

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, OCTOBER 22, 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:

Leo Martel, Historic Awareness Committee  
Patrick Bowne, Transfer Station Manager  
Jon Wiggin, Fire Chief

Members of the Public:

Bob Martel  
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 7:04 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

At this point in the meeting, Brian Pike, Chairman, stated he had some housekeeping measures he wanted to address. He stated the following:

This is addressed to Ted Vallieres, Selectman. At last week's meeting, citizens were talking and Ted Vallieres spoke to them loudly. I did not appreciate your jumping in. It is up to me as Chair to keep control of the meeting. I would like to insure and expect that you use more control than you had last week. I didn't appreciate your tone to the citizens at that meeting.

Ted Vallieres stated that it is very disruptive when people are talking in the back row. I can't hear. You are not applying the rules that during the meeting they should not be talking.

Brian Pike stated he had just called the meeting to order. It is up to me to take charge of the meeting.

Approval of Previous Meeting Minutes - Thursday, October 15, 2015:

**MOTION:**

Tom Groleau made a motion that the Thursday, October 15, 2015 Board of Selectmen Minutes be approved as written. Ted Vallieres seconded the motion.

Board Discussion:

*Brian Pike stated he would like to amend the minutes to add a statement on page 1 after the discussion about the tax rate by Ted Vallieres as follows:*

*"Brian Pike stated you can't compare the State to the Town. Comparing the State to the Town is like comparing apples to oranges."*

**MOTION:**

*Tom Groleau made a motion to include Brian Pike's comments in the October 15, 2015 minutes. The motion was seconded and passed unanimously.*

*The motion to approve the minutes with the amendment passed unanimously.*

**PATRICK BOWNE, 2015 BUDGET DISCUSSION:**

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to discuss the 2015 budget as follows:

1. Stated he has a lot of outstanding bills which will be paid from 2015. Have contacted the contractors for the bills. There has been maintenance to the compactor which have not received the bill yet. Might be \$2,000 but could be on the lower side. Have ordered all the seals.

2. **Maintenance budget line:** There are other pending maintenance items. Don't know what is going to be expended. There is a noise in one of the balers. Sounds like it is in the motor.

The Mack is showing an electrical code. When it has done this in the past, it was around \$2,200 to fix it. It seems to run okay at this time but it also did when it happened before. One of the doors is sagging in. Would like to have this looked at.

3. **Department Equipment:** Need to purchase a new saws-all. The one we have is 6-7 years old and has quit.

4. **Uniforms:** Have called the company to come and take fittings for employees who do not have uniforms yet.

5. **Fuel:** Assume there will be some extra money left in this budget line. 50% used at this time. Will need two or three more fill ups for the Mack truck. Also will pick up fuel for the shed, along with whatever we will use for the pickup.

6. **Fees and services.** Will do the yearly test on the alarm system.

7. **C&D** is actually over what was budgeted. There will be more Demo.

8. **Incineration:** In the past, we did not pay for 12 months a year. This year we will pay for 12 months. We are just about even with the Coop tonnage wise. There is a good possibility there will be 12 months of payments this year.

9. **Hazardous Waste Coll.:** Will probably get the bill the last week in December. Could be a larger bill than previously. In the past, had people who came in to pick up the recycled oil. They were not able to do it this year due to illness. There will be charges that we have never had before. Noted he will probably be shipping one more load of Hazardous Waste. Have already shipped two loads of it.

Brian Pike stated there is a State contract where they pay us to take the waste oil.

10. For next year's budget, would like to purchase a couple of large diameter fans. The one we have was donated and is 7-8 years old. Have looked at Home Depot and Sam's Club for pricing.

11. Snow blower: It is twelve years old. Have had some welding done on it. Purchased a commercial grade snow blower when we bought it. We replace the belts once a year.

12. Building Maintenance: Have contacted six contractors. Have gotten two quotes. Patrick Bowne stated he was waiting for two more quotes. Four did not want anything to do with it. Have received three prices on the electrical work as follows: \$350, \$500, and \$1,300. Will schedule the low bid to do the work. Need more estimate forms.

13. Regarding the computer, the printer is not hooked up yet. Line has been trying to get in touch with Jim Michaud to get it hooked up. At this time, am sending the print to my house if Line is not around.

14. Working on a list of things to purchase in 2015.

Cannot tell you exactly how much will come back in the 2015 budget. As long as fuel costs stay down for the upcoming rest of the year, we will be okay. Since we are now hauling to Bow, fuel costs have been reduced.

RFP for Containers:

Presented three specifications for the containers as follows:

Exhibit A:

1. Closed top roll off recycling dumpster, 40 yard with option of 50 yard, length 24 feet
2. Open top roll off dumpster, 40 yard dumpster with option of a 50 yard, length 22 feet
3. Octagonal closed top roll off container, 43 to 45 yards, length 22 feet

Stated that he got the information for the specs from another town. There are three companies that produce these. Noted he wanted to make sure we got Zerk grease fittings.

It was noted that the delivery should be made to 131 Concord Stage Road. If the successful bidder is fairly local, can possibly arrange for pickup.

Patrick Bowne stated these specs are for boxes that are heavier than the present ones we have. The ones we have now were purchased in 2002. Noted that part of the reason they have held up is they are set on concrete, try not to travel when salt is on roads and wash them down as much as possible.

The subject of coating the boxes with Fluid Film was discussed. Patrick Bowne will look into this.

It was suggested that the RFP get completed by next Thursday, October 29, 2015 for approval by the Board of Selectmen. It was noted that the Board of Selectmen's meeting will be at the Community Center on that date. There will only one half hour before the Public Hearing scheduled for 7:30 p.m. for the Town Hall Roof.

MOU between the School and the Town:

At this point, Tom Groleau, Selectman, asked Patrick Bowne who was the previous vendor for dumpster pickup at the School. Need this information before November 3 when the next meeting is scheduled. Also asked about how much recycling does the school have? This was brought up at the meeting with the school.

Patrick Bowne stated he would do an estimate of the recycling from the school by weighing the cardboard. Stated he picks up at the school on Tuesday, Wednesday, Thursday and Saturday morning. Noted the recycling varies from week to week.

Stated that in the past, Waste Management had provided the container for the school during 1994, 95, and 96. Was a fairly large container. At that time, there was no recycling.

**Town Hall Roof Material:**

Tom Groleau noted that when the Town Hall Roof is taken off, is it possible to put it in a dumpster versus having the contractor dispose of it. He noted that the bids are all higher than the amount that was put aside in the Warrant Article. The Board of Selectmen might be able to negotiate regarding the disposal of the old shingles in order to save money.

Patrick Bowne stated that he had spoken with NRRA and they are unable to recycle the roof material because it has fire retardant material in the shingles. It would end up going in our demo waste. It would cost the Town to dispose of it. This is considered Municipal Solid Waste.

Ted Vallieres asked what would stop the successful bidder from bringing the material to the Transfer Station. It was noted that they could do that. What is the advantage of us taking the material? They are going to pay to get rid of it. How many tons are we talking about? It was estimated approximately five tons of material. If the Town hauls it, there is still a cost for disposal.

**Patrick Bowne, Hours:**

Brian Pike, Chairman, stated the Board of Selectmen have discussed the possibility of having Patrick Bowne, Transfer Station Manager, work an 8 hour day for five days a week instead of the present schedule of four days a week. They asked for his input regarding this proposed schedule.

Patrick Bowne stated he was considering taking a second job whereby he would work on Mondays and Fridays. Would not be able to do it with the five day a week schedule. Stated he liked to work four ten hour days a week. I go in early in the morning and get things running. It gives me time to get paperwork done. You have said you do not want anyone working by themselves. It was noted that this restriction only applies to employees working around equipment, etc. not doing office work, etc. Considering a second job not for so much for the money as getting him out of the house.

The Board of Selectmen noted that the Transfer Station had lost another employee. Patrick Bowne stated that the employee who resigned would be able to be available for fill in, etc.

Patrick Bowne stated that when he goes on a Fire Call, he is not on the clock. He makes that time up. He has been criticized in the past for doing Fire Calls on time he is working.

At this point in the discussion, Jon Wiggin, Fire Chief, stated he felt that Patrick Bowne should be on the clock when he goes on a Fire Call. Everyone else does. We are a volunteer Fire Department. This should be "food for thought and discussion".

**JON WIGGIN, FIRE DEPARTMENT, 2015 BUDGET DISCUSSION AND GENERATOR:**

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen to discuss a request for Maintenance funds from the Town Government Building expense line in the amount of \$575.25 for additional maintenance for the generator at the Safety Complex Building. He stated he has received a quote of \$1,150.49. He noted he would be able to absorb 50% of the cost out of the Fire Department or Emergency Management budget and would like the other 50% to come from Town Government Building account.

He stated that last fall; it was recommended that we perform additional maintenance over and above the regular service. The fall maintenance is scheduled for the first week of November and he would like to have this service done at the same time. If repairs are completed the same day, there is a slight savings in the travel cost.

**MOTION:**

*Brian Pike made a motion that the Town Government Building account be used to pay half the cost of generator maintenance in the amount of \$575.25 and the remaining balance of \$575.25 be paid from the Emergency Management or Fire Department budget line as suggested by Jon Wiggin, Fire Chief, Tom Groleau seconded the motion. The motion passed unanimously.*

**Fire Department Renovations:**

At this point in the discussion, Brian Pike asked how the Renovation project for the Fire Department turned out. Jon Wiggin, Fire Chief, stated it was fine. Still some items such as painting, putting in heating ducts in the attic, etc. that need to be done. JR Swindlehurst is volunteering his work. We are having an Open House on Monday, November 16, 2015.

**Fire Department Budget for 2015:**

Jon Wiggin, Fire Chief, reviewed the Fire Department 2015 budget as follows:

1. Noted that both the budget line for Administration-Part Time and Fire Chief would be expended by the end of the year.
2. Forest Fire Fighting budget line has been used completely. It has been a high fire year. We cost share with the State of New Hampshire on a 50/50 basis but the reimbursement goes into the General Fund.
3. Gasoline budget line is okay.
4. Telephone budget line has been expended due to an increase in the telephone charges. It was noted that the reason the telephone invoice went up for the Fire Department was that the Dunbarton Telephone Company gave the Town a breakdown of costs and the Fire Department charges went up and other Departments went down.
5. Will need to increase the budget line for Mobile Phones next year due to the fact that the ambulance will need Blue Tooth cell phone capability for the heart monitor. In the past, this was paid for by Concord Hospital. No idea at this time what the monthly cost will be. We have to maintain our EMS records for the State.
6. Vehicle Maintenance budget line: Have a pump issue that will need to be fixed. Regarding vehicle inspections, had them done in April. Did not have to have them done again in September of this year because the State agreed after they had so many complaints, that they would allow municipalities to skip September inspections this year. They sent a letter stating this.
7. Protection Equipment: Had to purchase more hose. That budget line will be pretty well depleted.
8. Dry Hydrant Repairs: Will be doing some repairs.
9. Paramedic Intercepts: We have to pay for intercepts for the ambulance. This averages out to \$2,500/year. If the insurance company can bill the cost of an intercept, we are able to collect.

Our billing service is Concord Hospital and they are going out of business. We have to have a new collection agency by November 1. In the past Concord Hospital billed us between \$23 - \$24/call.

Most communities used them. We have had to find a new company to replace them. Have found three or four companies that do this. They are located throughout the United States i.e. South Dakota, California, and Massachusetts. Hopkinton and Epsom have already found someone else. We had a meeting with one of the companies today and they will charge a percentage of the cost of the call (10%).

Have been able to negotiate the percentage due to the fact that we have gone into this with other towns. Have worked the percentage down to between 6-7%.

The company we are working with is out of Massachusetts. We have to send them our run sheet. We have to get more information. Need to retrieve some insurance information. The company is ComStar.

We have to renew with our current insurance companies i.e. Medicare and Medicaid. They are going to do the paperwork. We will just have to sign the documents. Our Medicaid expires at the end of this year. They will take care of requests from lawyers, insurance companies, etc. Will be all electronic. We will not be up and running by November 1. We have to have the contract with this company in place.

It was noted that Jon Wiggin, Fire Chief, signed the last contract. Have to send them bank information. They will help us set our rates. Dunbarton only has about between 80-90 calls per year.

10. Ambulance Expenses: No surprises here with the exception of a major breakdown.

**TOWN BUSINESS:**

**Property Liability Insurance RFP:**

Line Comeau, Town Administrator, presented a draft RFP for Property Liability Insurance.

Both the Workers' Compensation Program and Unemployment Program do not expire until 2017 budget year therefore we are only doing the RFP for Property and Liability Coverage.

The Board reviewed the draft RFP and agreed that it looked good. Used Exhibit A from Health Trust. Used a template from Health Trust.

Will give them three or four weeks for the bid to be submitted.

*The Board of Selectmen gave Line Comeau the okay to go ahead with this RFP as discussed this evening. Line Comeau noted she would try to get the bids in by November 16 so the Board of Selectmen will discuss them on Thursday, November 19, 2015.*

**Kelsea Road:**

Line Comeau, Town Administrator, reported that she had received a quote from Richard D. Bartlett & Associates, Concord, NH for survey work to create a permanent turnaround easement at Kelsea Road in Dunbarton.

The quote is for \$1,650 plus the cost of reimbursable expenses incurred by their office and the cost of monumentation of the easement corners at \$150 per steel pin set.

***MOTION:***

*Tom Groleau made a motion that the Dunbarton Board of Selectmen accept the proposal for survey work to create a permanent turnaround at Kelsea Road in Dunbarton at a cost not to exceed \$2,500. Brian Pike seconded the motion. The motion passed unanimously.*

The question was asked what if we pay money to set up this easement and we spend money to maintain this road. This means that this road is a Class V road. It was noted the Town could still be going to Court. These instructions were from Town Counsel. Don't feel this road issue will be taken care of by November. Have to talk to Town Counsel. The Board of Selectmen should come up with a decision in November.

It was noted that when we were there, they were talking about starting the easement where the wall was for 50' therefore putting the telephone pole in the easement. The telephone pole is much more in the easement than when we were talking about it. The Board of Selectmen won't get to see that until November 6 on the Site walk. The telephone pole is in the middle of the road as laid out by surveyor Ed Rogers.

The Rod and Gun Club has not been in contact with us. Line Comeau will get a copy of their deed.

*Brian Pike, Chairman, signed the contract with Richard Bartlett & Associates on behalf of the Town of Dunbarton.*

E-reg:

Tom Groleau reported he had done research on E-reg and had come up with prices for supplies as follows:

<u>Supplier</u>	<u>Item</u>	<u>Part/Model Number</u>	<u>Qty</u>	<u>Cost</u>	<u>Cost Per ea</u>
Office Depot	Laser Jet Pro 400	M401 Monochrome Laser Printer	1	\$199	199.00
Office Depot	MICRTHNBOA Blaci Toner	HPCF2BOA	2700	\$204.99	.075922
Interware/BMSI	Check Stock (1 pk)		1000	\$ 51	.051000
<b>Total</b>					<b>\$ .126922</b>

Cost is about \$.13 per copy.

Tom Groleau presented fees from four different towns. Basic costs were as follows:

First Reg Fee	\$1.85 (Same for all towns)
Agent Fee	varied between \$2.50 - \$3.00
Town Clerk Fee	\$2.00 (Same for all towns)
Town Title Fee	\$2.00 (Same for all towns)

One town had a Transportation Tax of \$5. The other towns had no Transportation Tax.

The fees would be as follows:

First E-Reg Fee	\$1.85
Agent Fee	<u>\$3.00 (Town sets this fee)</u>
<b>Total</b>	<b>\$4.85</b>

Tom Groleau noted these were typical costs to go forward with E-reg. Other towns give out dog licenses, vehicle registrations and pay property taxes. Would suggest doing the check first. We should purchase a printer, buy the ink and let's get going. Don't understand the delay. It sounds reasonable to me.

Tom Groleau stated we need the contract with the State. All we need to do is charge with a fee. I think this is a good thing. Don't know at this time if we can do new registration plates. Will find this out. Will get more definite information on plates and Interware.

*The Board of Selectmen agreed to table E-Reg until such time as they receive additional information as noted above.*

**Roofing Bids:**

Tom Groleau presented a spread sheet showing the bids for the Slate Roof for the Town Hall. He reported that both bidders will be present at the Public Hearing on October 29, 2015 at 7:30 p.m. They will have samples of the material that will be used.

The Board of Selectmen asked Line Comeau to post the notice for the Public Hearing on the Marquee on the Town Common.

**Computer LogMeIn:**

Line Comeau reported she had received a request from the Town Clerk for LogMeIn to be put on her office computer. This would allow her to access her office computer from home. Tom Groleau expressed a concern about security.

*After discussion, the Board of Selectmen decided to wait until Line Comeau speaks with Jim Michaud about security issues, etc.*

**Boy Scouts "Scouting for Food":**

Line Comeau reported that the Board of Selectmen received a request for permission for the Boy Scouts of Bow Troop #75 to conduct a "Scouting for Food" as they did last year at the Dunbarton Transfer Station on Wednesday, November 11, 2015 from 5 pm to 8 pm or Saturday morning, November 14, 2015 from 8 am - 12 noon.

*The Board of Selectmen reached a consensus to allow the Boy Scouts to conduct "Scouting for Food" at the Dunbarton Transfer Station on the days and times as requested.*

**Waste Management Quote:**

Line Comeau reported she had received an inquiry from Waste Management regarding their providing a quote for the Town's needs, in conjunction with the Dunbarton Elementary School. It was noted that the representative is a resident of Dunbarton.

**Holiday Volunteering & Gift Giving Guide 2015:**

Line Comeau reported she had received an e-mail from Val Guy of Granite United Way regarding partnering with the Concord Insider.

*The Board of Selectmen suggested that this request be passed along to the Welfare Director as in the past.*

**Deferred Compensation:**

Line Comeau reported that a meeting with the Deferred Compensation representatives for Town employees will be held on Wednesday, November 18, 2015. Brian Pike suggested that a memo be sent to all Town employees advising them of this.

**Building Department Violation**

Copy of a letter sent for a Building Violation.

**Notice of Resignation - Michael Poirier:**

Received letter of Resignation from Michael Poirier, employee at the Transfer Station.

**Board of Selectmen Site Walk - Transfer Station for Current Lighting Visibility:**

Ted Vallieres noted that Patrick Bowne, Transfer Station Manager, should be present at this Site Walk at the Transfer Station to be held on Monday, October 26, 2015 at 6:30 p.m. in order to open the buildings to turn the lights on, etc. John Stevens will also be present at this Site Walk.

**Approval from Goffstown to Clear the Brush at Tibbets and Black Brook Road:**

It was noted that the Town of Dunbarton has received Goffstown's approval to clear the brush at the intersection of Tibbets and Black Brook Road. Line Comeau will contact Jeff Crosby, Road Agent.

**Certified Copies of Zoning Ordinances:**

It was reported that at the recent Planning Board Meeting held on October 21, 2015, it was reported that Stephen Laurin, Building Department, has been unable to obtain certified copies of Zoning Ordinances which have been passed since 1990 from the Town Clerk.

*The Board of Selectmen agreed to write a Right to Know Request to the Town Clerk requesting this information.*

**Comments from the Public:**

Leo Martel - No Comments

Bob Martel - No Comments

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

***MOTION:***

*Tom Groleau made a motion that the Dunbarton Board of Selectmen adjourn the regular Board of Selectmen's meeting at 10:45 p.m. Brian Pike 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