

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN

MINUTES OF MEETING

Thursday, October 13th, 2016

TOWN OFFICES 7:00 PM

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, Selectman
Robert “Bob” Martel, Selectman
Line Comeau, Town Administrator
Koren Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Linda Landry, Dunbarton Town Clerk
Jon Wiggin, Dunbarton Fire Chief
John Stevens, Dunbarton Energy Committee

Members of the Public:

Leo Martel
Mert Mann

It is noted for the record that Mert Mann was videotaping the regular Selectmen meeting.

Brian Pike, Chairman, called the regular Board of Selectmen’s meeting to order at 7:04 PM with a full Board present.

Old Business:

Motion:

Tom Groleau made a motion to approve the minutes of the BOS non-public session held on October 6th, 2016. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to approve the minutes of the BOS public session held on October 6th, 2016, 7:00 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Town Business:

Line Comeau did a follow-up on the topic "Sick leave versus Sick Bank". Line Comeau mentioned that she asked NHMA for legal interpretation of the above topic. NHMA responded to her inquiry with a telephone call. The staff attorney explained they do not get involved with interpretations related to this subject even though they were involved with creating the document when they were part of the LGC. The NHMA staff attorney did mention that the intention is there to have the employee exhaust all of their personal time before using the sick bank and agreed that it would be beneficial for the town to amend the personnel plan for clarity. NHMA staff attorney recommended having our Town's Attorney approve the language.

Bob Martel provided Line Comeau a template for the BOS to review. Line Comeau felt at that the advice of the NHMA attorney, forwarding this language to our Town Attorney would shorten the turn-around time for the BOS to make a decision to include the Town's Attorney recommendation.

The selectmen discussed if one must use up all their accrued leave before using the sick bank as opposed to only using all of one's sick leave only before using the sick bank. Consensus of the board after the discussion was that one must use up all their accrued leave before using the sick bank.

Motion:

Bob Martel made a motion to amend the personnel handbook, policy of the sick bank, as recommended by the Town's Attorney to read that one must exhaust all accrued leave. Tom Groleau seconded the motion.

Discussion: Brian Pike said the town should distribute to all applicable employees the amended sick bank policy with instructions to insert the new pages in their handbook.

Vote: (3-0)

John Stevens update on update parking lot lighting:

John Stevens said that the sensor on the outside of the Town Hall is the longest-range sensor that can be acquired according to R&T Electric. R&T Electric told John Stevens that the sensor may be mounted too high the building and is going over people who are coming out of the Town Hall. John Stevenson said that R&T could mount a second sensor for maximum coverage, one on the light pole at a lower height and one on the Town Hall Building. John Stevenson said that R&T is sending a technician out to check the sensor settings and in November adjust the height of existing sensor before adding a second sensor.

Selectmen asked John if he could make an assessment on the lighting needs at the Town garage.

Jon Wiggin Fire Chief update:

The Town Truck is ready to be sold. He suggested placing it on Craig's list or offering it up for bid on the web. The BOS agreed to a two-week bid for the truck, Jon Wiggin to give details to Line Comeau. Jon received a call from All- Star Security LLC regarding the security at the Highway Garage and Town Offices. Jon said that he thought it had been put on hold due to budget restraints but just wanted to confirm this with the Board. The Selectmen said that it would have to wait to see how much the Library roof project costs.

Selectmen inquired on Library roof project.

Line Comeau stated that Score Construction has ordered the materials and they have been out to look over the job site.

MAILBOX:

Site Plan review for expansion of Cater Stables. Public hearing on expansion to be on Wednesday, October 9th, 2016 at 7:00 PM, Dunbarton Town Office's per RSA 676-4.

Reviewed the letter from Community Action Program (CAP). They are requesting the Town budget \$2,100.00 for the 2017 budget for the continuing support of their services.

Reviewed the email from NH Department of Revenue (DRA) for setting the tax rate, they were just waiting for financial approval of the school portion from DOE

Reviewed E-mail from Brian Pike showing FMLA's policy on all type of leaves. Template may be used when revising the personnel handbook. Also included in Brian Pike's e-mail was the State of NH's FMLA form to calculate payroll deductions while on leave of absences.

Brian Pike submitted 2 sample contracts from the NH Department of Transportation (NHDOT). 1st contract example is for companies and the 2nd contract example is for sole proprietorship.

Discussion: Line Comeau asked if a simpler contract could be used. Brian Pike said the NHDOT has 2 separate contracts because of IRS requirements. Line to pursue exactly what are the IRS requirements for companies and for sole proprietorship. Line Comeau to canvas other towns to see how they do their snow removal contracts.

General Discussion:

Line Comeau told the BOS that Alison Vailieres has agreed to coordinate the search for a recipient for the Boston Post Cane through the Historical Society. Alison told Line Comeau that she would be reaching out to Dunbarton students to assist her.

Line told the Selectmen that Brandon Kernen, from the Department of Environmental Health (DES), was here today and took water samples of our potential community water supply. In surveying the well under the library he noted he noticed the water was leaking from the outside spigot back down into the Library basement and directly onto the wellhead. His concern is that this outside leaking water could carry contaminants back into the well. Brandon Kernen said they would perform 4 water tests of which 2 tests would be available in few working days. The other two tests would take more time to complete. Brandon is also going to send Line Comeau information on how the public can enter test results of their water and help improve their water quality without breaking the bank.

Line Comeau told the BOS that 3 people signed up Snow Plow training class given by the Highway Department through Primex.

Line Comeau informed the BOS that she had a telephone conference at noon tomorrow with a DRA representative to review our revenues and prepare a tax rate setting. Line Comeau is concerned with the lateness of the DRA figures. The Town still has a lot of work to do once the final figures arrive from DRA.

Line Comeau told the BOS that she had not been able to find anyone to sit on Scenic Byway Committee.

Brian Pike asked Line Comeau to see how other schools similar to ours handle their trash pickup.

Public Comment:

Leo Martel mentioned that he would be interested in participating in water education programs.

Linda Landry mentioned that she told that many Twist Hill residents are out of water. She also mentioned the copier in her office is on its last legs. Line Comeau said she is looking into purchasing/leasing copiers from multiple supplier. Line to look at the budget to see if we can free some funds. Linda Landry mentioned that she still needs ballot counters.

Brian closed Public Comment.

Motion:

Tom Groleau made a motion to adjourn the meeting at 8:41 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Respectfully submitted,

Koren J. Maccubbin, Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman