

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, OCTOBER 15, 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:

Dan Sklut, Police Chief  
John Stevens, Energy Committee  
Jeff Crosby, Road Agent  
Leo Martel, Historic Awareness Committee  
Gail Martel, Historic Awareness Committee  
Donna Dunn, Historic Awareness Committee

Members of the Public:

Bob Martel  
Andrew Dunn  
Charles "Chuck" Williamson  
Mert Mann

It was noted for the record that Videotaping of the meeting was done by Bob Martel.

Brian Pike, Chairman, called the meeting to order at 7:05 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

Approval of Previous Meeting Minutes - Thursday, October 8, 2015:

**MOTION:**

*Tom Groleau made a motion that the Thursday, October 8, 2015 Board of Selectmen Minutes be approved as written. Ted Vallieres seconded the motion.*

Board Discussion:

*At this point in the meeting, Ted Vallieres stated he had several comments he would like to make regarding the minutes for Tax Rate Setting at the previous meeting. He noted as follows:*

*Ted Vallieres stated at last week's meeting, he made a motion to take \$100,000 out of the Unassigned Fund Balance to reduce the \$2.79 tax increase which he felt was very excessive. One of the arguments given was that the State recommended the Unassigned Fund Balance not go below 5%. One of the Selectman was not totally in favor of reducing the tax rate because of this. Ted stated he read in the paper this week that the State put*

*\$50,000,000 from the \$70,000,000 Rainy Day Fund into next year's budget and only left \$10,000,000 in the Rainy day fund. This equals to .004% of one percent. It doesn't seem like they follow their own recommendations. They are only retaining .004%. Just wanted to make this clear.*

*2. Last week we spoke with Linda Landry, Town Clerk, regarding E-reg and basically she said she would give us an answer when she was ready to tell us. This suggestion was brought up three months ago and she said she was going to get answers at a Conference she was going to which was six weeks ago. We had her come in to discuss E-reg and she doesn't have the answers. How can we get this implemented? At this point, Brian Pike stated he had printed out three pages of towns who have E-reg. We could contact any of the towns that are similar in population, etc.*

*At this point in the meeting, Line Comeau, Town Administrator, stated she had researched a printer for the E-reg. In order to be able to do what we need, the price will probably be around \$1,000. It was suggested she check with other vendors i.e. Amazon, HP, etc. We could bypass the purchase of a printer today and still have E-reg.*

*Tom Groleau stated he had also done research on the printer. We can purchase a printer through Lexmark. Should also check this site out. Go to Interware Software (Interware Development). E-reg is just a small part of this. Residents could also register their dogs, pay their taxes, etc..*

*As far as moving forward with E-reg, we need to have the license with the State of New Hampshire and we have to have the equipment to do this. We need to set the fees also. The document listed fees which other towns charge. Would recommend that we look at other towns of a similar population such as Chichester, Weare and Milford, etc.*

*Ted Vallieres stated he would recommend we call other towns and get information about E-reg and use this information as a model for Dunbarton.*

*The motion to approve the minutes was passed unanimously.*

#### **JACKIE MCCARTHY, NOISE ORDINANCE RE AGRICULTURE:**

**Tom Groleau, Selectman, stated he did not think she would be attending the Selectmen's Meeting as he had recently spoken with her on the phone. It was suggested that she be sent a letter with any pertinent information regarding the Noise Ordinance.**

#### **CHARLES "CHUCK" WILLIAMSON REGARD STARK BRIDGE:**

**Charles "Chuck" Williamson appeared before the Board of Selectmen and asked the following:**

- 1. Why is Stark Bridge taking so long? It has been three years.**
- 2. Stated that in 2009 we put a lot of money into the road. In 2010 the State red flagged the bridge and the Selectmen shut it down. For five years we have had a nice road to travel on but cannot use the bridge. In 2013 the Town put money aside in the budget for the bridge and we are still waiting.**

**Jeff Crosby, Road Agent, stated that he is supposed to schedule a meeting with the Engineers at DES to go over some information but has not done it yet. He stated it was his fault.**

**Chuck Williamson stated the State has a great road for the ATV's. We have an investment and we are getting no benefit from the money we already spent. It has been five years.**

**Jeff Crosby, Road Agent, stated that it will be a type of box culvert specially made for the design. Once we get the approvals, we can order the culvert.**

**Bob Martel - Asked if the amount of money set aside is adequate to do the job.**

Jeff Crosby indicated they had gotten prices on cost and thought we might have to put a little Highway funds towards the bridge. It is \$10,000 for just the culvert.

Brian Pike, Chairman, suggested having the meeting with DES before snow flies. Then we could order the culvert over the winter.

**JOHN STEVENS, TOWN OFFICE LIGHTING UPDATE:**

John Stevens presented lighting information for the proposed lighting of the Town Parking lot. Presented Cooper Lighting specifications, etc. Suggested that possibly the way to go would be to put in one pole and see how much light it provided. If it was not sufficient, the Town could put in a second pole.

The proposed lighting gives sufficient light. The only area that might be a problem is to the east of the parking lot.

John Stevens stated he had spoken with several of the abutters and they expressed concerns about the lights coming on all hours of the night. This type of lighting is more like a flashlight shining downward. Street lights spread lighting all over the place but these do not.

The poles that were quoted were 4" square steel. The poles that the fixtures are mounted on were 20' tall. The base flange is included in the price but not the concrete footing. The fixtures themselves can be turned. Also the LED's can be aimed specifically and also shut off.

Noted that once the Board of Selectmen decide which option they want, he will get quotes.

Tom Groleau asked about the possibility of putting two poles up on the sides where the Town Office is located instead of running a wire under the pavement.

The Board of Selectmen were still considering the one pole option. We can add another light later if it is not sufficient.

The Board of Selectmen agreed to check out the Transfer Station lighting. *The Workshop Session will be held at 6:30 p.m. on Monday, October 26, 2015 at the Transfer Station.*

**JEFF CROSBY, ROAD AGENT, GRAPEVINE ROAD CONSTRUCTION AND 2015 BUDGET DISCUSSION:**

Jeff Crosby, Road Agent, stated Grapevine Road construction was essentially done for this year. The Board of Selectmen noted the construction looks good. Will have to see how the water runs off across from properties. Jeff noted he wanted to make sure we don't have any problems. All the water previously came off the driveways and onto the road.

The plan is to put the top coat on next year. There is no money left in the Warrant Article. Jeff Crosby noted that when he came to the Board of Selectmen last year, he stated this was not just a one year project. The cost was based on \$55/foot. Burnham Lane was 1,700 feet which came out of Highway funds and not the Warrant Article.

Noted there was a lot of money spent on tree cutting. Approximately \$17,000. This will not be the case on the rest of Grapevine Road. In addition, the road was 19' wide and we went 22' wide.

The approximate cost for the top coat on Grapevine Road will be around \$100,000.

**Kelsea Road:**

At this point in the discussion, Line Comeau, Town Administrator, stated she had received word from Jacques Belanger, Surveyor, that he would not be available to do the layout of the Kelsea Road turnaround. He recommended Richard Bartlett Surveyors. Have contacted them and they will be able to give us a quote and get more information.

Jeff Crosby, Road Agent, stated he had put four stakes in the ground where he felt was the general location for the turn around. He noted that one of the requests for the road layout made reference to one of his stakes. This was not put in accordance with a surveyor's plan, etc. It was just generally the location, etc. The stake has no basis in a typical survey. Jeff Crosby noted he would be available to go out with Bartlett Surveyors.

**Annual NH Salt Symposium in Windham:**

At this point in the meeting, Brian Pike, Chairman, noted that there was a NH Salt Symposium scheduled for Wednesday, October 21, 2015 in Windham. Wanted to know if Jeff Crosby was interested in attending. What about the snow plow people?

Jeff Crosby stated he was not interested in attending at this time. He did state that they use a sand/salt combination and do not put straight salt on the roads. In addition, they use as little salt as possible.

Jeff Crosby noted that he had been in contact with the snow plowers and they are ready to go with regard to snow plowing for the town. They have been doing this for many years and are very reliable. They will be Jeff Crosby, Jackson Crosby, William Nichols, Simon Audet and Jon Wiggin.

It was noted that the rates were different from summer rates. There is a standard sheet providing prices, etc. All the contractors provide liability insurance certificates.

Tom Groleau stated they do a good job with plowing town roads.

Ted Vallieres asked if he was planning any other projects for 2015. Jeff Crosby noted he would be working on drainage issues on Rangeway Road and replacing culverts, etc. Not any large projects due to the fact that snow might happen. By November 15, plan to have our winter sand.

Ted Vallieres noted that the tree that was struck by lightning needs to be cut. Jeff Crosby indicated he could have GTI take care of this. Junk wood is disposed of at the Kimball Pond Gravel Pit. Ted Vallieres asked Jeff Crosby if he could talk to the Town Forest Committee about a replacement for the tree that will be cut down.

The Board of Selectmen noted that there was a policy regarding disposing of wood when trees are cut on Town Property in that the contractor taking the tree down would dispose of the wood immediately.

**Snow Blower:**

Jeff Crosby, Road Agent, asked if the Town had purchased a Snow Blower for the school for the walkways. It was indicated that they were in the process of purchasing one. Jeff Crosby offered to have the Highway Department pick up the snow blower if it could not be delivered. He noted that the Highway Department will still provide salt/calcium for the walkways.

Line Comeau asked if this means that the snow blower that is presently on the Property Liability Policy should be taken off. It was noted that the snow blower would now be owned by the school and should be taken off the Town Policy for Liability.

**DAN SKLUT, POLICE CHIEF:**

**2015 Budget Discussion:**

Dan Sklut, Police Chief, gave a brief synopsis of his budget and noted he would be expending the following in the 2015 budget year:

Ammo - approximately \$1,300 will be expended.

Rugs and Floors - Floors stripped and waxed. This would not be a large expenditure. Stanley Steamer will be doing it. The Joint Loss Committee suggested cleaning the rugs, etc.

Radios - Still awaiting answer regarding antennae location. Have to have this done in order to go with Goffstown. Have contacted AT&T again.

Color Printer - Will not be a large amount. Present printer is obsolete. Network card is gone.

Laser printer -

Body Cameras - This is a pilot project going along with the Tasers. The officers are asking for this for protection when they are out on calls. The tasers have a contract with a company. The Body Cameras will be set into a cradle for downloading @ a cost of \$25/month per camera. Have asked Chris to do further research with other companies regarding prices. Discussion about body camera policy. At this point, will follow Weare's policy.

Network Storage - Got an estimate of \$12,800. Would be more economical to purchase a separate computer and store old information on that. In the event the information was needed, could go to that computer instead of spending \$12,800.

MDT's - \$18,000 - \$19,000 for three vehicles - It was suggested this be put in as a Warrant Article.

Cell Service - \$40/month per unit for a total of \$1,200/yr. instead of \$1,800/yr.

Will be able to turn back monies to the Town in the following expenditure lines:

Part-time Officers

Secretary

Gasoline budget line due to the low price of gasoline

**Migration Update:**

Dan Sklut, Police Chief, reported he was in the process of trying to contact Verizon regarding the possibility of putting an antennae on the tower. This needs to be done before the changeover from Bow to Goffstown is done.

**LINE COMEAU, TOWN ADMINISTRATOR, RE RFP FOR PLT COVERAGE**

**RFP for Property Liability Insurance:**

Line Comeau, Town Administrator, presented a draft RFP for Property Liability coverage. She stated she had been working with Jeff Reardon, from Davis and Towle regarding this. This will be ready to go out for bid within the next week.

The Board of Selectmen agreed that this was a good start.

She reported she would also be working on the RFP for printing of the Town Report.

Brian Pike is working on the Transfer Station RFP for the containers.

**Right to Know Request:**

Reported that she had received a Right to Know Request from Mark Lang regarding receiving minutes from a Board of Selectmen's meeting held on Saturday, October 10, 2015 at the Transfer Station.

Tom Groleau stated there was no meeting at the Transfer Station. Ted Vallieres and he were at the Transfer Station at the same time emptying their trash. This was a discussion with a town employee and without breaking the HIPA law, cannot disclose any information. There was no meeting or minutes for this.

Around the Table Discussion - Selectmen:

Health Choice

Ted Vallieres reported that he had noticed in the paper today an article regarding Health Choice which is sponsored by Health Trust. At this point, Line Comeau stated that this is offered to all Dunbarton full-time employees. It allows them to choose their provider for various procedures, etc. and get reimbursement from Health Trust. This has been available to Dunbarton employees. It is referred to as a "Smart Shopper List" and is cheaper.

Attorney Request:

Ted Vallieres asked if Line Comeau had contacted the attorney regarding his speaking at the Public Hearings for Guiney and Nault as a member of the audience. Line Comeau stated this was still on her to do list.

Credit Card Payment:

Ted Vallieres asked if the problem with payment of the credit card had been resolved yet. The credit card invoice is received and only gives the Town seven days or so to make payment. This could be resolved by calling the credit card company and changing the due date to up to 21 days. Line Comeau will speak with Pam Milioto, Treasurer.

Profile Committee:

Ted Vallieres asked if we had received any information on the Profile Committee report. Line Comeau stated she had spoken with John Stevens and they are waiting to get back together. Not everyone has had their input. Those that haven't want their response in the report.

Tom Groleau noted he had nothing to report at this time.

Brian Pike brought up the following items:

Town Owned Properties List:

Presented a copy of list of Town Owned Properties which was compiled by John Stevens. Noted this was a good start. There are properties on this list which the Town could consider selling, etc. Would provide income and also put the properties back on the tax rolls.

Senators and Representatives Meeting:

Noted that there was a recent article in the Bow Times where the Town of Bow had the State representatives attend a meeting to discuss various items including the State's revenue sharing with the towns. Is this something that we want to do? Would suggest having it before the next Legislative Session starts in January.

Public Hearing for Town Hall Roof:

Tom Groleau noted that the Public Hearing for the Town Hall Roof is scheduled for Thursday, October 29, 2015. Should we be considering holding the Public Hearing at the Community Center in the event we cannot accommodate the number of people in the Selectmen's Meeting Room? We need to have a backup plan.

It was noted that the Public Hearing should also be put on the Marquee sign on the Common.

**Town Hall Meeting re Budget Discussion:**

Brian Pike noted that the State is scheduling a Town Hall Meeting regarding state budgets, etc. Is this something that we might consider doing? It might improve the budget presentation. We would invite all departments and the general public to attend.

**Public Comments:**

**Jeff Crosby, Road Agent:**

Noted that one of the petitioners referenced his stake which he put in the ground at the Kelsea Road location. This stake was not put there in conjunction with any plan or surveyor's plan. It was merely placed there so there was a general idea where the turnaround would be located. This is a separate issue from the request for the layout of the road.

It was noted the Board of Selectmen would be doing a Site Walk on Friday, November 6, 2015 at 1:00 p.m.

**Time Capsule**

**Donna Dunn** noted that Line Comeau had asked about the possibility of a Time Capsule on the Town Common by the Town Offices which was put in by Dunbarton students around 1965 or so. Donna used a metal detector and located some old skates, etc. but did not feel this was the Time Capsule referred to. The Historic Awareness Committee would be able to use several metal detectors to try to locate the Time Capsule along with children from the school. This would be considered a project for the school children. Requesting permission from the Board of Selectmen to go ahead with this. Would mark possible locations of the Time Capsule with golf tees.

The Board of Selectmen indicated that there can be no digging within 25 feet of the Cemetery according to cemetery laws.

*The Board of Selectmen reached a consensus to allow this as presented by Donna Dunn on Town Property.*

**Check for Bandstand Roof Warranty:**

Donna Dunn stated that she understood from previous minutes that a check had been received for the Warranty on the Bandstand roof. She stated she assumed this check would be deposited into the Town Common checking account because this account was set up from monies which were donated by town residents, etc. She noted there is a Mission Statement which was filed with the Board of Selectmen as to what we could and could not do with the funds.

Gail Martel - No Comment

Leo Martel - No Comment

Bob Martel - No Comment

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

***MOTION:***

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen adjourn the regular Board of Selectmen's meeting at 9:55 p.m. Tom Groleau seconded the motion. The motion passed unanimously.*

Respectfully submitted,

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

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**Brian Pike, Chairman**

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**Ted Vallieres, Selectman**

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**Tom Groleau, Selectman**