

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN

MINUTES OF MEETING

Thursday, October 20th, 2016

TOWN OFFICES 6:39 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
Brett St Clair, Chairman Conservation Commission

Brian Pike, Chairman, called the regular Board of Selectmen's meeting to order at 6:39 PM with a full Board present.

Motion:

Brian Pike made a motion to go into a Non-public session per RSA 91-A:3, II (c) at 6:41 PM October 20th, 2016. Tom Groleau seconded the motion.

Discussion: There were no motions made during this meeting.

MOTION:

Brian Pike made a motion to end the non-public session and resume the scheduled public meeting at 7:12 PM and return to the public session. Tom Groleau seconded the motion.

DISCUSSION: None

VOTE: Roll Call:

Brian Pike	Yes
Tom Groleau	Yes
Robert "Bob" Martel	Yes

Brian Pike, Chairman announced resuming the meeting in the regular meeting room.

Members of Boards/Committees & Town Officials:

Margaret Watkins, Town Hall Restoration Committee
Jeff Crosby, Road Agent
Patrick Woody Bowne, Transfer Station Manager
Brett St. Clair, Conservation Committee

Members of the Public:

Donna Dunn
Nate Narus

It is noted for the record that Donna Dunn was videotaping the regular Selectmen meeting.

Old Business:

Motion:

Tom Groleau made a motion to approve the minutes of the BOS public session held on October 13th, 2016, 7:14 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Brian Pike, Chairman, opened the floor for discussion for Public Comment.

Public Comment:

Brett St Clair expressed his thanks to all who donated to the Stone farm project they have made their goal. Brett St Clair stated that Margaret Watkins did an exceptional job of leading the funding drive, and wanted to thank her. Mr. St. Clair said since the water level of Kimball Pond is down, the Conservation Committee will have boards replaced on the dam at Kimball Pond. Brian Pike asked if the committee had been in touch with the NHDES Dam Bureau officials. Brett said they have applied for their environmental permit and he will keep the State Dam Bureau in the loop. Brett St. Clair keeps log books on what they have done to improve the dam and presents the data to the dam Bureau officials when they do site inspections. Jeff Crosby will assist the repair work by setting up a cofferdam.

Donna Dunn would like to make a donation for the help the Dunbarton Energy Committee gave her, and see that the Dunbarton Energy Committee gets funds for their projects. Line Comeau to put on the agenda to accept the gift.

Brian Pike closed Public Comment.

Town Business:

Update on the Town Hall Restoration Committee. Margaret Watkins is attempting to have a meeting with all committee members in November this year. Quarterly updates to follow after their November meeting.

Donna Dunn said that the Garden Club would like permission to have a plant sale next year on the Town Common.

Motion:

Bob Martel made a motion to approve the use of the Town Common for a plant sale in May of 2017. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Final Tax Rate from DRA for 2016:

Brian Pike announced the preliminary breakdown of the 2016 Dunbarton tax rate. Based on a property evaluation of \$302,642,712.00, the municipal rate is \$4.69, the County rate is \$2.80, and the local education rate is \$14.10. The state education is based on \$280,707,512.00 property evaluation and the tax rate is \$2.39 for a total of \$23.98. Brian Pike said this is a 39 cent increase from last year's tax rate. Mr. Pike felt this increase is not as bad considering last year's devaluation of property by 10.5 million dollars. The fund balance retention for the Dunbarton is \$156,076. That equates to 1.8% of the general fund operating expenses. The minimum amount recommended is a 5% retention of the general fund operating expenses (\$416,572.00)

Job description for maintenance worker:

Line Comeau, the Town Administrator, went over the amended maintenance job description with the BOS and Jeff Crosby, Road Agent. Brian Pike recommended that the hours for the job be deleted and the description would be for both full time and part time employees. Jeff Crosby agreed with leaving out the hours' section of the job description. Jeff was wondering if the employee review period be extended to one year instead of six months. BOS recommended that review period be left out of the job description and be addressed in the personnel handbook. Line Comeau will work on the recommended changes and have the amended draft job description ready for the BOS's review and comment.

Peter Gamache (Town Highway Department) resignation:

Peter Gamache tendered his letter of resignation to the Town. His last day will be the 28th of October this year. Line said she would collaborate with Jeff Crosby to get out a hiring notice for Mr. Gamache's position.

Motion:

Brian Pike made a motion to accept Peter Gamache's resignation, with regret and appreciation for all the hard work he has given the Town. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Bob Martel asked Jeff Crosby on an update on the Stark Bridge. Jeff had called the company but the man with the answers will not be in until Monday.

Update on Snow removal contracts and rates:

Line Comeau told the BOS that they sent inquiries to eight small towns if they have sub-contractors to remove snow. Of the eight towns, no one hired sub-contractors; hence, Line Comeau had no information on contracts. Jeff Crosby and Line Comeau will look at preparing a contract for our sub-contractor snow removers.

Discussion and review the budget calendar for 2017:

Line Comeau presented the calendar of the lists of possible budget meetings. Line Comeau said by next week she would have the CPI percentage.

School trash removal quotes:

Line Comeau and assistant had sent out four requests for trash removal for the Dunbarton Elementary School with no positive results. Waste Management does not service the Dunbarton area, Pinard Waste has not responded to two of our calls, Zero Waste could only pick-up once every two weeks (unacceptable) and Liberty Disposal said they would give a quote but none received as of today. Brian Pike asked Line Comeau if they found out how other schools handle trash removal. Line said that this information was attained but the information wasn't ready for the meeting and would get it to the BOS.

Mailbox:

E-mail from George Holt that contained a wetland permits notification which required a signature from one of the selectmen. Brian Pike signed the document with the approval of the other selectmen.

Series of linked E-mails between Deb Urella (Town Welfare Director) and Line Comeau that in essence said that Deb Urella will be on vacation in November and recommends that the BOS approve Linda Landry as her Deputy Director of Welfare.

Motion:

Brian Pike made a motion to accept the recommendation of the Town Welfare Director that Linda Landry be appointed as the Deputy Director of Welfare. Bob Martel seconded the motion.

Discussion: Brian Pike asked the Town Administrator if she knew if there is any conflict in holding those two offices. Line Comeau said she does not think so but what check the RSA's just in case.

Vote: (3-0)

Letter from the Maccubbin's on logs from cemetery placed on the property line. Brian Pike and Tom Groleau will follow up.

Letter from Primex on the Town's workers' compensation program. The information contained in the letter showed comparisons between CY 16 and the upcoming CY17. The contribution increase from CY 16 to CY 17 is 10%.

Letter from Primex on the Town's property and liability program. The information contained in the letter showed comparisons between CY 16 and the upcoming CY17. The contribution increase from CY 16 to CY 17 is 3.4%.

Memorandum from Town Administrator with the subject of outstanding annual vacation leave. This memo instructs employees to schedule an appointment with Selectmen if they are not going to use all of their leave.

Memo from Chief of Police giving the BOS his need to look for part time police officers. The Chief of police said he would be at the next BOS meeting with updates.

General Discussion:

Bob Martel met with John Stevens who looked at the electricity usage of the Town buildings. He has some good ideas in reducing the electricity usage. John Stevens to present his recommendations to the BOS.

Jeff Crosby still waiting for quotes for the garage doors of the Town's Maintenance building.

Public Comment:

Jeff Crosby expressed concern that the Town contract for snow removal not be associated with requirements of a Town employee.

Brian closed Public Comment.

Motion:

Tom Groleau made a motion to adjourn the meeting at 8:48 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