

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
REGULAR MINUTES OF MEETING
THURSDAY, OCTOBER 16, 2014
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 Ted Vallieres, Chairman, presiding.

The following were present:

Ted Vallieres, Chairman
Brian Pike, Selectman
Ron Wanner, Selectman (Sworn in immediately at the opening of the meeting)
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Tom Groleau, Cemetery Trustee
Dan Sklut, Police Chief

Members of the Public:

David Stilson
Pam Sklut
Susan Doucette, Concord Monitor Reporter

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 Dunbarton Board of Selectmen had chosen to nominate former Selectman Ron Wanner to fill in for Travis James who recently resigned. Ron Wanner will serve until the March Town Meeting of 2015 when there will be an election for one Selectman for a one year term and another Selectman for a three year term.

The following motion was made:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen appoint Ron Wanner as Selectman to fill the vacant Selectmen's position until the March 2015 Town Meeting. Brian Pike seconded the motion. The motion passed unanimously.

At this point in the meeting, the Deputy Town Clerk swore Ron Wanner in as Selectman with a term ending March 2015.

At this point, Ron Wanner, Selectman, joined the Board of Selectmen at the table.

Approval of Selectmen Meeting Minutes:

October 9, 2014 Non-Public Board of Selectmen Minutes starting at 7:03 pm:

MOTION:

Brian Pike made a motion to approve the minutes of the Non-Public October 9, 2014 meeting starting at 7:03 p.m. as written. Ted Vallieres seconded the motion. The motion passed unanimously with Ron Wanner abstaining because he was not present.

October 9, 2014 Regular Board of Selectmen Minutes:

MOTION:

Brian Pike made a motion to accept the minutes of the October 9, 2014 regular Board of Selectmen as written. Ted Vallieres seconded the motion. The motion passed unanimously with Ron Wanner abstaining because he was not present.

October 9, 2014 Non-Public Board of Selectmen Minutes starting at 9:07 p.m.

MOTION:

Brian Pike made a motion to accept the minutes of the October 9, 2014 starting at 9:07 p.m. Non-Public Board of Selectmen as written. Ted Vallieres seconded the motion. The motion passed unanimously with Ron Wanner abstaining because he was not present.

NEW BUSINESS:

Line Comeau, Town Administrator, reported on the following items for discussion and/or action:

Meeting with School Principal Owen Harrington re Snow Removal on Walkways:

Due to the fact that there have been issues in the past with the timeliness of the snow removal on the walkways of the school, the Board of Selectmen has requested a meeting to discuss the situation. Deb Foster, School Board, has also indicated she would like to be present at the meeting. There will also be a discussion regarding trash removal.

After discussion, the Board of Selectmen agreed that the meeting be scheduled for Tuesday, October 21, 2014 at 4:00 p.m.

Line Comeau, Town Administrator, will confirm the date and time of the meeting.

Cost of Transfer Station Truck for Trash Pickup:

There was discussion regarding the cost of operating the Transfer Station Truck. The Board of Selectmen will look into other avenues.

Town Hall Theatre Restoration Project:

Reported that she had gathered e-mails and minutes of meetings regarding the Town Hall Theatre Restoration Project for the Board of Selectmen and Town Counsel to review prior to meeting with Town Counsel with questions, etc.

Ted Vallieres, Chairman, suggested having the Board of Selectmen meet with Town Counsel at Town Counsel's Office instead of having her come to Dunbarton. This would save costs regarding travel. Both Ron Wanner and Brian Pike were willing to travel to Laconia for the meeting.

Line Comeau, Town Administrator, will contact Town Counsel regarding meeting date.

At this point in the meeting, Tom Groleau stated he had the following concerns regarding the Town Hall Theatre Restoration Committee:

1. Is the Town Web Page current regarding members, etc. It is not being kept current.
2. When and where do they meet?
3. The Meeting schedule is not shown on the Web Page, meeting calendar does not show all meetings held.
4. From June 2014 through September 2014 only two meetings are listed on the calendar.
5. The total number of minutes posted is eleven (11).
6. Total number of meetings shown on the calendar is two (2).
7. There are nine (9) meetings not on the calendar.
8. Invitational meetings: Am aware of two that have been held and a third planned for Friday, October 17, 2014 at the Dunbarton Town Community Center. Unable to find a scheduled meeting on the Web Site.
9. There is no public posting.
10. Is the Committee required to publicly post all meetings?
11. Are minutes required to be taken and posted for all meetings?
12. Who is the Selectmen's rep that attends the meetings?
13. Would suggest more oversight from the Selectmen's Office.

The Board of Selectmen noted that they are obligated to post their meetings because they are a Town Committee. In addition, they are required to do minutes.

The Board of Selectmen agreed to have Line Comeau, Town Administrator, call Tiffany Dodd, Chairman, of the Committee to discuss these questions.

Paperwork for Notice of Elections from Town Clerk:

Town Clerk presented paperwork for Board of Selectmen's signature for Notice of Elections.

Board of Selectmen signed appropriate paperwork.

Memorandum of Understanding from Transition Committee between Board of Selectmen and UNH Cooperative Extension:

The Board of Selectmen noted that they had approved the payment of \$1,500 for the Study last week. They will produce a "Profile" for the Town of Dunbarton. Looking for residents participation. Noted that the Town of Hooksett is currently doing this. No Town Officials should be involved.

Board of Selectmen signed Memorandum of Understanding.

Leave Slips for Part-Time Workers:

Line Comeau, Town Administrator, presented a copy of a Leave Slip listing "Leave without Pay" which would include part-time workers.

Board of Selectmen approved the form.

Affordable Care Act:

Line Comeau, Town Administrator, presented a communication which requires that the Town give all employees notice of the Affordable Care Act.

Primex:

Primex has contacted the Town of Dunbarton regarding quotes for next year as follows:

Workmen's Compensation
Unemployment

The Board of Selectmen determined they will discuss this at next week's meeting.

OTHER BUSINESS:

Roads:

Brian Pike produced paperwork he got off the DOT Intranet side regarding road issues which stated:

"Using Life Cycle Cost Analysis applied over a 50-year time period, the price tag for applying a pavement preservation strategy (routine maintenance) to a roadway vs. rehabilitation strategy (letting it deteriorate to poor condition) is approximately half the cost. Keeping good roads good costs less and is a more effective use of taxpayer money. Pavement preservation treatments consume less natural resources and emit less greenhouse gas emissions than traditional hot mix asphalt paving. In terms of structural damage to a pavement, one pass of a fully loaded tractor trailer can cause as much as 9,000 times the damage of one pass of a passenger vehicle."

Will give a copy to Jeff Crosby, Road Agent.

Vacation Time Memo:

It was reported that a memo has been distributed to all Departments regarding submittal of Vacation Time Requests for the year 2014 to the Board of Selectmen.

End of Year Expenditures:

Memo re deadline for major expenditures has been distributed to Departments.

Posting of Building Inspector Part-Time Position In-House:

The In-House posting for the part-time Building Inspector will be done in the near future.

BUDGET STRATEGY DISCUSSION:

At this point in the meeting, the Board of Selectmen discussed the upcoming 2015 Budget and any guidelines they would recommend to Departments in preparing their budgets.

Brian Pike distributed Budget and Finance Frequently Asked Questions to the Board of Selectmen for review. (attached)

Reverse calendars were passed out noting that October 30, 2014 will be the first Board of Selectmen's Meeting to review Department budgets.

Line Comeau, Town Administrator, will be in contact with all Departments regarding schedules for Department budget meetings with the Board of Selectmen. Departments will be supplied with a three year history.

After discussion, the Board of Selectmen reached a consensus that they would agree to a "level services" budget submittal and not set a percentage of increase limit, etc. In addition, they would expect each Department to explain fully each line of their budget along with reasons for increases. Departments should be prepared to defend their numbers.

The Board of Selectmen will review the part-time wages for consistency and in line with other towns, etc. At this point in time, there is no consistency for part-time employees. At the time, full-time employees were given raises; it was decided to review the part-time wages the following year. As yet, this has not been done.

The Departments will not be responsible for calculations of wages. This will be determined by the Town Administrator and/or Board of Selectmen.

It was noted that in setting the 2014 Tax Rate, \$100,000 in unanticipated revenues had been set aside to offset the Tax Rate. In addition, there was \$34,600 for the Town Hall Roof that was set aside. This brought the Town side of the Tax Rate to \$ 3.82 the same as last year. The Board of Selectmen noted that all Warrant Articles for the 2015 Town Meeting will come from taxes and not surplus.

COLA - The Board of Selectmen agreed that they would not decide on whether to give employees a COLA at this point. Will be discussed at a later date.

Selectmen's Representatives for Departments:

It was reported that the only Department that has a Selectmen's Representative was the Police Department. Unclear as to whether or not this is needed. There is no Selectmen's representative for any other Departments.

Ted Vallieres stated that he did not see the need for a representative on the Town Hall Theatre Restoration Committee at this time. The Committee members could come to a Board of Selectmen's meeting at any time to bring the Board up to date on items.

Library Response re Budget:

Noted that the Library had received an explanation of budget reduction but had no further response. The Library referred the question to Terry Knowles, Attorney General's Office.

Selectmen Updates:

Brian Pike, Selectman, reported that the Fire Station Renovations would be having the Walk-through for bidders on Friday, October 17, 2014 at 4:00 p.m.

Public Comment:

NONE

Goffstown School Bond Payment:

Ted Vallieres, Chairman, reported that there was an article in the Manchester Union Leader today stating that the Board of Education ruled in favor of the Town of Goffstown with regard to the payment of a bond in the amount of \$530,000 by Dunbarton, etc. The School Board of Dunbarton has stated they will take this to Supreme Court, etc.

LGC Legal Opinions:

Ted Vallieres, Chairman, noted that in obtaining legal opinions from LGC, it should be noted that they do not defend their legal opinions. Town Legal Counsel will defend their legal opinions for the Town.

Health Insurance:

Reported that LGC Health Insurance has reported there will be a decrease in premiums of approximately 4%. Don't know at this time how this will affect Dunbarton.

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

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn their meeting at 8:10 p.m. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Ted Vallieres, Chairman

Brian Pike, Selectman

Ron Wanner, Selectman