

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
REGULAR MINUTES OF MEETING
THURSDAY, OCTOBER 30, 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
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Tom Groleau, Cemetery Trustee
Patrick Bowne, Transfer Station Manager
Jeff Crosby, Road Agent
George Holt, Co-Chairman, Planning Board
Lou DeBerio, Milfoil Representative

Members of the Public:

Stanley Sowle
Gail Sowle
Brent Sowle
Mrs. Brent Sowle
Leo Martel
Robert Martel
Evan Herrick, Boy Scout Leader
Arthur Richards, Boy Scout Leader
Grant Richards, Boy Scout Leader

Ted Vallieres, Chairman, called the meeting to order at 7:00 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 23, 2014:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen minutes of the Thursday, October 23, 2014 Board of Selectmen's Meeting be approved as written. Ron Wanner seconded the motion. The motion passed unanimously.

LOU DEBERIO, MILFOIL UPDATE:

Lou Deberio, Milfoil Representative, appeared before the Board of Selectmen with an update of the Milfoil at Gorham Pond. He reported the following:

1. No treatment this past season because pond did not need it this year.

2. Originally scheduled 8 days of diving but ended up with only needing 1/2 day of diving. Money we don't use will be returned to town.
3. Still are a few plants remaining. Will send someone back to pull those plants.
4. There will be one bill for the divers for one day for the 2014 season.
5. *Need to get estimate for 2015 to DES by November 14.*
6. *Will be a Warrant Article at Town Meeting for possibly 8 days of divers like this past year. Any monies not used will go back to the Town.*
7. Had Lake Hosts this past season through the grant program which cost the Town only \$300. This program will be continued next year. Had one host this past season and would like her to continue with Dunbarton next year.
8. Would like to make sure \$300 is put into the Town Budget for 2015 for the Hosting Grant Program.
9. Considering pursuing an Education Program through Dunbarton Elementary School and Bow Memorial School. Have already spoken with Dunbarton Principal and he feels it would be a good thing.
10. Noted DES had provided information signs re Milfoil for the four other ponds in Dunbarton.
11. There is no Milfoil in any of the other ponds in Dunbarton. These four ponds are checked for Milfoil each year.
12. Milfoil Committee had an Information Table at Old Home Day this year.

NEW BUSINESS:

Line Comeau, Town Administrator, brought up the following items under New Business:

Primex Invoice for 2015:

Reported that the town had received the invoice for Workmen's Compensation and Unemployment through Primex for the 2015 year. This is a multi-year agreement. There will be a 1.7% increase over last year for Property Liability Insurance. Workmen's Compensation stays the same.

Medical Rates:

Medical rates are going up by \$1/plan with the prescription plan going down. There will be a 2.8% decrease in cost of total medical.

Health Trust FY 2014 Holiday Credit:

There will be a return of Dunbarton's Group share of the FY 2014 amount as approved by the Health Trust Board as follows:

Medical	\$ 5,202.30
Dental	\$ <u>248.32</u>
Total Return	\$ 5,450.62

In order to get the monies applied as a credit, we must notify them in writing that we would like the credit applied to 2015 health costs.

Board of Selectmen reached a consensus that the Town of Dunbarton would take the Holiday credit and apply it to the health benefits costs for the year 2015.

EVAN HERRICK, BOY SCOUT TROOP #75:

Evan Herrick, Grant Richards and Andrew Richards, Boy Scout Troop #75, appeared before the Board of Selectmen. They will be doing their annual Boy Scout can goods food drive and would like to set up a pickup point at the Dunbarton Transfer Station for Wednesday, November 5 and Saturday, November 8, 2014.

They will have a 16' industrial trailer set up along with two or three volunteers. This is just to do the collection of canned food .

The Board of Selectmen verified with Patrick Bowne, Transfer Station Manager, that this would be okay with him. The Boy Scouts were asked to coordinate with Patrick Bowne as to location of the trailer, etc. prior to setting it up at the Transfer Station.

The Boy Scouts are getting the word out about the collection day via flyers for the mail carrier and children at the school.

The Board of Selectmen reached a consensus to allow the Boy Scouts to set up at the Transfer Station on Wednesday, November 5 from 5:00 p.m. to 8:00 p.m. and Saturday, November 8 from 8:00 a.m. - 12:00 noon with the Boy Scouts coordinating with Patrick Bowne, Transfer Station Manager.

AT THIS POINT IN THE MEETING, IT WAS NOTED THAT CHRIS RAND, GRANITE STATE COMMUNICATIONS WAS NOT PRESENT

SOWLE ROAD EXACTION FEE:

Jeff Crosby, Road Agent, explained that the Highway Department had done substantial work on Holmes Road last year. Due to this fact, he felt that the Exaction Fee from the Sowle's in the amount of \$4,000 should be used toward the costs of the road improvements which were done on Holmes Road.

He noted that the Town has the ability to assess road improvements due to an existing subdivision through the Exaction Fee process.

He noted that basically the road was widened from 12' to 18' and additional gravel put in along with repaving. In addition, they replaced a culvert. Would consider this to be Phase I. Phase II for next year is to move the intersection so it is in a less dangerous location.

Prior to the subdivision, there were three homes on Holmes Road. Now there are four as a result of the subdivision. There is a potential for another lot on Holmes Road.

Last year, did not finish the project due to the Board of Selectmen requesting that the Town Office Parking Lot be repaved, etc. This money came out of the Highway Department budget.

According to the statute regarding Exaction Fees, the Town has up to six years to use the monies set aside. If it is not used within six years, it will be returned to the Sowles.

George Holt, Dunbarton Planning Board, explained the Exaction Fee process and noted that the upgrade of the road was required to handle increased use of Holmes Road due to the subdivision.. Noted that originally Holmes Road was only 12' and now it is 18' wide which is the minimum

standard width. We have increased the width. Referred to the Chan's subdivision off Gile Hill Road along with the Nault one lot subdivision off Kelsey Road as examples of Exaction Fees assessed by the Planning Board. These were all assessed at \$4,000 per lot. The figure is determined by dividing the number of potential house lots into the cost of road improvements needed for the potential subdivision. An estimate of \$16,000 was divided by four house lots for an Exaction Fee of \$4,000 per lot for Holmes Road. The original three house lots have been paying taxes, etc. for years.

Stanley Sowle stated that the road work which has been done to date, he would consider to be maintenance. It would have had to been done no matter whether the fourth lot was there or not. It is not fair to compare this one lot to the Chan subdivision which is greater. He noted that Jeff Crosby had done a great job with the work he has done already, but he would consider it to be maintenance and not Capital Improvements as required for an Exaction Fee. Holmes Road has needed paving for twenty years.

It was noted that the RSA regarding Exactions Fees allows up to six years which would give the Town until 2016 to utilize the monies for Capital Improvements,

After considerable discussion, the Board of Selectmen agreed to go over the record and the RSA with regard to Exaction Fees and make a determination as to what to do about the Exaction Fee. It is possible that the Exaction Fee can be held until 2016 when it would be determined if appropriate improvements have been made to Holmes Road, etc.

Based on this discussion, the following motion was made:

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen table the Exaction Fee request for the Sowles in the amount of \$4,000 until such time as they have more information and determined the definition of maintenance. Brian Pike seconded the motion. The motion passed unanimously.

OTHER BUSINESS:

Ted Vallieres, Chairman, brought up the following items for discussion and/or action:

Town Hall Theatre Restoration Committee:

Town Hall Theatre Restoration Committee has requested that the volunteer Attorney for the Committee review the contracts for the Town Hall Theatre Restoration Committee as pro bono. It was noted that Clem Madden also had questions regarding the contracts.

The Board of Selectmen agreed that they would be in agreement with the pro bono Attorney reviewing the contracts in conjunction with Town Counsel.

\$8,000 from Sale of Highway Truck:

Received communication from Department of Revenue Administration, that the \$8,000 from the sale of the old Highway truck must be put in a Warrant Article in 2015 to put monies back into the Capital Reserve Account for the Highway Department vehicle.

Notice of Violation - Cease and Desist Order:

The Building Department has issued a Cease and Desist Order for building a house without a permit. Builder will be in Friday, October 31, 2014 to get a Building Permit.

Kelsea Road Snow Plowing Turn-Around Issues:

The Kelsea Road Town snow plow turn-around was discussed. After much discussion, it was decided that the Board of Selectmen along with Jeff Crosby, Road Agent, will meet with Mike Guiney regarding an acceptable turn around for the Town Highway snow plow. They will need something in writing from Mike Guiney with regard to where the turn-around will be located.

Board of Selectmen will consider doing a Site Walk for some time during Election Day, time to be determined.

Communication from Frank Welin:

Jeff Crosby, Road Agent, will write a letter in response to the Frank Welin inquiry.

Town Clerk, Ballot Clerks Appointments:

Town Clerk has requested that the Board of Selectmen appoint the following individuals as Ballot Clerks:

Pam Milioto
Eleanor Swindlehurst
Diana Driscoll
Barbara Wanner

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen appoint Pam Milioto, Eleanor Swindlehurst, Diana Driscoll and Barbara Wanner as Ballot Clerks. Brian Pike seconded the motion. The motion passed unanimously.

Town Hall Theatre Restoration Committee:

Tiffany Dodd, Town Hall Theatre Restoration Committee, has requested that \$5,000 be taken out of the Capital Reserve Account for the architect contract.

MOTION:

Ted Vallieres made a motion to withdraw \$5,000 from the Capital Reserve Fund for the Town Hall Theatre Restoration Project. Brian Pike seconded the motion. The motion passed unanimously.

2015 Department Budgets:

Ted Vallieres, Chairman, suggested that Departments submit their proposed 2015 budgets a week prior to the meeting so the Board of Selectmen could review them prior to the budget presentation.

The Board of Selectmen reached a consensus that Departments submit their 2015 budget requests a week prior to the meeting in order for the Board of Selectmen to review them.

Board of Assessors 2015 Proposed Budget:

Ted Vallieres, Chairman, noted that the Board of Assessors budget had a budget figure for the Utility Assessor at \$20,000. The way he understood the discussion was that Tim Terragni agreed that because the Utility Assessor was for a three year contract, the amount should remain at \$18,000.

It was suggested that any increases due to legal issues should be put into the Legal Budget line for the BOA.

PART-TIME EMPLOYEES INCREASES:

The Board of Selectmen reviewed Part-time employees increases starting with the Transfer Station. It was noted that this group of employees seemed to be the most underpaid in accordance with other towns, etc.

After discussion, the Board of Selectmen reached a consensus to put the part-time employees on a similar scale as the full-time employees with a minimum, first year, third year and fifth year scale.

It was also suggested that the Highway Department Laborer be included with the Transfer Station employees as to the rate of pay.

The following matrix was suggested for the Transfer Station part-time employees:

<u>Minimum at Hire</u>	<u>Step 1 First Year</u>	<u>Step 3 Third Year</u>	<u>Step 5 Fifth Year</u>
\$11.00/hour	\$11.55/hour	\$12.71/hour	\$13.98/hour

Ron Wanner stated he would be willing to work on the updated figures and bring them to the meeting next week.

COMMENTS FROM THE PUBLIC:

Tom Groleau stated he was pleased that the Board of Selectmen agreed to have the Town Attorney review Town Hall Theatre Restoration contracts because she will defend the Town if any issues arise in the future with regard to the contracts, etc. This is why we have a Town Attorney. Feel the Board of Selectmen is doing the right thing and are doing due diligence for the town.

There were no further comments from the public.

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

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourns their meeting at 9:45 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