeau will check into this.

3. **Limited Access to Selectmen's Office:** In addition, Ted Vallieres noted there should be a limited number of people that get in the Board of Selectmen's Office. Would suggest putting a key pad on the Board of Selectmen's Office.

4. **Selectmen's Computer Station:** Noted that last week when Jo-Marie was working, she could not access her programs from the Selectmen's Work Station. She had to go into the Tax Collector's Office to do her work.

Line Comeau, Town Administrator, will check with the Computer Technician regarding this.

5. Noted in signing the checks this week that the Citizen's Credit Card invoice is difficult to decipher, etc. There appears to be items being paid for which we have not received yet. The Town has a policy not to pay for items until they are received.

Alison Vallieres explained that the credit card bill comes in with only a week's turn around or we pay a hefty penalty for being late, etc. Due to this fact, it is difficult to coordinate all the slips, etc.

The Board of Selectmen requested that Pam Milioto, Town Treasurer, get in touch with the Citizen's credit card and see if there can be a longer turn around for credit card payment.

6. **Profile Report:** Asked about the status of the Profile Report. It was reported that the same people on the Old Home Day Committee were in the Profile Group. They noted that they wanted to put all their efforts into Old Home Day and then they would concentrate on the Profile Group report.

7. **Kelsea Road Turn Around:** Noted that we need to get the Kelsea Road plan for the turn around. The surveyor has provided the easement plan. Jeff Crosby, Road Agent, and Jacques Belanger, Surveyor, were going to get together. It was noted that soon there will be snow to plow with no turn around.

8. **Tree Removal:** Regarding removing the tree stuck by lightning, we should have a written policy as to what happens with the disposal of the tree. The way it works now, if Jeff is cutting a tree on Town land, the land owner of the frontage gets first chance and if they don't want it or they have not given it to someone else, he takes it to the nearest place. When the tree is on Town property, they used to take it to the Transfer Station but Jeff Crosby, Road Agent, stated this was never the case since he has been Road Agent for eleven years. Stated he will do whatever the Town wants. The problem is they are not going to cut it into stove length. They are going to leave it in 8' - 10' lengths.

At this point in the discussion, Patrick Bowne, Transfer Station Manager, stated that before Jeff's time, it was taken to the Transfer Station but it was too much of a hassle. Don't want people running power saws on town property.

Should have the contractor haul it away if it is on town property. Should be made part of the contract that they haul all the wood away.

Leo Martel stated it is cheaper to haul it away, don't think you will get any reimbursement. Usually they don't want it either. Stumpage price for hardwoods is \$25.00/thousand right now.

9. **IT Committee:** Ted Vallieres asked what the status of the IT Committee was in looking into credit card payments. Tom Groleau stated he will speak with Linda Landry regarding this and invite here to the next meeting of the IT Committee.

10. **Expenditures for Departments:** Noted that this time of year we usually send out a letter to Department heads asking about their expenditure plans for the remainder of the year. Would like to invite them to attend a Selectmen's Meeting and give us an update.

Comments from the Public:

Patrick Bowne - No comments

Bob Martel - No comments

Leo Martel - No comments

There were no further comments from the Selectmen.

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

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen adjourn the regular meeting at 11:20 p.m. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman