

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, OCTOBER 8, 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:

Pam Milioto, Town Treasurer
Judy VanKalken, Tax Collector
Deb Urella, Welfare Director
Tammy Fitzpatrick, Deputy Welfare Director
Linda Landry, Town Clerk
Jason Dubrow, Trustee of Trust Funds

Members of the Public:

Jason Gonyer
Sandra Gonyer
Mert Mann
David Nault

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.

SANDRA AND JASON GONYER - MEMORIAL BENCH FOR TREVOR GONYER:

Sandra and Jason Gonyer appeared before the Board of Selectmen to discuss the placement on the Town Common of a Memorial Bench in honor of their son, Trevor Gonyer.

They stated that they did not know a lot about the Memorial Bench details because Norm Forest was the person who was coordinating the project. It is being funded through donations from businesses and friends in Dunbarton that Trevor worked with.

The Board of Selectmen noted that according to the recent picture submitted, the bench was now going to have a back. This would not fit in the spot by the Bandstand where they originally suggested the bench be located.

The Board of Selectmen noted they were in the process of developing a policy for the Town Common which this would fall under.

Mr. and Mrs. Gonyer both agreed they would like the bench to be on the Town Common somewhere. They were not in favor of putting it at the school, unless it was the only option.

It was asked if they would object to putting the Memorial Bench in front of the Town Offices, facing the Town Common. The Gonyer's had no objection to this location for the bench.

The Board of Selectmen reached a consensus that they would table the Memorial Bench for further discussion. They suggested the Gonyer's not commit any monies before speaking with the Board of Selectmen.

Hodgman Memorial Bench:

It was noted for the record that a letter had been received by Wendy Dailey regarding the location of the Hodgman Memorial Bench. The Selectmen read the letter and will take it under advisement.

APPROVAL OF PREVIOUS MEETING MINUTES - Thursday, October 1, 2015

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen accept the minutes as written of the Thursday, October 1, 2015 Board of Selectmen meeting. Tom Groleau seconded the motion. The motion passed unanimously.

DEB URELLA, WELFARE DIRECTOR:

Deb Urella, Welfare Director, and Tammy Fitzpatrick, Deputy Welfare Director, appeared before the Board of Selectmen to discuss the CAP letter requesting funds and the insurance bill for \$600 from Elliot Insurance Agency for the Food Pantry in Goffstown.

Ted Vallieres, Selectman, noted that according to CAP, they have provided emergency food, utilities, and fuel assistance for many families in Dunbarton. He noted the CAP Program has a Food Pantry along with the Dunbarton Congregational Church and the Town of Goffstown. Other town's i.e. New Boston, Goffstown and Weare are utilizing the Dunbarton Food Pantry which is now in the Hillside Church in Grasmere. Do the other towns pay a portion of the insurance?

Deb Urella stated that the Town of Weare pays for her schooling as a Welfare Director. She tries to split up costs between the three towns. In addition, the Salvation Army helps with welfare assistance such as fuel and clothing.

Tammy Fitzpatrick stated that the Town of Dunbarton Welfare pays for nine families for food @ about \$200/month for a total of \$21,600 a year for food for Dunbarton families.

Tammy Fitzpatrick noted that Hillside Church where the Food Pantry is now located asked us to cover the insurance for the Food Pantry.

The Board of Selectmen noted it would be good if the Welfare Department could coordinate with the CAP Program. It was noted that CAP does Fuel Assistance but there is always a need for over and above the \$700 allotted for fuel from CAP. This is where the Welfare Department comes into play.

After discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen authorize the payment of the insurance invoice in the amount of \$600 to Elliot Insurance Agency from the Welfare Budget. Ted Vallieres seconded the motion. The motion passed unanimously.

PAMELA MILIOTO, TOWN TREASURER:

Pam Milioto, Town Treasurer, appeared before the Board of Selectmen. The Board of Selectmen noted that the auditors had suggested that the Town Treasurer use the same software as the Town (BMSI) in order to make it easier to reconcile with the General Ledger. In addition, they would request that she not use her own personal computer for Town business.

