

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
REGULAR MINUTES OF MEETING
THURSDAY, OCTOBER 9, 2014
TOWN OFFICES – 7:03 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 Ted Vallieres, Chairman, presiding.

The following were present:

Ted Vallieres, Chairman
Brian Pike, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Jon Wiggin, Fire Chief and Town Hall Theatre Restoration Committee
Linda Landry, Town Clerk
Jeff Crosby, Road Agent

Members of the Public:

Robert Martel
Leo Martel
J. R. Swindlehurst
Mike Cotton, Merrimack Valley Voice

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

At this point in the meeting, Ted Vallieres, Chairman, announced that the Board of Selectmen would be going into a Non-Public Executive Session immediately to discuss a personnel issue. The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91: A: 3, II (c) to discuss a personnel issue at 7:05 p.m. Ted Vallieres seconded the motion. The motion passed unanimously with the following Roll Call Vote:

*Vallieres - Yes
Pike - Yes*

The regular meeting of the Dunbarton Board of Selectmen reconvened at 7:08 p.m.

At this point in the meeting, Ted Vallieres, Chairman, announced that the Board of Selectmen had received the resignation of Travis James, Selectmen, effective October 9, 2014.

The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept Travis James' resignation from the Board of Selectmen effective October 9, 2014. Ted Vallieres seconded the motion. The motion passed unanimously.

MIKE COTTON, THE MERRIMACK VALLEY VOICE:

Mike Cotton, The Merrimack Valley Voice, appeared before the Board of Selectmen to let them be aware of his publication "The Merrimack Valley Voice". He stated that because Dunbarton was now sending their students to Bow, he felt that Dunbarton should be included in this publication. Noted the following:

1. Presently, the publication includes the towns of Boscawen, Contoocook, Penacook, Salisbury, Warner and Webster.
2. Due to the fact that students from Dunbarton are attending Bow School, he felt that Dunbarton should be included in the paper along with Bow.
3. Paper has been in circulation for five years.
4. Would be including all news from Dunbarton including Town news, upcoming events, sports, Club news, etc. Would also include stories of interest and Public Notices.
5. Paper is available free at the Pages Store in Dunbarton, Shaw's, Hannaford's, Sully's, etc.
6. Circulation would be 8,000/month. Would be moving it up from 5,000.
7. Are considering breaking the paper into two sections, one to include Bow, Dunbarton and Hopkinton and the other to include Boscawen Penacook, Salisbury, Warner and Webster.
8. Would like to increase the pages from 24 pages to up to 36 pages.
9. Stated he was here in order to get the word out about the paper. Is ordering four more outdoor boxes.
10. November 1, 2014 will be the date for the first edition to include Dunbarton.
11. There will be a correspondent for Dunbarton.

At this point in the meeting, Brian Pike asked if they would be able to cover events regarding sports which involved students attending Goffstown, etc. Will Goffstown share information with you regarding sports which involve students from Dunbarton, etc.?

Approval of Meeting Minutes:

The following motion was made regarding the minutes of the Thursday, October 2, 2014 Board of Selectmen's Meeting:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, October 2, 2014 regular meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

The following motion was made regarding the minutes of the Thursday, October 2, 2014 Board of Selectmen's Meeting Non-Public Meeting:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the minutes of the Thursday, October 2, 2014 Non-Public meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

The following motion was made regarding the minutes of the Monday, October 6, 2014 Board of Selectmen's Meeting Special Meeting to set the tax rate:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the minutes of the Monday, October 6, 2014 Special Meeting to set the tax rate as written. Ted Vallieres seconded the motion. The motion passed unanimously.

It was noted for the record that the Tax Rate for 2015 will be as follows:

<i>Town Portion stayed the same</i>	<i>\$3.82</i>
<i>Overall Tax Rate is increased by .13</i>	<i>\$21.14</i>

BOARD OF SELECTMEN'S STRATEGY MEETING FOR THE UPCOMING BUDGET:

Ted Vallieres, Chairman, stated that this meeting was being held at the regular meeting of the Board of Selectmen instead of the middle of the day as in previous years in order to give the public the opportunity to attend.

Ted Vallieres, Chairman, stated the updated CPI figure is 1.5% in the event the Board of Selectmen chooses to give Town employees a COLA increase this year. This is something the Board of Selectmen will determine during the budget process.

Line Comeau, Town Administrator, presented the Board of Selectmen with the following information:

1. A reverse time table showing deadlines for budget submittal, etc. prior to Town Meeting. It was noted that the last day the Board of Selectmen can hold a Public Hearing on the Budget would be February 5, 2015.
2. List of Departments which will be submitting budget information to the Board of Selectmen. Will give every Department two weeks notice of date for presentation of budget to Board of Selectmen.
3. Monthly schedules for October, November, December, January 2015, February 2015, and March 2015.
4. CPI chart showing 1.5% CPI.

Ted Vallieres noted that in the past, Departments have not been given any boundaries as to what their budgets should be. He noted that he felt there should be some sort of limits put on increases in Department's budgets such as a percentage. Am not saying that the Department's budgets should be level funded but am saying there should be some sort of guidelines given to the Departments prior to their creating their budget requests.

Brian Pike stated he would agree with a "level services" budget and not level funded due to the fact that there are some items that increase that we have no control over such as Health Insurance, etc. Would not want to see us decrease services.

Ted Vallieres noted there is more to the budget than "level services". There is a line of maintenance. In the past, the Board of Selectmen granted the Departments 99.9% of what Departments requested. We should be giving them some guidance as to the percentage by which their budget could increase and that would be the maximum. Stated he feels we should put a "cap" on how much each Department should increase. In the past, some Departments only asked for what they really needed. Some Departments increased substantially.

They used to start the budget process much later in the year. We should start October 23 which we are this year. We should have the final budget completed by January 1, 2015 if there are no snow storms.

The following are what the Board of Selectmen should determine prior to having the Departments come in with their proposed budgets:

1. Is the Board of Selectmen going to give a COLA increase to employees?
2. Is there a percentage increase that the Board of Selectmen would want to see for budgets and what is the percentage amount?
3. Do we want to look at the part-time wage scale this year?

Ted Vallieres stated that two years ago, the wage scale for full-time employees was revised. Some employees got huge wage increases. The Board of Selectmen determined at that time that full-time employees would not receive COLA's the following year and that we would look into the pay scale for the part-timers. We did not do that last year.

Line Comeau, Town Administrator, will provide figures for Department's wages. She also computes Social Security, SS Med, and State Retirement costs.

Ted Vallieres noted that if we allowed an increase of 1.5% (which is the CPI figure), the entire budget would increase by \$30,000. If we used 2%, the increase would be \$40,000.

Brian Pike asked if we could trend the budgets over a two to three year period. We could do a period analysis, etc. This might be helpful to the Board of Selectmen.

The Board of Selectmen will review the budget over the next week and come up with guidelines for Departments in submitting their requested 2015 budgets.

JEFF CROSBY, ROAD AGENT:

Jeff Crosby, Road Agent, appeared before the Board of Selectmen to discuss Highway issues as follows:

Thank You Note:

First, he wanted to share a note of thanks he had received from a resident thanking him for the good job done on Flintlock Farm Road. It is always good to have a thank you for what is being done.

Town Road Situation:

Stated that we need to talk about the Town Road Situation. In the past, road maintenance was put aside and the monies were put back into the revenues for expenditures for other items, not roads. Due to this situation, the Town got behind on road maintenance. Now it is catching up with us.

We need to discuss what we should be doing about this situation. Now we have new subdivision roads which we did not have in the past. Also the price of asphalt increased substantially.

The following roads are the worst roads in town and are in need of major work:

*Grapevine Road
Montalona Road
Morse Road*

The cost to do these three projects would be about \$2,000,000. It depends on what the Town wants to do. Do we want to have a Bond or increase the Highway budget, etc.? It would not make sense to try to increase the Highway budget in the Operating Budget.

Starting last year, we did Armand's Way by grinding up the asphalt and re using it on the road. The cost of this is approximately \$55/foot versus \$25/foot of shim pavement like was done on Twist Hill Rd. If we were to do a total reconstruction of a road, the cost is about \$500,000/mile. Personally, I don't feel we would have to do a total reconstruction of these roads.

Ted Vallieres noted that he would be in agreement with this but would need some sort of plan showing what work would be done and how much it would cost, etc. before coming up with a Warrant Article or Bond request.

Brian Pike noted we would need to get more detailed information on a Bond. Total road reconstruction might be out of the question at this time. This problem is not going to go away.

Sale of Town Truck:

Jeff Crosby, Road Agent, reported that the 1-Ton Town Truck has been sold for \$8,000.

OTHER BUSINESS:

Line Comeau, Town Administrator, brought up the following items for discussion and/or action:

William Myers - Trapping Permit:

William Myers - Request for Trapping Permit on Town Right of Ways, etc. It was noted for the record that when the Road Agent has problems with beavers blocking culverts and right of ways, William Myers is the one that takes care of the situation. Mr. Myers also has five other trapping permits from the Town Forest Committee and the Conservation Commission.

Board of Selectmen agreed to sign the Trapping Permit Request from William Myers.

Herb and Laraine Allen - Re Molly Stark Statute:

Received a letter from Herb and Laraine Allen regarding their donating a statute of Molly Stark to be put on the Town Common. They would like the dedication of the statute to take place on Memorial Day of 2015. In addition, they would like Donna Dunn to spearhead the project. They are going to come up with a design for the Town Common as to where the statute should go. Possibly in front of the Library. They will make sure the location is suitable with the Selectmen.

The Board of Selectmen gave the project the okay as long as they come back with a plan showing where the statute will be located, etc.

Town Hall Theatre Restoration Project:

Gave the members of the Board of Selectmen a copy of all e-mails and Board of Selectmen minutes relative to the Town Hall Theatre Restoration Project which will be given to the Town Attorney for review prior to meeting. Would suggest that Board of Selectmen list any questions they might have for the Town Attorney.

Board of Selectmen Vacancy:

Brian Pike noted that he would suggest contacting a former Selectmen regarding filling the Board of Selectmen's vacancy until March Town Meeting. It was noted they will think about possible candidates.

OTHER BUSINESS:

At this point in the meeting, Ted Vallieres stated he would like to bring up the following items for discussion:

Transfer Station Pickup Truck:

Ted Vallieres noted that he had been reviewing some of the previous meeting minutes of the Board of Selectmen and at one of the meetings there was a discussion about the cost of repairs for a door on the truck which was fourteen years old. In 2013, we spent \$4,400 on repairs and fuel (\$2,500 for repairs and \$2,000 for fuel). This year we have already spent \$3,600 on the truck for fuel and repairs. We need to look at what that truck is used for. There is no way we can justify these costs. The truck is used to pick up trash at four buildings and brings material to a scrap yard. In addition, we are paying labor to drive the truck, etc. We should look into having one of the commercial haulers pick up the trash, etc. Stated he felt this is something we should be looking into. We should look into contracting instead of having our own truck and having to pay all these repairs, gas and labor.

Brian Pike noted that the CIP does mention he takes recyclables to and from along with aluminum and metal every two or three months.

Department Heads:

Jon Wiggin, Fire Chief re 911 System:

Jon Wiggin, Fire Chief, stated that the Town recently received a letter on or about October 15, 2014 regarding 911. We are not going to have any more remote system. The dedicated phone line ran out so 911 went down. The Commission voted this month to abolish this system. There was a monopoly in the phone system. You will get a rapid busy signal if the lines are busy. If that happens you need to contact them another way such as a cell phone.

Linda Landry, Town Clerk, Pole Licenses:

Linda Landry, Town Clerk, presented the Board of Selectmen with pole licenses for eight poles on Grapevine Road. It was noted that Jeff Crosby, Road Agent, was aware of these poles. They are moving the poles to the other side of the road.

Selectmen signed the Pole Licenses.

Public Comment:

Leo Martel stated he felt it was a good idea to replace the vacant Selectmen's position with a former Selectman.

Bob Martel stated that when you are deliberating on the budget, he is hoping you don't use the CPI figure in allowing a percentage increase. City of Franklin mandated the CPI and they have fallen behind.

Board of Selectmen noted they had not decided on what figure to use as yet. It could be 2.5% or 5%. We still need to reach an agreement on the budget.

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

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session at 9:07 p.m. in accordance with RSA 91-A:3, II (b) to discuss a welfare issue and (a) to discuss a hiring. Ted Vallieres seconded the motion. The motion passed unanimously with the following Roll Call vote:

***Vallieres - Yes
Pike - Yes***

The regular meeting resumed at 9:25 p.m.

At this point in the meeting, Brian Pike, Selectman, stated he would like to make the announcement that the Board of Selectmen have agreed to hire Stephen Laurin for the full-time position in the Building Department.

At this point in the meeting, Ted Vallieres, Chairman, stated he would like to make a recommendation that we start looking for a part-time Building Inspector. It was noted that we need to update the Job Description for the Building Inspector.

It was announced that the Fire Department Renovation Walk-Through would be held on Friday, October 17, 2014.

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

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen's meeting be adjourned at 9:37 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Ted Vallieres, Chairman

VACANT, Selectman

Brian Pike, Selectman