

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

**DUNBARTON BOARD OF SELECTMEN  
REGULAR MINUTES OF MEETING  
THURSDAY, OCTOBER 23, 2014  
TOWN OFFICES – 7:08 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  
Line Comeau, Town Administrator  
Alison Vallieres, Recording Secretary

**Members of Boards/Committees and Town Officials:**

Tom Groleau, Cemetery Trustee  
Dan Sklut, Police Chief  
Linda Landry, Town Clerk  
Patrick Bowne, Transfer Station Manager  
Tim Terragni, Chairman, Board of Assessors

**Members of the Public:**

David Stilson  
Leo Martel  
Robert Martel  
David Montgomery

Ted Vallieres, Chairman, called the meeting to order at 7:08 p.m. with a full Board present along with Line Comeau, Town Administrator, and Recording Secretary Alison Vallieres.

**APPROVAL OF PREVIOUS MEETING MINUTES OF THURSDAY, OCTOBER 16, 2014:**

***MOTION:***

*Ron Wanner made a motion that the Dunbarton Board of Selectmen minutes of the Thursday, October 16, 2014 Board of Selectmen's Meeting be approved as written. Brian Pike seconded the motion. The motion passed unanimously.*

**TIM TERRAGNI, CHAIRMAN, BOARD OF ASSESSORS: PROPOSED BUDGET FOR 2015**

Tim Terragni, Chairman, Board of Assessors, appeared before the Board of Selectmen with the proposed 2015 budget for the Board of Assessors as follows:

**Assessing Department:**

	<b>2014 Budget</b>	<b>2015 Requested</b>	
Secretary-BOA	767	767	Same
Administration-BOA	1,643	1,643	Same
Appraisal Services	10,000	10,000	Same
Utility Assessor	18,000	20,000	Increase \$2,000
General Supplies	--	--	
Training	--	--	
Support-BOA	--	--	
Computer Support/BOA	<u>5,050</u>	<u>5,350</u>	Increase \$350
<b>TOTALS</b>	<b>35,460</b>	<b>37,760</b>	<b>Increase \$2,300</b>

**Comments:**

Tim Terragni noted the following with regard to the increases in the Board of Assessors proposed 2015 Budget:

1. Increase in Utility Assessor due to Reval in 2015 and there possibly would be additional statistical work to be done along with updates for utilities. In addition, the Sansoucy three year contract ends in 2015.
2. Computer Support is increased due to increase in cost of computer support by Vision, etc,

Tim Terragni stated that the Board of Assessors had recently chosen Vision as the contractor for the 2015 Reval at a cost of \$29,500. A Warrant Article for 2015 Town Meeting will be required to utilize the monies previously set aside for the Reval along with an additional \$10,000 to be set aside for the future as a Warrant Article.

Utility contract was for three years ending in 2015 so should remain at \$18,000.

**Assessing Legal Budget Line:**

It was noted that \$4,500 had been spent this past year for Assessing - Legal Costs due to utilities. Anticipating this should be left at \$1,500 for the 2015 budget.

**DAN SKLUT, POLICE CHIEF:**

Dan Sklut, Police Chief, appeared before the Board of Selectmen to request permission to spend \$1,188 from the Police Department 2014 Budget for a Subscription Service which would assist the Police Department in crime investigations. The contract will run from the time of payment (November 2014 to November 2015).

Police Chief Sklut stated this cost could be absorbed within the 2014 Police Department budget with no problem.

*The Board of Selectmen reached a consensus to allow the Police Chief to go ahead and order the Subscription Service from 2014 funds.*

**PUBLIC COMMENT:**

**Minutes on Web Site:**

Leo Martel stated that he still cannot access minutes of meetings on the web site. Don't want to have to attend all the meetings. It was noted that Line Comeau, Town Administrator, was in charge of getting minutes on the web site. In addition Alison Vallieres puts Planning and Zoning Minutes on the web site. Minutes are not usually put on the web site until they are approved.

At this point in the meeting, Linda Landry, Town Clerk, stated she should be responsible for the minutes and putting them on the web site.

*Line Comeau, Town Administrator, stated that the Board of Selectmen had given her the responsibility of putting minutes on the web site.*

**Status of Town Hall Roof:**

Leo Martel asked about the status of the Town Hall roof.

It was noted by the Board of Selectmen that the Town Hall Theatre Restoration Committee has proposed several plans, both of which will be connecting to the Town Hall Roof. Due to this fact, it would not make sense to replace the existing roof if they will be cutting into it. Will wait until after Town Meeting and if the Town Hall Theatre Project is approved, will replace the roof during that process. If the project is not approved at Town Meeting, we will go ahead with the roof replacement at that time.

**Slabs at the Transfer Station:**

Leo Martel asked when the slabs at the Transfer Station were going to be taken away. Stated he doesn't want the Town to have to pay for taking them away.

*The Board of Selectmen noted that the slabs were free for the taking. In the past, they have been taken by residents for maple syrup fires, etc. There was a "Free for the Taking" sign but it has since gone.*

There were no further comments from the public.

**LINDA LANDRY, TOWN CLERK:**

Linda Landry, Town Clerk, appeared before the Board of Selectmen and noted that the Department of Motor Vehicles had recently completed an audit of the Town Clerk motor vehicle registration. There were no problems with the audit.

**Voting Machines:**

Presented the Board of Selectmen with information on the cost of Voting Machines. Cost was \$3,500/each. We would only need one Voting Machine.

**2015 BUDGET DISCUSSION:**

**Part-time Salaries:**

At this point in the meeting, the Board of Selectmen reviewed salaries of Part-time employees in comparison with other Towns of similar population.

It was noted that according to the RSA, compensation for elected officials should be voted on at Town Meeting by the residents. Can put a pay increase in the budget line and tell the residents that there is a raise for the elected official in the budget, etc. It was agreed that this would probably be the best way to include raises for elected officials.

The Board of Selectmen noted that the most discrepancy for pay rates for the part-time employees was at the Transfer Station. The Board of Selectmen will come up with a comparable pay scale for these employees for

the 2015 budget. It was noted that there are two employees at the Transfer Station that work between 28 - 32 hours a week and one employee that works about 12 hours a week.

It was noted that recently the Board of Selectmen had agreed upon giving the Transfer Station part-time employees a stipend for the rest of the 2014 year. At that time, they agreed to work on the part-time salaries of the Transfer Station employees for the 2015 budget. The Board of Selectmen felt that possibly a flat rate increase for the Transfer Station employees might be a better solution. Will be discussed at a future meeting.

It was noted that the Highway Department part-time laborer should also be included in the discussion along with the Transfer Station part-time employees with regard to a salary increase.

Line Comeau, Town Administrator, presented charts showing comparisons by towns for various positions.

At this point, it was decided that the Board of Selectmen did not want to mix full-time employees with part-time employees on the charts. The spread sheets will be revised for the next meeting for discussion purposes.

**COLA:**

Line Comeau, Town Administrator, presented a NHES - New England Urban, not including Boston COLA which was 1.5%.

*The Board of Selectmen reached a consensus that they would be in favor of a 1.5% COLA increase for all employees, both part-time and full-time and full-time elected officials for the 2015 budget. The COLA increase for elected officials should be explained at Town Meeting as to how much it is. Other than that, it would have to be done as a separate Warrant Article.*

With regard to part-time Elected Officials, it was suggested that any increase be given to them at the time of a new term of office. This would affect the Road Agent, Town Treasurer, Town Moderator, and Tax Collector.

*Based on this suggestion, the Board of Selectmen reached an agreement that the four part-time elected officials (Moderator, Town Treasurer, Tax Collector and Road Agent) compensation will be revisited at the time of a new term of office.*

**Biennial Budget:**

Brian Pike stated that at a recent Budget Seminar, it was mentioned that Towns have the option of having a Biennial Budget instead of a yearly budget.

**Department Budget Discussion Scheduling:**

Line Comeau, Town Administrator, reported that she was in the process of scheduling Departments to come before the Board of Selectmen with their proposed 2015 budgets. So far, the schedule is as follows:

November 2 - Police Department  
December 4 - Transfer Station  
December 11 - Cemetery Trustees

**Closing of Town Offices - Holidays:**

Line Comeau, Town Administrator, brought up the possibility of closing Town Offices on the afternoon of the Day before Thanksgiving, Christmas Eve, and New Year's Eve.

It was noted that because these Holidays Eves fall on a Wednesday, the Transfer Station is scheduled to be open until 8:00 p.m. It was suggested that the Transfer Station close at 3:00 p.m. and put up a sign in advance accordingly.

*The Board of Selectmen reached a consensus that the Town Offices be closed the afternoon the day before Thanksgiving, Christmas Eve and New Year's Eve and the Transfer Station Manager will make the decision with regard to the Transfer Station being closed at 3:00 p.m.*

**CIP:**

Brian Pike reported there was a CIP Meeting this week. There are 21 applications. The Committee will have their next meeting on Wednesday, November 12. Hopefully, will have something for the budget discussion in the near future.

Noted that with regard to road improvements for the upcoming year, the Board of Selectmen have asked the Road Agent to bring back a pavement plan. It was noted that the Road Agent is also considering another plan he would like to present.

**TOM GROLEAU:**

Tom Groleau brought up the following points with regard to the Town Hall Theatre Restoration Committee:

**Public Information Meeting for Town Hall Theatre Restoration Project - Tuesday, October 21, 2014:**

Stated at the meeting on Tuesday with the architects for the Town Hall Theatre Restoration Committee, it did not appear that traffic, lighting and parking are being addressed. They are projecting up to 200 people in attendance at functions, etc. How does the public safety outside the building get addressed? Who has responsibility for the public safety for this plan? It was suggested that the Highway Safety Committee might become involved. The Highway Safety Committee consists of Jeff Crosby, Road Agent, Dan Sklut, Police Chief and Jon Wiggin, Fire Chief. It was also noted that Bill Lambert, DOT Highway Safety, might become involved.

**Meeting this evening with Town Hall Theatre Restoration Committee:**

Due to the fact that the meeting was Attorney/Client Privilege, how are we going to get an update on the meeting?

Board of Selectmen noted that according to Town Counsel, the Committee can be both a 501-C:3 and a Town Committee.

T. Groleau noted that Andy Dunn, Attorney, was representing the Town Hall Theatre Restoration Committee as Pro Bono. Why do they have to have their own attorney if they are a Town Committee? The Board of Selectmen also had Town Counsel representing the Town.

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

***MOTION:***

*Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn their meeting at 8:55 p.m. Brian Pike seconded the motion. The motion passed unanimously.*

Respectfully submitted,

Alison R. Vallieres  
Recording Secretary

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**Ted Vallieres, Chairman**

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**Brian Pike, Selectman**

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**Ron Wanner, Selectman**