

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN

MINUTES OF MEETING

Thursday, November 10th, 2016

TOWN OFFICES 7:06 PM

Dunbarton Board of Selectmen held the regularly scheduled 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

Members of Boards/Committees & Town Officials:

Jon Wiggin, Dunbarton Fire Chief
Sgt. Remillard, Dunbarton P.D.
Linda Landry, Dunbarton Town Clerk
Woody Bowne, Transfer Station Manager

Members of the Public:

Candace Schaefer from Health Trust
Kerry Horne, from Health Trust
Leo Martel

It is noted for the record that Leo Martel was videotaping the regular Selectmen meeting.

Brian Pike, Chairman, called the regular Board of Selectmen's meeting to order at 7:06 PM with a full Board present.

Old Business:

Approval of past minutes:

Motion:

Tom Groleau made a motion to approve the minutes of the BOS public session held on November 3rd, 2016, 7:01 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to approve the minutes of the BOS non-public session held on November 3rd, 2016, 8:40 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to approve the minutes of the BOS non-public session held on November 3rd, 2016, 8:56 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Public Comments: None

New Business:

Health Trust:

Candace Schaefer and Kerry Horne from Health Trust passed out a folder with information on the Town's health benefit's package to the Board of Selectmen (BOS). The information contained the current plan for 2017 as well as options for other plans. The BOS queried the representatives from Health Trust on advantages and disadvantages of each option. The options ranged from high deductible plans to low deductible plans. Also, Health Trust Representative told the BOS that they offer flexible spending accounts. The plan that the Town has now will incur a 5.3% increase for 2017. A decision on what plan to choose has a deadline of November 28th, 2016. Employees must be informed of the selected plan within 30 days. The BOS will review the information and discuss and decide which health plan the Town will choose at next Selectmen's meeting.

Dunbarton Police Department:

Sergeant Remillard gave the Selectmen an update on the part-time patrol officer staffing. On October 17th Sgt. Remillard posted an add for a Part-time Police Officer. In total, he received 28 applicants and several of the applicants are certified NH Police Officers or have previous or current out-of-state law enforcement experience. Two candidates, one who is currently a part-time certified police officer in New Hampshire and the other candidate with out-of-state full time experience, have been selected to move forward with the hiring process.

Brian Pike asked Sgt. Remillard if it is his understanding that the cruiser that was in an accident is scheduled to be taken out of service. Sgt. Remillard said that was his understanding that the cruiser is to be retired.

Dunbarton Fire Department:

Sealed bids were opened for the Fire Department's 1985 Chevrolet, forestry truck. 16 bids were received. John Brooks' bid of \$4,000 was the high bid. The following bids were as listed.

- 1) \$3,110.00
- 2) \$2,525.00
- 3) \$550.00
- 4) \$1,50.00
- 5) \$3,50.00
- 6) \$550.00
- 7) \$4,000.00
- 8) \$1,226.00
- 9) \$2,699.00
- 10) \$555.00
- 11) \$3,501.51
- 12) \$2,626.00
- 13) \$1,985.86
- 14) \$1,57.00
- 15) \$1,758.00
- 16) \$1,600.00

Motion:

Brian Pike made a motion to accept the bid of \$4,000 for the 1985 Chevrolet Forestry Truck from John Brooks. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Job Description Descriptions:

Selectmen signed the Highway Maintenance Worker and the Transfer Station Manager's job descriptions that were approved on the November 3rd, 2016 BOS meeting.

Mailbox:

Letter about Old Home Day.

Received Wetlands Permit for the dam at Kimball Pond.

Email from Transfer Station Manager informing Line Comeau the baler was down. In the meantime Woody Bowne said he would store the product in boxes.

Library Roof Support Project update:

Jon Wiggin gave an update of the Library beam bracing project. He said overall the job looks good. In one corner, of the Library the contractor had to improvise the bracing due to the open space in order to bring in material. Jon Wiggin said that the contractor workers broke two heat sensors and they will need replacement. Jon to submit a written report to the BOS.

Consumer Price Index (CPI):

A handout for the CPI movements for December 2015 was handed out by Line Comeau. CPI for 2017 will be discussed on the November 17th BOS meeting. Line Comeau will put it on the agenda.

Town Administrator's Job Description:

BOS to look at the Town Administrator's job description and be prepared to offer input at the next BOS meeting.

Town Administrator updates:

Library Roof update:

Line Comeau said she spoke to Paul from Sentry Roofing and he said the roofing materials are scheduled for delivery on Friday November 11th and installation of the roof is scheduled to start Monday, November 14th. Bob Martel requested that Sentry Roofing, as agreed upon, send over to the Town the certificate of liability and the workmen's compensation papers. Line Comeau said Paul from Sentry said he would do so.

Job Descriptions:

Line Comeau said she would continue working on updating the job descriptions for the other Town positions

Other Town Business:

Building Inspector:

Brian Pike mentioned that we should examine the possibility of hiring a full time Building Inspector because of the amount of upcoming new construction: BOS to look into this possibility during budget meetings.

Budget Scheduling Memos:

Line said she has sent out the memo on the budget meeting schedule. Departments have begun to submit their requested dates.

Public Comment:

Linda Landry, Town Clerk reported that 1841 ballots were cast in the general election.

The Town Clerk asked the BOS if there is going to be room in the budget for her Deputy to open up on Fridays from 8:00 till 3:00. Brian Pike told Linda Landry that the departments are budgeting for level services in 2017, and if you propose opening Fridays, justify that portion in the Town Clerk's budget.

Motion:

Bob Martel made a motion to adjourn the meeting at 9:29 PM. Tom Groleau 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