The Board of Selectmen stated the Town would purchase a Laptop Computer along with any necessary BMSI software for Pam to reconcile with the General Ledger.

Pam Milioto noted the following:

1. Stated she would be in agreement with this but would continue to run a dual system.
2. Would like to make sure no one had access to her computer/software, etc.
3. Asked who would be making the Journal entries. It was noted that at this point, Line Comeau, Town Administrator, does the Journal entries.
4. Stated this would involve more work on her part. She would have to be trained for the BMSI software. She would like the Board of Selectmen to consider a raise for her position.

The Board of Selectmen noted they were in the process of writing a Fiscal Policy and would appreciate her help in developing the policy.

Board of Selectmen asked her thoughts about e-reg and paying online with credit cards. She stated she did not think this was a good idea. Will involve another checking account. Will not allow credit cards into the main checking account. She noted she would have to receive a statement daily. Do you feel people will use it?

Asked if they use Eversource for payment of utility bills? It costs the consumer \$3.50 per payment. Would just as soon put a stamp on an envelope with a check for payment as pay \$3.50.

OPEN BIDS FOR LIBRARY ROOF REPAIR:

The Board of Selectmen opened bids for the Town Hall Roof replacement as follows:

<u>Company</u>	<u>Slate</u>	<u>Metal</u>	<u>Bid Amount</u>	<u>Comments</u>
Sentry Roofing 40 King Street, Suite 2 Auburn, NH 03032	X	No Bid	66,800.00	Walk through_ S1 - Vermont Slate
E. Guimond Construction 103 Knox Road Bow NH 03304	X	No Bid	88,000.00	<u>No</u> Walk through
LGR 1, Inc. 165 Chelmsford Street Lowell MA 01851	X		88,000.00	Walk through
LGR 1, Inc. 165 Chelmsford Street Lowell MA 01851		X	64,000.00	Walk through

Board Discussion:

The Board of Selectmen noted that Sentry Roofing met all the specifications as requested by the RFP.

Both Sentry Roofing and LGR 1, Inc. were on the Mandatory Walk Through.

E. Guimond Construction did not go on the Mandatory Walk Through.

It was noted that the Warrant Article was in the amount of \$61,000. Any additional monies would have to come from Town Building Maintenance account.

The Board of Selectmen will schedule a Public Hearing on Thursday, October 29, 2015 at 7:00 p.m. to discuss the type of roof the Town residents would like to have on the Town Hall.

Line Comeau, Town Administrator, will contact vendors for samples of materials which will be used. These will be available at the Public Hearing. In addition, she will call references.

JASON DUBROW, TRUSTEE OF TRUST FUNDS:

Jason Dubrow, Trustee of Trust Funds, appeared before the Board to discuss the submittal of a Warrant Article to allow the Trustees of Trust Funds to charge any expenses incurred for professional banking or brokerage fees against the capital reserve funds involved. This RSA became effective on July 26, 2014.

He noted this would give the Trustees an opportunity to seek out banks which give a greater interest rate than we are presently receiving and charge the fees against the capital reserve funds instead of Town funds.

He submitted the wording for the Warrant Article as follows:

Shall the Town of Dunbarton vote, pursuant to RSA 35:9-a, II (which became effective July 26, 2014), to authorize the Trustees of the Trust Funds, without further action of the town meeting, to charge any expenses incurred for professional banking or brokerage assistance for capital reserve funds in their custody as authorized in RSA Chapter 35, against the capital reserve funds involved, such authority to remain in effect until rescinded by a vote of the town meeting, which said vote to rescind such authority shall not occur within 5 years of the adoption of this article? (Majority vote required)

After discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen put the Warrant Article as presented by the Trustees of the Trust Funds on the 2016 Town Warrant for vote at the Town Meeting. Tom Groleau seconded the motion. The motion passed unanimously.

LINDA LANDRY, TOWN CLERK, UPDATE ON E-REG:

Linda Landry, Town Clerk, appeared before the Board of Selectmen to discuss progress on the E-reg.

She noted for the record that due to the fact that there was no videotaping and/or taping of the meeting, she would be taping the discussion.

Linda Landry, Town Clerk, reported the following with regard to progress on the e-reg.

1. Have received check stock. Have not ordered the ink as yet.
2. Need a dedicated printer. Had hoped to use a printer in conjunction with the Tax Collector.
3. Have not sent the contract out to Motor Vehicle. Really want to examine the fees that would be incurred.
4. The State prints out renewal notices @ a cost of \$110/year. She folds them, crosses out info, staples, stamps them and mail. Can still do that through the State, however, it will not have a PIN #. That is what will give them the ability to e-reg. Will have to print them ourselves.
5. Really need to understand the cost to the Town. We need this information so I can present it to the Selectmen so they can determine fees to cover the costs. Some towns charge a different rate for licenses than registrations.
6. Noted we are not going to have PIN numbers until they have registered. First year will be rather slow.
7. Linda Landry, Town Clerk, stated she was working on a very extensive Right to Know Request. Don't want to jump into this. That is where we are. Not having the State print the registrations because they will be no PIN numbers. Don't know how long it will take to come up with the rest of the information. Want to be thorough. Don't want to go back and change the figures.

Tom Groleau stated he would like to know what the cost would be for us to have our own stand alone equipment. Asked when we could expect to be able to enact e-reg.

Linda Landry stated she would not be held to a date. I owe that to the people I serve.

Election Training:

Stated there are four elections next year. There is statewide data base training available. Will be receiving new equipment. Going to get a tablet. Will be returning old equipment.

TAX RATE SETTING FOR 2015:

The Board of Selectmen went over the necessary paperwork from DRA for the setting of the Tax Rate for 2015. It was noted that according to DRA, if we went with the figures at this time, the new tax rate would be \$23.93/thousand which is a \$2.79 increase over last year.

There was considerable discussion amongst the Board as to the amount to be set aside in Fund Balance.

At this point, there will be \$251,753 in Total Retained Fund Balance. It was noted that there had been \$42,600 and \$100,000 for a total of \$142,600 set aside to Reduce Taxes on the MS-434.

Ted Vallieres stated that as Selectmen we owe it to the Town Residents to do anything we can in our power to reduce this increase in the Tax Rate. The DRA recommends 5% be set aside in Fund Balance but this is only a recommendation. Now days we have insurance and FEMA, etc. to cover emergencies. Why do we need so much in Fund Balance? It is important that we try to reduce the tax rate.

Tom Groleau stated he agreed that we need to do whatever we can to keep the Tax Rate down.

It was noted for the record that the School portion of the Tax Rate went up \$1.54, and at this point the Town portion will be increasing by .95.

Brian Pike expressed concern about reducing the Retained Fund Balance any lower than \$251,753. This is the rainy day fund, and we do not know what next year will bring.

At this point in the discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen set the 2015 Tax Rate at \$23.93/thousand. Tom Groleau seconded the motion.

Discussion:

At this point in the meeting, Ted Vallieres made the following amendment to the motion:

Amendment Motion:

MOTION:

Ted Vallieres amended the above motion to include an additional \$100,000 from Retained Fund Balance to reduce the Tax Rate. Tom Groleau seconded the motion.

Discussion:

It was noted that this would bring the Retained Fund Balance down to \$151,753 or 1.81%.

Brian Pike expressed concern about having the Fund Balance below 5% as recommended by DRA.

By putting the additional \$100,000 towards the Tax Rate, would reduce the tax rate to \$23.59/thousand and the Town's portion to .61 instead of .95.

Tom Groleau stated he was in agreement with Ted. We have to do something to reduce the Tax Rate.

Brian Pike noted that insurance doesn't pay for the total cost of replacement.

Vote on Amendment:

The amendment to include an additional \$100,000 from Fund Balance to reduce the Tax Rate from \$23.93 to \$23.59 was passed unanimously.

MOTION:

The amended motion was seconded and passed unanimously.

DAVID NAULT, KELSEA ROAD LAYOUT:

David Nault appeared before the Board of Selectmen with a proposed plan for the layout of Kelsea Road. He noted he was an aggrieved landowner.

The Board of Selectmen noted that there would be two Public Hearings for the two requests received regarding the layout of Kelsea Road, David Nault being held on Tuesday, November 10, 2015 at 7:00 p.m. and Mike Guiney on Thursday, November 12, 2015 at 7:30 p.m.

David Nault noted he would suggest the Board of Selectmen review the publication "A Hard Road to Travel" relating to layout of town roads, etc.

BOARD OF SELECTMEN'S MAILBOX:

Brian Pike, Chairman, went through the Board of Selectmen's Mailbox as follows:

- 1. Two Notices of Decision from the Planning Board as noted below:**
 - a. Approval of Request for Extension from GPS for a 24 Unit Development**
 - b. Approval of an Open Space Three Lot Subdivision from Cote and Sciere**
- 2. E-mail from the Town of Warner and Town of New Durham regarding AFLAC Feedback, etc.**
- 3. Legal inquiry regarding complaint about rooster**
- 4. Letter from Merrimack County noting County Tax Apportionment for Dunbarton for \$848,550 which is \$12,630 higher than last year.**
- 5. Letter from Trustees of the Trust Funds regarding putting a Warrant Article in as stated previously in the meeting.**

There were no public comments.

BOARD AROUND THE TABLE:

Tom Groleau, Selectman, brought up the following:

- 1. Black Brook Road intersection. Took a look and felt some of the problem could be corrected by cutting brush. This would improve visibility to the right. It was noted that Goffstown did drainage work. Would like the Road Agent to contact the Town Administrator of Goffstown regarding the intersection.**
- 2. Recently sent the BOS sample policies re the Town Common, Bandstand and Town Sign. Asked who was responsible for the marquee sign on the Common. It was noted that the Recreation Committee paid for the sign.**
- 3. Have we received easement language re Kelsea Road language from Town Attorney? Not received to date.**
- 4. Status of Stark Bridge?**
- 5. Grapevine Road - Noted a lot has happened re the driveways, etc. since last week. Looks good.**
- 6. Warrant Article changing the way the Cemetery Trustees handle the perpetual care monies.**
- 7. Trying to meet with the Library regarding the MOU.**
- 8. The Cemetery Trustees made a motion to renew the contract with Saints Lawn Care for cemeteries. Line Comeau needs a copy of the contract. The contract is for six mowing's @ \$950 each for a total of \$5,700/year.**

Ted Vallieres, Selectman, brought up the following:

- 1. Asked if the turnaround time for payment of the credit card has been resolved. The credit card company can be contacted and have the due date adjusted accordingly. It was noted that at this point the credit card payment is being taken out of the checking account automatically.**

2. Have we received the final report from the Profile Committee yet? It was noted that Line Comeau has recently spoken with John Stevens regarding this.

3. Asked that Line Comeau, Town Administrator, contact the Town Attorney regarding the Kelsea Road Public Hearings. Would like to know if he can ask questions as a resident of the Town at the Public Hearings when he is sitting in the audience.

At this point, Alison Vallieres, Recording Secretary, asked if the question could be asked of the Town Attorney if she should be taking minutes of the Public Hearings as she is a member of the Executive Board of the Dunbarton Historical Society which received a large donation for the Society from the company that David Nault works for.

4. Noted that an employee was staying out of work for a week due to a medical problem, except for light duty.

The Board of Selectmen agreed that the employee should not be working at all until he is released by the doctor. This is to become the standard policy for all non-work related injuries that keep employees from attending work for the Town.

5. Received a communication from Patrick Bowne, Transfer Station Manager, that he was not coming to the Board of Selectmen's meeting this evening because this would mean it would be at time and one half because he was up to 40 hours for the week.

6. Should be working on a Tree Removal Policy. Should advise Jeff Crosby, Road Agent, when he has trees taken down on Town property, the contractors should remove the wood the same day, etc.

7. It was noted that the Town Forest replanted a tree recently when a tree was taken down.

There being no further business, the meeting adjourned with the following motion:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn the regular Board of Selectmen's meeting at 11:30 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman