

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, NOVEMBER 5, 2015**

Present: Brian Pike, Chairman
Thomas Groleau, Selectman
Line Comeau, Town Administrator

Absent: Ted Vallieres, Selectman
Alison Vallieres, Recording Secretary

Town Officials: Linda Landry, Town Clerk
John Trottier, ZBA Chair
Dan Sklut, Police Chief
Patrick “Woody” Bowne, Transfer Station Supervisor

Public: Fran Hill
Darlene Leone
Margaret Watkins
Leo Martel
Bob Martel
Mert Mann

Mr. Pike called the meeting to order at 7:03 PM. The meeting will be recorded in the absence of the recording secretary.

Approval of Previous Meeting Minutes – Thursday, October 29, 2015

Thomas Groleau made a motion to approve the minutes of the Board of Selectmen meeting of 10/29/15 as written. Brian Pike seconded. VOTE: All in Favor. The motion passed unanimously.

Thomas Groleau made a motion to approve the minutes of the Board of Selectmen Non-Public Meeting of 10/29/15. Brian Pike seconded the motion. VOTE: All in Favor. The motion passed unanimously.

Transfer Station

Patrick “Woody” Bowne, Supervisor of the Dunbarton Transfer Station appeared before the Board of Selectmen with Bill of Lading Addendum Mercury Certification for Light Iron and Vehicle Transactions form. Schnitzer won't accept our scrap metal nor will the NRA give us a release number to send our scrap metal to them unless we sign this document for every load stating that there is no mercury in the load. Mr. Bowne brought this certification document to the BOS for their approval. He is not comfortable signing any documents without the Board's approval and questions what the town's liability would be if mercury is in the load. Mr. Bowne

asked what the town's liability should mercury be in the load and the scrap metal company couldn't answer. Mr. Pike stated that the company should offer some training.

Mr. Pike suggested that Mr. Bowne sign the form but augment it and state that he is certifying “to the best of his ability”. Mr. Bowne presently has 2 loads of scrap metal to bring to Schnitzer.

Mr. Bowne will review with his staff a 33 page document regarding the items that contain mercury.

Regarding getting paid for waste oil, Mr. Bowne spoke with the company and was told that we are not eligible and that it was set up for state DOT buildings that change their own oil; it is allocated for a state fund. Woody will get the name of the person he spoke with for Mr. Pike, who will follow up.

Mr. Bowne discussed the exhaust leak on the pick-up truck; 5 out of the 8 studs are broken and the manifold is rotted. The cost to fix it is between \$500 - \$700.00. The truck is a 2000, model 2500 and has 139K miles on it. He uses that truck for everything from picking up recyclables and trash from the town office and school to going to meetings and classes; use it around the facility; it has been used to assist the police department, fire department and used for hazardous waste day. It is also used to haul recyclable materials. Last year it hauled about \$10K worth of materials. The Board asked for a complete list of what he uses the truck for. Mr. Bowne will report back. In addition, the gauge cluster in the truck is acting up.

He further asked the Board about his vacation. Presently he is scheduled to take a week in November and a week in December, however, the transfer station is down a person. He is not sure how to handle it; can't have just two guys at the facility. Woody has 72 hours of vacation left. He is taking the holiday off on the 11th, however the transfer station will be open. He will have the employees rotate lunches that day when Ed arrives to work so there are two people present at all times.

He also stated that employees have no incentives. The employees brought this to Mr. Bowne's attention, thus Mr. Bowne is bringing it forward to the Board. The last employee left because of money but if you can come up with some incentives, perhaps employees won't get discouraged. The town previously talked about raises based on evaluation. Mr. Groleau suggested that if they have ideas, they should bring them forward.

Mr. Groleau stated that Mr. Bowne should advertise the open position. Also suggested that Woody reach out to the Police Chief to see if anyone needs community service hours.

Mr. Bowne suggested setting up a revolving fund. All material that you charge for would go into the fund. You would have to fund it the 1st year but after that it is pretty much self-funding. This would show a drop in the operating budget. Mr. Pike explained that it just a different way of accounting.

E-Reg

Mrs. Linda Landry, Town Clerk appeared before the BOS. She passed out an E-Reg cost analysis to determine mailing/handling cost to registrant.

She explained that when we use E-Reg, that we would have to print the renewal notices in-house rather than the State print the notices. The State can't provide pin numbers. Under our present system, the annual cost to have the State print the notices is \$112.00

Under E-Reg, the approximate town costs to prepare and mail notices are:

Paper	\$0.01
Envelope	\$0.09
Postage	\$0.49
Toner	
Copier wear/tear	
Time	

The approximate town costs for registrations renewed through E-REG:

Check stock	\$0.11
MICR ink	\$0.04
Envelope	\$0.09
Postage	\$0.49
Shopping cart fee	

Annual Costs to date under current method:

Postage	\$958.00
Printing	\$112.00
Envelopes	\$176.00
Total Material Costs	\$1,246.00

Reviewing folding, stuffing and stamping the renewal notices generated by the State currently takes approximately 3 hours per month. Once E-Reg is in effect, set-up and print time will increase.

Mrs. Landry sends out auto renewal notices every month. Mr. Groleau wants to eventually phase out the mailing of renewal notices to those paying electronically because he is hopeful that they could receive it via email. Paper mailing would continue for those who don't pay electronically.

Mrs. Landry also gave the Board a report of Mail Renewal Statistics over a 12 month period and showed them a sample of the check stock.

Some towns charge a per-vehicle fee and some towns charge a shopping cart fee. Mrs. Landry recommends a shopping cart fee.

The Board of Selectmen still need to get the hardware in place, the contracts in place and set the costs.

Mrs. Landry also gave the Board a copy of NH RSA 261:74-d, Additional fees charged by agents, which was instituted in 2008. She brought this to the Board at that time but they opted not to raise the agent fees. It is not that she is suggesting that we go to \$3.00 dollars but if this Board desires to raise the fee, this would be a good time because it could be programmed at the same time as instituting the E-Reg. Presently we charge a \$2.50 agent fee.

Mr. Groleau priced out a printer at approximately \$200.00; an HP Laserjet model M401. Judy van Kalken will research the model number that Interware suggested.

Mrs. Landry suggested that she switch her regular printer with the tax collector's. She and the tax collector have discussed this. Mrs. Landry's printer has a problem with the drum. Rather than spending \$700.00 for a new printer, they could just switch printers because the tax collector doesn't tend to print/copy as much as the town clerk. The Board doesn't have a problem with the tax collector and town clerk swapping machines.

She suggested that an HP be purchased for the tax collector for the printing of the checks. Mrs. Landry could use the Vitals printer for check printing. Mr. Groleau asked if she has written permission to use that printer for motor vehicles; Mrs. Landry stated that she does have permission (not written). The State actually set up that printer for motor vehicles. A lot of clerks use it for motor vehicles. The town purchases the ink for that machine. Mr. Groleau has an issue with using state equipment.

Mr. Groleau believes that one printer for the checks should be put in a common area in the back for both the tax collector and town clerk to use. Mrs. Landry explained that the back area is not workable because we would have to leave our work stations, thus our front area is out of view and we can't hear people approaching. Mrs. Comeau stated that having the printer in the back area would not be user friendly.

The Board would like Jim Michaud and Dan Troy to come before the Board next week at 8 pm to further discuss setting up E-Reg and other issues.

Todd Boivin, Montalona Road questioned the yield of the Brother printer over the HP printer. Mr. Groleau stated that the yield is the same; the toner cartridge yields 2700 copies. Mr. Groleau stated that the printer is just for printing checks. The specialty ink will last about 4 years.

The Board will discuss fees next week when the entire Board is present to weigh in.

*Mr. Groleau made a motion that we go forward with signing of the contract to IDC Web Service Agreement, Interware for the purpose of vitals, auto registration, dog licenses and taxes. Brian Pike seconded. **VOTE: All in Favor. The motion passed unanimously.***

Mrs. Landry was reviewing the 10/22/15 BOS minutes. It was a surprise that it was reported that Steven Laurin was unable to obtain certified copies of zoning ordinances from 1990 to the present. She stated that this wording makes it sound like "I told him to go fly a kite". Maybe there was a misunderstanding. Mrs. Landry stated that she spent an incredible amount of time

gathering the information and gave Mr. Laurin copies of the warrant, minutes of the meeting and the actual ballot results going back to 1990. It is not recorded in a separate book. She can only certify what is given to her. Mr. Pike explained the Planning Board is under the impression that the town clerk has a certified copy of an actual booklet of the ordinances. Mr. Pike suggested that Mrs. Landry attend the Planning Board meeting on the 18th to clear up any misconceptions.

Mr. Groleau mentioned that he was approached by a resident who received an auto renewal notice and was concerned by the flyer enclosed. The citizen didn't think it was appropriate. Another citizen or two have also brought it to Mr. Groleau's attention as well. Mrs. Landry stated that some citizens have thanked her for telling them why she isn't there. She stated that some people perceive that she just isn't there and blows it off, and that's not true. The Deputy Secretary of State felt that she was informing the public. Mr. Pike stated that the Secretary of State has nothing to weigh in. Mrs. Landry stated that she was prompted to go to the Secretary of State after being accused of electioneering. No one has told Mrs. Landry that they don't like it.

Margaret Watkins asked about on-line taxes and asked whether credit card fees get factored in. Mr. Groleau explained that we aren't instituting credit cards. However, there will be fees incurred for the shopping cart for the electronic payments. The town also will institute cost and handling fees.

Correspondence

Received notice that court case with NE Hydro –Transmission Corp. is officially settled. NHMA annual meeting is coming up. Suggested Line Comeau attend.

MOU with School

The Selectmen reviewed and amended the latest draft of the MOU.

3.1b Provide winter maintenance of paved walkways - Mr. Pike doesn't agree with delegating maintenance to users of the facility during non-school activities. He questioned the liability if someone slips when a coach or volunteer is responsible for clearing the snow. May need to have town counsel weigh in on this.

3.1o Ensure that in-wall lunch tables at Community Center will be set up and put away by school personnel for all events. Mr. Pike questioned weekend events and non-town events. Mr. Groleau is in favor of a do not use unless special arrangements are made with the school.

3.2b Upon execution of the Agreement, Town will purchase a snow blower for Town use and the school will assume ownership of the town's current snow blower for use at the School Facilities. The Board of Selectmen are not sure of the School Board intended with this.

3.2 d Maintenance, repair, replace parking lots..... Mr. Pike asked for clarification.

3.2 g Annually propose a warrant article to put the \$1,000 annually into the Community Center Fund. Mrs. Comeau stated that the town puts the money into that fund as a budget item. Mr.

Pike and Mr. Groleau suggested that we have a warrant article. Regarding section 3.3a, Mr. Pike suggested moving the scoreboard section and put that under 3.2g.

Dispute Resolution clause - Mr. Pike disagrees with this clause.

Mr. Mullen described the history of using the tables and chairs. He suggested that if the town purchases 8 foot tables that they also purchase a rack to store them.

Town Hall Roof

The Board tabled discussion until the full Board is present. This will be on next week's agenda.

Bounds between Goffstown and Dunbarton

The Goffstown Selectmen voted on 11/2/15 to share the cost 50/50 to replace the cost of the two bounds between Dunbarton and Goffstown. The cost is \$1,660.00 plus reimbursable costs for one bound and the other bound is \$1,020 plus reimbursable costs and the granite bounds are \$217.00 as needed.

Brian Pike made a motion to sign the written contract with Richard Bartlett and Associates as outlined in their quote with the grand total being split 50/50 with the Town of Goffstown. Thomas Groleau seconded. VOTE: All in Favor. The motion passed unanimously.

Mr. Mullen will coordinate with Mrs. Comeau.

Police Contract

Mr. Pike reviewed sections of the agreement. The Board felt 30 days is too short a time period to terminate a contract. We would like a longer term with 60, 90, 120 days continuation of service. We also sent it to the Town attorney to weigh in. Chief Sklut will go back to negotiate that term.

Supplemental Insurance

At the request of the Board, Mrs. Comeau looked further into AFLAC. In the meantime she received a call from Combined Insurance Company regarding supplemental insurance. They bill the employee independently; it would not go through the town payroll.

The State Deferred Compensation Plan presentation will be held on the 18th. Mrs. Comeau will also invite AFLAC and Combined Insurance to also present their plans that day.

Community Profile Report

Ken Koerber and John Stevens will attend the November 19th BOS meeting to answer any questions regarding the Community Profile report.

Town website

Mr. Groleau looked at websites for the town. In particular he looked at Virtual Towns & Schools, which does the website for Lincoln, Merrimack, Salem, Temple, Springfield and Auburn. The webpage is very friendly.

To get started, they have a \$5,000.00 one-time startup fee and \$1,700 annual fee. He would like to invite them to the Board meeting on December 3rd.

Lighting

Ted Vallieres and Tom Groleau went to the transfer station last Monday to look at the lighting. The lighting is more than adequate. The only concern is for the neighbors and the bright light. The neighbors may have an objection to the bright light. Mr. Groleau thinks we should still go forward and have one or two lights.

Public Comment

Fred Mullen – questioned the lighting. He asked about angling the lights and whether the lights would shine into the vehicles. Mr. Mullen also asked about the status of the flag and flag stand.

Chief Sklut asked about thoughts regarding the radio situation. It will be discussed in non-public.

Mr. Bowne, as a taxpayer has concerns regarding a couple of policies put in place that the Board doesn't follow. He put in a right to know request about the installed doors. He stated that the Board has a policy of getting 3 phone quotes. There was no phone quote for these doors. The cost was \$4,800.00 and the doors still don't close. It irks him that a Selectman's buddy got the job. It would be different if he got the job after there were 3 phone quotes. Mr. Pike explained that the policy was followed because this was an emergency situation. We needed to get the doors secured.

Mrs. Comeau stated that we couldn't lock the door. It was a Friday night. She made the choice to call the contractor.

Mr. Mullen asked whether the Fire Department had access for emergency use.

Mr. Leo Martel understands that it was an emergency, but why did the town call that particular contractor instead of perhaps the person who just did the fire station. He heard that contractor did a fabulous job.

Mrs. Comeau took the responsibility and as town administrator made the call. It was her choice and she called someone that she could get a hold of. She will create a call list of people to call in the future.

Bob Martel also suggested Tim Terragni as a possible contractor.

Leo Martel asked if the public will be able to speak about the roof at next week's meeting. Mr. Groleau and Mr. Pike are leaning toward the more information, the better. Mr. Martel questioned Mr. Pike's comment last week regarding the worry about leaking. He recalls Mr. Pike previously saying that the contractor said it should be fine until next spring. Mr. Pike doesn't recall saying that.

Mr. Bob Martel suggested that it might be prudent to have the roofer look at the roofing structure from the inside to see what's supporting it. He just did a small demo project at the library and the outside wall structure was floating.

Mrs. Landry stated that if residents have any concerns about her insert, that she would be happy to discuss it with them.

Non-Public Session

Mr. Pike made a motion to go into non-public at 9:55pm pursuant to 91-A:3 II (i); Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Tom Groleau seconded the motion. The motion passed unanimously with the following Roll Call Vote:

Pike - Yes

Groleau – Yes

The regular meeting of the Dunbarton Board of Selectmen resumed at 10:24pm.

The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn the regular Board of Selectmen's meeting at 10:25pm. Tom Groleau seconded the motion. The motion passed unanimously.

Minutes transcribed by,

Judy van Kalken

Brian Pike

Thomas Groleau