

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, NOVEMBER 12, 2015 - 7:00 P.M.
DUNBARTON TOWN OFFICES**

The Dunbarton Board of Selectmen held the regularly scheduled meeting 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 and Departments:

Patrick Bowne, Transfer Station
Jon Wiggin, Fire Chief
Margaret Watkins, Conservation Committee
Leo Martel, Historic Awareness Committee
Gail Martel, Historic Awareness Committee

Members of the Public:

Fran Hill
Mert Mann
Tamara Bowne

It was noted for the record that Videotaping of the meeting was done by Leo Martel.

Brian Pike, 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 Minutes of Previous Meeting - Thursday, November 5, 2015:

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen approve the minutes as written of the Thursday, November 5, 2015 Board of Selectmen's Meeting. Brian Pike seconded the motion. The motion passed by a majority vote as follows:

*Pike - Yes
Groleau - Yes
Vallieres - Abstained because he was not present at the November 5, 2015 meeting*

Approval of Minutes of Previous Non-Public Meeting - Thursday, November 5, 2015:

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen approve the minutes as written of the Non-Public Meeting of Thursday, November 5, 2015. Brian Pike seconded the motion. The motion passed by a majority vote as follows:

Pike - Yes

Groleau - Yes

Vallieres - Abstained because he was not present at the November 5, 2015 meeting

TOWN BUSINESS: BOARD OF SELECTMEN'S MAILBOX:

Brian Pike, Chairman, started reading items from the Board of Selectmen's mailbox as follows:

1. Letter from Michael J. Guiney stating as follows:

"At this time, I would like to withdraw my petition to layout Kelsea Road submitted at the board's meeting on September 17, 2015. However, I would still hope that the board will find useful the survey that I had prepared, which I believe accurately shows the limits of the class V and class VI portions of Kelsea Road. As it appears the road was laid out by the town in 1821, I feel a petition to layout the road is not needed at this time.

In the meantime, I appreciate the Town's continued efforts to relocate the turnaround, and I look forward to continue working with you toward that purpose. "

7:05 p.m. - PUBLIC HEARING -- Unanticipated Revenue per RSA 31:95-b III (a) - Funds in excess of \$10,000 - Flood Control 2013 DRA \$13,389.64

Brian Pike opened the Public Hearing at 7:05 p.m. He noted that funds in excess of \$10,000 must go through the Public Hearing process.

It was reported the Town of Dunbarton received \$13,389.64 in revenue from Flood Control monies for lands taken from the town for flood control purposes. This payment is for the year 2013 and received on October 16, 2015.

Leo Martel asked what amount for Flood Control is due the Town. It should be a sizeable amount.

It was noted the amount due the Town of Dunbarton is unknown at this time.

Unanticipated Revenue per RSA 31:95 III (b) funds less than \$10,000 - Tamko Reimbursement claim \$2,645.06

Brian Pike, Chairman, reported the Town of Dunbarton had received \$2,645.06 from Tamko for payment for the defective roof on the Bandstand.

Gail Martel asked if the Board of Selectmen planned on putting this money in the General Fund.

Brian Pike stated the Board of Selectmen have not made any decision as yet.

Leo Martel stated none of the money in the Town Common fund was Town money. That money was raised money for the Bandstand. It was never the Town's money. If this money goes into the General Fund, it makes it hard for people to donate for a project. It was noted there is a balance of \$5,967 left in the Town Common account.

Jon Wiggin asked who owns the Bandstand. It was reported the Town of Dunbarton owns the Bandstand.

It was noted the Bandstand was gifted to the Town and is a Town Building. If there was no money in the dedicated funds, the Town would be responsible for the roof.

Margaret Watkins stated it would make sense to have the money go into the Bandstand account.

There being no further public comment, the Public Hearing was closed at 7:15 p.m.

The following motions were made:

MOTION:

Brian Pike made a motion to accept the Flood Control money for 2013 in the amount of \$13,389.64 and put it into the General Fund for the time being. Tom Groleau seconded the motion. The motion passed unanimously.

MOTION:

Brian Pike made a motion to accept the Tamko payment of \$2,645.06 and put the money into the Town Common account for future replacement of the Bandstand roof. Tom Groleau seconded the motion. The motion passed unanimously.

OPENING OF BIDS FOR TRANSFER STATION ROLL OFF CONTAINERS:

The Board of Selectmen opened the bids for the Transfer Station Roll Off Containers as follows:

Bidder #1 - Wastequip MGF Co. LLC
 841 Meacham Road
 Statesville NC 28677-2983

	<u>Each</u>		<u>Total</u>
A. Octagonal Closed Top Containers (2)			
43 - 45 yard dumpster (42 yard)	\$ 7,450.00	x 2 =	\$14,900.00
B. Closed Top Recycling Dumpster (2)			
40 yard dumpster	\$ 7,295.00	x 2 =	\$14,590.00
50 yard dumpster	\$ 7,875.00	x 2 =	\$15,750.00
C. Open Top Roll off Dumpster (3)			
40 yard dumpster	\$5,450.00	x 3 =	\$16,350.00
50 yard dumpster	\$6,150.00	x 3 =	<u>\$18,450.00</u>
Total Maximum Bid			<u>\$49,100.00</u>

Bidder #2 - Maguire Equipment
 PO Box 13
 Ayde Park, MA 02137

	<u>Each</u>		<u>Total</u>
A. Octagonal Closed Top Containers (2)			
43 - 45 yard dumpster	\$ 7,800.00	x 2 =	\$15,600.00
B. Closed Top Recycling Dumpster (2)			
40 yard dumpster	\$ 7,645.00	x 2 =	\$15,290.00
50 yard dumpster	\$ 8,225.00	x 2 =	\$16,450.00
C. Open Top Roll off Dumpster (3)			
40 yard dumpster	\$ 5,800.00	x 3 =	\$17,400.00
50 yard dumpster	\$ 6,500.00	x 3 =	<u>\$19,500.00</u>
Total Maximum Bid			<u>\$51,550.00</u>

Bidder #3 - Premier Recycling Equipment

PO Box 238
Georgetown, MA 01833

	<u>Each</u>		<u>Total</u>
A. Octagonal Closed Top Containers (2)			
43 - 45 yard dumpster	\$ 5,675.00	x 2 =	\$11,350.00
B. Closed Top Recycling Dumpster (2)			
40 yard dumpster	\$ 5,600.00	x 2 =	\$11,200.00
50 yard dumpster	\$ 5,900.00	x 2 =	\$11,800.00
C. Open Top Roll off Dumpster (3)			
40 yard dumpster	\$ 5,000.00	x 3 =	\$15,000.00
50 yard dumpster	\$ 6,500.00	x 3 =	<u>\$15,900.00</u>
Total Maximum Bid			<u>\$39,050.00</u>

At this point in the meeting, Brian Pike, Chairman, gave Patrick Bowne, Transfer Station Manager, copies of the bids. Patrick Bowne will work with Line Comeau, Town Administrator, and make a recommendation for awarding of the bid. It was suggested he come back to next week's Board of Selectmen's meeting with their recommendation.

Patrick Bowne was asked how the Town gets the Grant monies. It was noted that the Town actually has to expend the monies before they will receive a grant check.

Patrick Bowne also reported that the Town should be receiving a check in the amount of \$2,500 from the State of New Hampshire for an oil grant from one and a half years ago.

CONTINUATION OF TOWN BUSINESS:

1. Received an E-mail from Dan Mullen, Richard Bartlett Associates, noting they had gone out to Kelsea Road. Have prepared a preliminary plan for review. The Board of Selectmen noted that Jeff Crosby, Road Agent, and Mike Guiney should both review the preliminary plan to make sure it is correct, etc. Once the plan is acceptable, they will draft a legal description to put in the deed and provide a certified recordable mylar.

Line Comeau will drop off a copy of the preliminary map to Mike Guiney and Jeff Crosby, Road Agent.

2. Letter received from Tri State Fire Protection, LLC that they have been awarded the fire extinguisher contract for the State of New Hampshire for the next three years. All municipalities and non-profit organizations may take advantage of this contract and the special pricing.

3. Received communication from Town Counsel regarding putting an "escape clause" in the Lease between the Town of Dunbarton and the Town of Goffstown for Police Dispatch service. Town Counsel has added two clauses regarding the contract.

Will have Dan Sklut, Police Chief, check with Goffstown to make sure they are in agreement.

4. Received E-mail from Tracey Labbe, Waste Management, regarding containers at the Transfer Station. Provided pictures. In addition, provided prices for dumpsters as follows:

6 yard dumpster, picked up once a week	\$114.00/month
8 yard dumpster, picked up once a week	\$146.00/month
4 yard/cardboard, etc., includes everything for Single Stream	\$ 70.00/month

5. Tom Groleau reported with regard to the MOU with the School, everything has been agreed upon.

Based on this, would like to know if we should be purchasing the snow blower now instead of waiting until the MOU is signed and final. It was noted that the next meeting of the School Board will be on Wednesday, December 2, 2015 and would expect that the MOU would be signed at that time. The Board of Selectmen will sign on Thursday, December 3, 2015. Tom Groleau asked about possibly purchasing a wind cab for the blower. Will check on price. Probably between \$130 - 150.

The Board of Selectmen reached a consensus to go ahead with the purchase of the snow blower and hold it at the Highway Garage until such time as the MOU is signed.

Tom Groleau also asked who owns the generator at the school. It was reported the school is the owner of the generator and would be responsible for any air permits required.

6. Town Hall Roof Discussion:

Brian Pike, Chairman, asked the Board of Selectmen what their thoughts were on the Town Hall Roof.

Ted Vallieres, Selectman, stated he felt from past experience that we should go for a slate roof. The slate had been up there for 100 years. The only problem with the previous slate roof was the nails. We should have just replaced the nails because there was nothing wrong with the slates themselves.

It was noted part of the suggestions we received at the Public Hearing was we should go back out to bid.

Margaret Watkins - Noted the report from Jeff Trexler on October 29, 2015 at the hearing. Roofers listed were Therrien Roofing, Tamko, etc. Architects were Dennis Mires, David White and one from Goffstown.

Tom Groleau noted it was suggested we hire an architect and do an assessment on the building. Stated he would have thought during the Town Hall project that would have been done. Assume there are reports already. Why would we hire another architect to write up a study? We don't need to do it again.

Leo Martel stated we had a lot of testimony at the Public Hearing. It is going to cost us a lot of money. Why don't we look into the structural work that needs to be done.

Tom Groleau stated his concern was the whole building. The outside of the building is in disrepair. The ADA ramp is wood and should be metal. The cement on the front of the building is deteriorating. The building needs paint. Egress from the front of the building is questionable. AC unit needs to be raised up. The back parking lot needs lighting.

It was noted the choices were to go with the present bids or redo the RFP and put the roof out to bid again.

The Board of Selectmen noted that the slate product was listed as Vermont Slate on the RFP. The metal material for the roof could have been a better choice. In addition, it was a Tamko product which had failed in the past. It was noted that Bob Martel helped the Board with the RFP.

The Board of Selectmen reached a consensus that they would seek quotes from architects for the writing of another RFP. Will require three telephone quotes. Will call Jeff Trexler for help with the criteria. He had quoted a price of between \$600 - \$800 for this service.

7. Public Hearing for Layout of Kelsea Road from David Nault:

Brian Pike, Chairman, reported the Board of Selectmen held the Public Hearing for the Petition from David Nault for a Layout of Kelsea Road on Tuesday, November 10, 2015. The petition was denied because the criteria was not met to layout that road.

JON WIGGIN, FIRE CHIEF:

Fire Alarm System/Dunbarton Library:

Jon Wiggin, Fire Chief, reported the Town Hall Fire Alarm system cannot be repaired or fixed. We have to have a new panel in that building by next week. The alarm company has quoted a price of \$1,558 for a five zone panel. This is the same process we went through at the Fire Station. There will be additional costs for labor and installation, etc. The annual cost for the alarm system will be \$170 for an annual inspection. Probably the entire panel and installation would be around \$2,000. Jon Wiggin noted the school is in the same situation.

911 Problem with Addresses:

Jon Wiggin also reported there was a problem with the 911 maps. 911 has suggested a number of recommendations. The houses on Old Fort Lane are listed on the wrong side of the road. The addresses need to be changed.

Town Government Building Account:

It was reported there is \$6,633 remaining in the Government Building account.

At this point in the discussion, Patrick Bowne, Transfer Station Manager, stated he wanted to make sure his building maintenance projects for the Transfer Station would still be included in the Government Building Account to be completed this year. He estimated they would total to about \$4,000.

The Board of Selectmen noted the Fire Alarm system for the Dunbarton Library is a life safety issue and must be taken care of immediately. The Town has no choice but to replace the alarm system now. They requested Patrick Bowne to prepare a list of projects with priorities for the Transfer Station and bring them back to the Board of Selectmen next week.

Patrick Bowne noted he had contacted a number of contractors for estimates and only had received two quotes.

After considerable discussion as to budget, etc. , the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the purchase of the alarm panel in the Dunbarton Library as soon as possible per Jon Wiggin's recommendation and get it taken care of immediately. Tom Groleau seconded the motion. The motion passed unanimously.

Jon Wiggin will call All Star and have the installation completed next Monday.

Fire Station Open House - Monday, November 16, 2015 at 7:00 p.m.:

Jon Wiggin, Fire Chief, announced there will be an Open House for the Renovated Fire Station on Monday, November 16, 2015 at 7:00 p.m.

RIGHT TO KNOW POLICY:

Tom Groleau asked if the Town of Dunbarton had a policy for Right to Know Requests.

Line Comeau, Town Administrator, provided him a copy of the request along with Right to Know Guidelines. This was provided by the New Hampshire Municipal Association and refers to RSA 91-A:4.

It was suggested the Town of Dunbarton develop a Right to Know Policy.

Virtual Town/Schools:

Tom Groleau reported Virtual Town/Schools would be making a presentation to the Board of Selectmen's meeting on Thursday, December 3, 2015 at 7:00 p.m. regarding providing a new web page for the Town. They are presently providing web pages for other municipalities. Will allow communication through e-scribe, Twitter, Facebook, etc. The company works specifically with municipalities and schools.

It was suggested that the Profile Committee be invited to this presentation.

Leo Martell asked why the Town would spend \$5,000 plus a monthly fee for this service. You were just talking about how much maintenance work needs to be done on Town Buildings.

It was noted that the present web page is not user friendly regarding putting information on it.

SCHOOL LAWSUIT:

Jon Wiggin asked if there had been a decision made on the School Lawsuit with Goffstown regarding the Bond Issue. It was reported the School Board does not expect an answer until after the first of the year or March.

HOUSEHOLD WASTE INVOICE:

Patrick Bowne, Transfer Station Manager, reported that he was expecting that the Household Waste invoice from Bow will be considerably higher than budgeted. He is expecting it to be around \$4,000 and he only budgeted \$2,500. Invoice will be coming shortly.

Public Comment:

Margaret Watkins - None

Leo Martel - None

Tamara Bowne - None

Gail Martel - None

Fran Hill - None

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

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen's Meeting adjourn at 9:20 p.m. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman