

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN (BOS)
MEETING MINUTES OF
Thursday, October 6th, 2016
TOWN OFFICES – 7:00PM**

The Dunbarton Board of Selectmen held the scheduled regular meeting of the Board of Selectmen at the above time, date and place with Brian Pike, Chairman, presiding.

The following Board Members were present:

Brian Pike, Chairman
Tom Groleau, Vice-Chairman
Robert “Bob” Martel, Selectman
Line Comeau, Town Administrator
Koren Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Linda Landry, Town Clerk
Coleen Madden, Dunbarton Library Trustee
Katie McDonald, Dunbarton Library Trustee
Phil Kimball, Dunbarton Library Trustee
Mary Girard, Library Director

Members of the Public:

Leo Martel

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

Brian Pike, Chairman, called the regular Board of Selectmen’s meeting to order at 7:00pm with a full Board present.

OLD BUSINESS:

MOTION:

Bob Martel made a motion to accept the minutes of the BOS public meeting held on September 29th, 2016 at 7:03 PM. Tom Groleau Seconded the motion.

DISCUSSION: None

VOTE: (3-0)

MOTION:

Brian Pike made a motion to take off the table the minutes for the non-public session held on September 22, 2016. Tom Groleau seconded the motion.

DISCUSSION: None

VOTE: (3-0)

MOTION:

Brian Pike made a motion to accept the non-public minutes held on September 22, 2016. Tom Groleau seconded the motion.

DISCUSSION: None

VOTE: (3-0)

PUBLIC COMMENT: None

Brian Pike closed the Public Comment to continue with the meeting Agenda.

TOWN BUSINESS:

Dunbarton Library Trustees, Coleen Madden, Katie McDonald and Phil Kimball made a formal introduction of Mary Girard, Dunbarton Library Director, to BOS.

Library issues:

Mary Girard told the BOS that there were two deficiencies the Joint Loss Committee found in their inspection of the Library.

1. Emergency lighting battery, which supports 2 lights, was dead and needs replacing.

Brian Pike said Jon Wiggin, Dunbarton Fire Chief should check all the buildings emergency lighting fixture batteries and order what we need.

Mary Girard suggested that we should order a few extra bulbs for the fixtures.

2. Mary Girard told the BOS that the outside handicap ramp needs repair or in her estimation needs to be replaced.

Tom Groleau asked if Mary had any estimates as to the cost of a new ramp.

Mary Girard replied no to Tom Groleau's question.

Line Comeau stated that the Contractor who has the Library roof project said his firm would be interested in bidding other Town projects.

Brian Pike commented that we should get Primex involved and have them give the town their opinions to what safety issues that repairs need to be done.

Coleen Madden asked if we get a new ramp, could it come out straight?

Bob Martel mentioned that the ADA has requirements on the pitch of the ramp.

Line Comeau stated that a straight ramp would run too far into the Library's parking lot. Line Comeau also mentioned that with the reappointment of the Town Hall Restoration Committee, the Library entrance could change and may not fit into the restoration plans.

Brian Pike said we should look at the safety issues of the ramp and budget what is needed for next year.

Line Comeau stated the need for a snow fence by the ramp. She would look into finding a handyman to do both the snow fence and necessary ramp repairs that impact safety.

Brian Pike asked Line Comeau to make up a contract for small work such as winterizing air conditioners. The contract should have an hourly wage rate.

Bob Martel mentioned that he has suggested this previously and to have a person on call would be a great help.

Brian Pike asked Line to look for similar type contracts for small plumbing and electrical work persons. Brian said a generic contract could cover electrical, plumbing, and maintenance.

Bob Martel said you might find a person that can do the bulk of the work and for the work that the person cannot perform, that person may know someone who could do the work.

After substantial discussion, the consensus of the Board was to work contract as an "umbrella contract".

Brian Pike told the Library Trustees and Mary Girard that any major ramp work would not happen this year due to budget restraints.

Line stated that she would have the Town fix the safety issues such as nails popping up as soon as possible.

Mary brought up an issue on the library's main door. She said it is weather-beaten and does not lock from the inside.

Line Comeau said the Town could repaint the library's front door and put in a new lock housing to let one lock the door from the inside.

Mary Girard mentioned that the plumber had fixed one of their toilets and said that toilet is quite old and uses a lot of water. The Plumber (Jay's Plumbing) gave Mary an estimate to replace the existing toilet with an ADA compliant toilet of approximately \$500.00.

Mary Girard told the selectmen that the outside motion sensors on the lights are not working.

Tom Groleau asked Bob Martel (Selectman designee for the Energy Committee) to bring this item to the Energy Committee's next meeting and have someone give us recommendations to fix the problem.

Posting of Election Warrant

Selectmen signed the warrant officially notifying that the Dunbarton Polls would be open on Tuesday, November 8th, 2016 from 8:00AM till 7:00 PM for the Presidential Election and other U.S. and NH elections. Location will be at the Community Center located at 20 Robert Rodgers Road, Dunbarton, NH 03046. Selectmen signed the warrant and will be posted at the Community Center and Town Office bulletin board.

BOARD OF SELECTMEN MAILBOX:

The following was reviewed:

PTO request to place banner sign up for the Harvest Moon Supper to be held on November 5th. BOS approved request by consensus.

Letter on Snow Plowing Training (forwarded to Road Agent and Transfer Station Manager).

Discussion on Snow Plowing

Brian Pike inquired on the requirements of the independent contractors who snow plow for the town. Brian Pike asked Line Comeau why the independent contractors forward their hourly rates to the Town instead of the Town stating what we will pay for an hourly rate. Brian Pike to get the hourly rate that the State uses to pay their independent contractors, as an example. Brian Pike inquired if the Independent Contractors who store their vehicles in the Town garage during the snow season, if so do they have insurance coverage for any damage done to the facility.

Line Comeau was not sure on this point but would look into it.

Bob Martel suggested that we get the Road Agent involved and asked Line Comeau to contact him.

Discussion on whether independent contractors for snow plowing need to attend a snow plowing safety training course.

Bob Martel felt that making this class mandatory could insult some of the snow contractors that have been doing this for years.

Brian Pike asked Line to look into how much it would cost the Town to pay for the contractors to attend the safety course.

Treasure's Report from January 1st to 31 August 2016 submitted by Pam Milioto the Town Treasurer was read.

Email from Naomi Bolton, Town Administrator, asked the BOS for help in getting a representative from Dunbarton for the Scenic Byways Committee.

John Stevens mentioned that J. R. Hoell knows about this committee in detail and the Town should contact him for any addition information.

GENERAL DISCUSSION:

John Stevens from the Dunbarton Energy Committee updated the BOS on possible donations for the next Energy Fair. Next year the Energy Fair will probably change its name to Central NH Home Energy Show. The date in 2017 will be in February, exact date and location to be determined.

The consensus of the Board was to deposit contributions from vendors into the Energy Committee account to help offset future Energy Fairs.

Discussion on the Town Office's parking lot lights:

Brian Pike asked John about the progress with the parking lot light sensor. John said no further adjustments have been made, stated that even the best sensors have limitations and the two trees in front of the Town Office hinder the sensors. John Stevens recommended a few other options, such as having a dusk to dawn sensor or a dusk to dawn sensor with a timer.

Brian Pike asked if he could get the operation manual for our system and any other warranties and parts manuals.

Tom Groleau asked if the Town can use multiple sensors and to get better coverage. John said possibly.

Brian asked John Stevens if he could compile a list of options for the BOS.

Bob Martel gave a report on the Health Trust class he attended. Rates to be set on October 18th, 2016 and expect a 13.9% increase in July 2017. The Health Pool Trust is currently between 63 – 64 million dollars and actuaries say it needs to be higher between 90 – 140 million dollars.

It was noted that one of Police cruisers was involved in an accident in Henniker, NH and the Henniker Police are investigating.

Linda Landry asked Line Comeau if she could see that the November 8th Election's time, hours and location be posted on the Town Common marquis. Linda Landry thanked the Selectmen for

getting the word out on water conservation. Brian Pike said we should be getting the water tested at our public buildings.

Line Comeau, Town Administrator updates:

Line Comeau said she would be attending a Human Resource training class given by Primex.

The transfer station bailer is working.

Line Comeau said that Woody has started his weekly meetings with staff and all is going well.

DRA has not completed the Town's tax rate but the completion is near.

Brian Pike told the BOS that the old Blacksmith Smith Shop is being dismantled and reassembled in its new location in Maine. Brian Pike asked Line to pass on this information along to the Historical Society and Historical Awareness Committee.

PUBLIC COMMENT:

Leo Martel asked for clarification on the proper name of the Town Hall Restoration or Theater Restoration Committee. Line Comeau said she would check this out but she is confident that it is the Town Hall Restoration Committee.

With no other public comments, Brian Pike closed public comments.

MOTION:

Brian Pike made a motion to go into a non-public session per RSA91-A:3 II (b) at 8:46 PM. Tom Groleau seconded the motion.

DISCUSSION: NONE

VOTE: ROLL CALL

Brian Pike, Chairman	Yes
Tom Groleau, Vice-Chairman	Yes
Robert "Bob" Martel, Selectman	Yes

MOTION:

Brian Pike made a motion to come out of the non-public session per RSA91-A:3 II (b) at 9:24 PM. Bob Martel seconded the motion.

DISCUSSION: NONE

VOTE: ROLL CALL

Brian Pike, Chairman	Yes
Tom Groleau, Vice-Chairman	Yes
Robert "Bob" Martel, Selectman	Yes

MOTION:

Brian Pike made a motion to hire David A. Ballou for the position of Transfer Station attendant. Tom Groleau seconded the motion.

DISCUSSION: NONE

VOTE: 3-0

MOTION:

There being no further business, Tom Groleau made a motion to adjourn the meeting at 9:26 PM. Brian Pike Seconded the motion.

Discussion: None

VOTE: (3-0)

Respectfully submitted,

Koren Maccubbin, Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman