

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

**DUNBARTON BOARD OF SELECTMEN  
REGULAR MINUTES OF MEETING  
THURSDAY, SEPTEMBER 25, 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 Travis James, Chairman ProTem, presiding.

The following were present:

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

Members of Boards/Committees and Town Officials:

Jon Wiggin, Fire Chief  
Linda Landry, Town Clerk  
Robert (Bob) Rae, Energy Committee  
Patrick Bowne, Transfer Station Manager  
Jeff Crosby, Road Agent  
Phil Kimball, Library Trustee

Members of the Public:

Robert Martel  
J. R. Swindlehurst

Travis James, Acting Chairman, called the meeting to order at 7:05 p.m. with a majority of the Board of Selectmen present along with Line Comeau, Town Administrator, and Recording Secretary Alison Vallieres.

Brian Pike, Selectman, suggested that due to the fact that the Board of Selectmen was starting their meeting a little late, he would suggest starting the Public Hearing to discuss and accept unanticipated revenues per RSA 31:95-b III.(a) immediately and approve the minutes after the Public Hearing.

**PUBLIC HEARING TO DISCUSS AND ACCEPT UNANTICIPATED REVENUES PER RSA 31:95-b III.  
(a) - 7:05 p.m.**

At this point in the meeting, Travis James, Acting Chairman, opened the Public Hearing for Unanticipated Revenues per RSA 31:95-b III. (a).

It was noted for the record that the Statute has been recently changed effective July 2014, as follows:

III. (a) For unanticipated moneys in the amount of (\$5,000 or more) changed to **\$10,000 or more**, effective July 2014, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper or general circulation in the relevant municipality at least 7 days before the hearing is held.

The following unanticipated revenues fall under the above statute:

2012 Flood Control	\$ 44,500.00
Tamko Roof Claim	34,600.00
CRSW/RRC (Coop)	<u>34,209.00</u>



At this point in the Public Hearing, the following motion was made:

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen close the Public Hearing re Discussion and Acceptance of Unanticipated revenues per RSA 31:95-b III (a) and (b). Travis James seconded the motion. The motion passed unanimously.*

The regular meeting of the Dunbarton Board of Selectmen resumed.

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen accept the unanticipated revenues received from the 2012 Flood Control in the amount of \$44,500, Tamko Roof Claim in the amount of \$34,600 and CRSW/RRC (Coop) in the amount of \$34,209 for a total of \$113,309 and put the monies in Unanticipated Fund Balance. Travis James seconded the motion. The motion passed unanimously.*

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen accept the unanticipated revenues for a total of \$12,721.75 which included FEMA Storm 2013 in the amount of \$914.06, Health Trust in the amount of \$10,307.69 for a total of \$11,221.75 to be put in Unanticipated Fund Balance with the remaining \$1,500.00 to be put back into the Fire Department operating budget. Travis James seconded the motion. The motion passed unanimously.*

**Approval of Previous Meeting Minutes - Thursday, September 18, 2014:**

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, September 18, 2014 with the following amendments:*

*Page 3, line before Frank Biron, from Melanson Heath: add the letters "ed" to thank.*

*Change the wording on page 9 of the motion regarding getting paperwork together for the White Farm, to add the word "need" after "get all of their paperwork together that they".*

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

**Approval of Non-Public Minutes - Thursday, September 18, 2014:**

**MOTION:**

*Brian Pike made a motion to table the approval of the Non-Public Minutes of the Thursday, September 18, 2014 meeting until next week's meeting due to the fact that he had not had an opportunity to review them. Travis James seconded the motion. The motion passed unanimously.*

**PHIL KIMBALL, LIBRARY TRUSTEE - UPDATE ON THE DUNBARTON LIBRARY ACTIVITIES**

Phil Kimball, Library Trustee, appeared before the Board of Selectmen to bring them up-to-date on the Library activities as follows:

1. Reported that reading groups and activities continue.

2. Immediate concern in the tripping hazard on the walkway outside the Library at the entrance. Noted it is parallel to the ramp.

*At this point, Jeff Crosby, Road Agent, stated this had been brought up at the recent Joint Loss Meeting and he is in charge of repairing this issue. He will be doing the repair in the near future.*

3. Noted the Library Trustees are always interested in what is going on with the Town Hall Theatre Restoration Project because it affects us.

**OTHER BUSINESS:**

**FUEL OIL CONTRACT:**

At this point in the meeting, Brian Pike, Selectman, confirmed with Line Comeau, Town Administrator that we have not yet gotten an answer from Dead River regarding whether or not the Town would have to pay for oil not received per their contract, etc. Based on this, he would suggest that we go forward with the awarding of the Fuel Oil Contract.

Brian Pike stated that he did not feel comfortable in voting on this contract unless we amend the bid policy as follows:

**MOTION:**

*Brian Pike made a motion to modify the procurement policy under the Town Advantage heading to read as follows: If a bidder that resides in the Town of Dunbarton submits a bid, that is not the low bid, if the % difference between the Town bidder and low bid is 5% or less, then the town bidder can be awarded the bid under the Town Advantage. Travis James seconded the motion. The motion passed unanimously.*

Based on the above, the following motion was made:

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen accept the Dunbarton Fuel Company proposal for fuel oil at a price of \$.20 over rack price. Brian Pike seconded the motion. The motion passed unanimously.*

**JEFF CROSBY, ROAD AGENT:**

**Purchase of New Highway Truck and Sale of Old Truck:**

Jeff Crosby, Road Agent, appeared before the Board of Selectmen to discuss the upcoming purchase of a replacement truck for the Highway Department. He reported that the new truck will be ready either this week or the first of next week.

Jeff Crosby stated that previously Ted and Alison Vallieres had offered to have the Highway Department put their vehicle on their property at Pages Corner with a For Sale sign. It would get considerable exposure at that location. He wanted to know if the Board of Selectmen would approve this and allow him to take offers, etc. What would be the lowest price we should accept?

At this point, Line Comeau, Town Administrator, stated that at a previous meeting, Brian Pike had made a motion that if the truck was not sold by October 1, it should go in the State Auction. It was noted that the auction accepts vehicles on October 6 and 7, 2014.

Jon Wiggin, Fire Chief, suggested that due to the fact there was a truck, sander and plow, he would suggest starting at \$10,000.

It was noted that any funds derived from the sale of the old vehicle would be put back into the Capital Reserve Account for a replacement vehicle.

At this point in the discussion, Brian Pike stated that he would make a motion to rescind his previous motion as follows:

**MOTION:**

*Brian Pike made a motion to rescind his previous motion that if the truck is not sold by October 2, it should go to the Auction to allow the truck to be held until the last possible date for delivery to the New Hampshire Auction. Travis James seconded the motion. The motion passed unanimously.*

**CROSSWALK IN FRONT OF CHURCH:**

Brian Pike, Selectman, reported that he had checked into having DOT put a crosswalk in front of the Dunbarton Congregational Church. The process is that the Town of Dunbarton needs to write a letter to DOT, Attention: Bill Lambert, Administrator, requesting a crosswalk. If the speed limit at that particular point is anything over 35 mph, they will not approve a crosswalk. He suggested checking with the church to determine where the best location for the crosswalk would be.

Travis James suggested that Line Comeau contact James Davenport, Deacon of the Dunbarton Congregational Church regarding the location of the proposed crosswalk.

*Line Comeau, Town Administrator, will write a letter to DOT requesting a crosswalk at the Dunbarton Congregational Church after speaking with James Davenport.*

**WELFARE DIRECTOR PROPERTY INSURANCE:**

It was reported that the request from the Welfare Director for Town's payment of her property liability insurance in the amount of \$585 for the Food Pantry was discussed as follows:

1. Noted that the Board of Selectmen had questioned the payment of the insurance because it was not Town Property.

2. Noted that the Town had received a response from legal inquiries as follows:

*" As you are aware, all municipal spending must be for a proper public purpose, which essentially means that it must benefit the public and not particular individuals. Although there would be some incidental benefit to the Welfare Director as an individual --- because she would have this additional liability insurance coverage on her home -- it sounds like the benefit of allowing the Welfare Director to continue to maintain the food pantry in its current location is, overwhelmingly, a benefit to the public and, therefore, is likely a proper expenditure of the town's funds. "*

Based on this information, the following motion was made:

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen authorize the payment of the property liability insurance for the Dunbarton Food Pantry in order that we do not discontinue serving the needy. Brian Pike seconded the motion for discussion purposes.*

*Discussion:*

*Brian Pike noted that the Food Pantry serves Weare, New Boston, Goffstown and Dunbarton. I think the other towns are getting a "free ride" on our dollar. We should look at them paying a portion of this bill.*

*Travis James stated he totally agreed with Brian. These other towns are getting the same benefit as Dunbarton. We are allowing other towns to use the Food Pantry.*

*It was suggested that Dunbarton contact Becky Barlow with regard to the numbers of families from other towns using the Food Pantry. It was noted that 150 families were served at the Food Pantry last month.*

*Brian Pike stated he had a concern because we are getting this request at the 11th hour. We need to get all the information before we can make an informative decision. Now we have to act because it is a crisis. We received the bill on September 16, last week and we saw it on the 18th. Before we pay the next year's bill, we should contact the other towns, etc. At this point, I will agree to pay this year's bill.*

*The motion passed unanimously.*

**DISCUSSION RE THE TOWN HALL THEATRE RESTORATION COMMITTEE BEING A "HYBRID" COMMITTEE:**

**Travis James, Selectman, brought up the question regarding the Town Hall Theatre Restoration Committee being both a separate 501-C-3 and also a Town Committee. It was noted that Terry Knowles, Attorney General's Office has stated that we don't need to have the Committee be both.**

*Travis James read an opinion by Town Counsel that it looks like they can be both.*

**TOWN HALL ROOFING QUOTES:**

**Travis James brought up the fact that we have received quotes for the Town Hall Roof which range from \$16,000+ for asphalt to \$56,000 for a slate roof. He noted that the Town Hall Restoration Committee has a new architect who is recommending a new plan which would be that the roof does not tie in to the existing Town Hall. This would also mean that the Town Hall roof project would not be included within the Town Hall Restoration Project. In addition, this would mean that the Town Hall roof would not require dormers, etc. as previously discussed. He would like to move forward with replacing the roof on the Town Hall now.**

**It was noted that the plan might change again. At this point, there will be a gap between the addition and the old building. We will be presenting a flat roof to the Town.**

**Brian Pike stated he would *like to* hold up until we know what the final plan is going forward. He stated he does not have any problem with putting the new roof on a Warrant Article at Town Meeting. We need to wait and see and let the taxpayers decide. This would be the prudent thing to do.**

**CIP:**

**Brian Pike reported that at the September 17 meeting of the Planning Board, the CIP Committee was established and voted on.**

Brian Pike explained the process for the CIP. He noted that the CIP is merely a Planning tool. It is used for planning capital improvement expenditures and making sure they are spread out throughout a time period so that one year does not have large capital improvement items and other years none, etc. This would assure that the tax rate remain somewhat level. There was considerable discussion as to the need for the CIP and what should be included and what should not be included.

A motion was made as follows:

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen include the following items in the upcoming CIP Plan:*

- *Public Safety Building*
- *Town Office Building*
- *Land Acquisition*

*Travis James seconded the motion. The motion passed unanimously.*

**FIRE DEPARTMENT RENOVATIONS RFP:**

Brian Pike presented the Fire Department Renovations RFP and Jon Wiggin, Fire Chief, made revisions to the draft as follows starting at page 7.

**Page 7:**

Insulation shall be fiberglass

5/8" Type drywall where required. In addition, waterproof drywall in bathroom area where applicable 1/2" drywall in all other areas.

Recommended push bar door handles instead of knobs for the main entrance door and bathroom door.

Fire door to be metal fire rated door, 1 hour minimum

**Construction requirements:**

At the bottom of existing stairs: install metal fire rated door, 1 hour minimum

**Page 8:**

**Materials:**

Kitchen - will require new appliances, stainless steel large commercial sink, appliances will be supplied by the Town.

Recommended push bar door handles instead of knobs on bathroom door

5/8" Type waterproof drywall where required prepped for finish paint, 1/2" for all other

Insulation shall be fiberglass

Rug for office

It was noted that ADA requirement for the bathroom is not necessary due to the fact that the Police Department bathroom qualifies for ADA accessible. If the Fire Department bathroom would have to be ADA accessible, there would be not enough room for the office area, etc.

*Brian Pike will make the necessary changes and get the RFP back for the next Selectmen's Meeting on October 2, 2014.*

**OTHER BUSINESS:**

**Tires Dumped on Legache Hill Road:**

Brett St. Clair, Conservation Commission, has reported that ten tires have been dumped on Legache Hill Road. The gates are not effective unless they can be locked.

**Construction Manager Contract for Theatre Restoration Project:**

Have received a communication from Clem Madden listing bullet points for the Construction Manager Contract for the Board of Selectmen's review.

**Town Profile through UNH Cooperative Extension:**

Bob Rae stated he was here this evening because Ken Koerber could not attend on behalf of the Town Profile. He asked if the Board of Selectmen had agreed on funding for the Town Profile Project in the amount of \$1,500. They need to sign the contract to establish a Steering Committee. This will develop an overall plan for the Town. They will be mapping all the resources, recreation, etc.

After looking over the budget printout for the third quarter, the following motion was made:

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen pay the UNH Cooperative Extension \$1,500 to develop the Profile Plan for the Town.*

**Discussion:**

*At this point in the discussion, Travis James stated that he has been asking for \$3,500 for the part-time police budget line for several months and now we are spending \$1,500 on a Study for the Town. What is more important? The safety of our residents or the study? How do we justify funding this study if we are not funding the Police Department. They are operating on a default budget this year.*

*The motion was not seconded and therefore died on the floor.*

***LINDA LANDRY, TOWN CLERK:***

Linda Landry, Town Clerk, asked that when the Board establishes a new Committee or re-establishes an old Committee, it would be very helpful that they let her know so she can swear the Committee members in and get the paperwork ready for signature. She was not aware of the CIP Committee.

It was noted for the record that the CIP Committee was established by the Planning Board at their meeting of September 17, 2014 and not the Board of Selectmen.

**Members of the Public Comment:**

**Town Hall Roof Replacement:**

Bob Martel stated that with regard to the roof on the Town Hall, the Town had received pretty good numbers for repairing the roof. If you can do it now before the roofing business starts to accelerate, you might want to reconsider whether you want to wait or not.

Jeff Crosby, Road Agent, suggested the town should go ahead with the roof replacement on the Town Hall.

Jon Wiggin noted that the metal interlock roofing appeared to be a good product, etc.

**Profile Committee:**

It was suggested that the Board of Selectmen brainstorm and look at the numbers. We will be going into the holiday season shortly.

There was no further comment from the public.

**PATRICK BOWNE, TRANSFER STATION MANAGER:**

At this point in the meeting, Patrick Bowne, Transfer Station Manager, stated he had an Application for Employment which he would like to discuss with the Board of Selectmen in a Non-Public Session this evening.

Based on this information, the following motion was made:

***MOTION:***

*Brian Pike made a motion to go into a Non-Public Executive Session in accordance with 91-A:3, II (a) to discuss a personnel issue at 9:05 p.m. Travis James seconded the motion. The motion passed unanimously with the following Roll Call Vote:*

*James - Yes*

*Pike - Yes*

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

The following motion was made:

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen offer a part-time position at the Transfer Station to Dylan Garlock at the hourly rate of \$10.25/hour with the condition that he also receive the \$25.00 stipend if he meets the criteria. Travis James seconded the motion. The motion passed unanimously.*

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen's Meeting adjourn at 9:25 p.m. Travis James seconded the motion. The motion passed unanimously.*

Respectfully submitted,

**Alison R. Vallieres**  
**Recording Secretary**

---

**Ted Vallieres, Chairman**

---

**Travis James, Selectman**

---

**Brian Pike, Selectman**