

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, NOVEMBER 19, 2015
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 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/Committees and Town Officials:

Patrick Bowne, Transfer Station Manager
Dan Sklut, Police Chief
John Stevens, Energy Committee
Ken Swayze, Planning Board Chairman
Chris Remillard, Police Sergeant, arrived at 8:45 p.m.
Linda Landry, Town Clerk

Members of the Public:

Bob Martel
Mert Mann
Enid Larsen
Pat Murphy
Dan Troy, Web Master
Don Larsen, arrived at 8:30 p.m.
Mike Guiney

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

Brian Pike, Chairman, called the meeting to order at 7:04 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

Approval of Previous Meeting Minutes - Tuesday, November 10, 2015:

MOTION:

Tom Groleau made a motion that the Tuesday, November 10, 2015 Public Hearing Board of Selectmen Minutes be approved as written. Brian Pike seconded the motion. The motion passed by a majority vote as follows:

*Pike - Yes
Groleau - Yes
Vallieres - Abstained as he was not present at the meeting*

MOTION:

Tom Groleau made a motion that the Thursday, November 12, 2015 minutes of the regular meeting of the Dunbarton Board of Selectmen minutes be approved as written. Ted Vallieres seconded the motion. The motion passed unanimously.

PATRICK BOWNE, TRANSFER STATION MANAGER, UNANTICIPATED REVENUE PER RSA 31:95 III (b) funds less than \$10,000 and RFP

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen regarding the \$2,500 Grant monies received from DES for used oil collection.

After discussion, the following motion was made:

MOTION:

Brian Pike made a motion to accept the \$2,500 from used oil DES Grant and put it into the General Fund. Ted Vallieres seconded the motion. The motion passed unanimously.

RFP Container Bid Award:

Patrick Bowne, Transfer Station Manager, reported that after going over the three bids received for the containers for the Transfer Station with Line Comeau, Town Administrator, that he would recommend accepting the bid from Bidder #3 Premier Recycling for 50 yard containers with prices as follows:

<u>Product</u>	<u>Price/unit</u>	<u>Total</u>
2 Octagonal Closed Top Containers, 50 yards dumpster	\$5,675.00	\$ 11,350
2 Closed Top Recycling Dumpsters, 50 yard	\$5,900.00	\$ 11,800
3 Open Top Roll Off Dumpsters, 50 yard	\$5,300.00	<u>\$ 15,900</u>
Total		\$ 39,050

Patrick Bowne stated he felt the 50 yard dumpsters would be a better choice. He is double checking to make sure they will work with the present equipment. Part of the advantage is the dumpster would be 109" tall whereas the present ones are 94" tall. This will give us increased height and will be helpful for safety reasons.

Patrick Bowne reported he had checked the references for Premier and they were very good.

After discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen award the bid for the Transfer Station Containers to Bidder #3 Premier Recycling Equipment at a total cost of \$39,050. Tom Groleau seconded the motion. The motion passed unanimously.

MIKE GUINEY, EASEMENT FOR KELSEA ROAD TURN AROUND:

Mike Guiney appeared before the Board of Selectmen and stated that he would be unable to sign the Permanent Easement for the Kelsea Road Turnaround as presented to him recently due to the fact that there was not an ending date.

In addition, the Permanent Easement does not state that the location refers back to the original agreement of the 1821 layout of Kelsea Road.

He stated he was planning on doing a subdivision in the next few months and this would affect his proposed subdivision. In addition, it notes that Kelsea Road has a 50 foot right of way. In fact, the right of way is 49' 6". This Easement must be within the confines of the original right of way.

At this point in the discussion, it was pointed out that as of this date, the Town Attorney had forwarded a Temporary Easement to replace the Permanent Easement. The Temporary Easement has a termination date of May 1, 2016.

Once Mike Guiney understood it was now a Temporary Easement with a termination date of May 1, 2016, he was in agreement with signing the Temporary Easement.

Brian Pike, Chairman, explained that the Board of Selectmen would have to go through a lengthy process according to RSA 41:14-a. After a third Public Hearing, the Board of Selectmen can accept the Permanent Easement.

It was noted that the Town can do improvements on the easement area but if it is a Class VI road they cannot spend Town money on it.

After considerable discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Board of Selectmen accept the Temporary Easement for the Mike Guiney Property until May 1, 2016. Tom Groleau seconded the motion. The motion passed unanimously.

Michael Guiney signed the Temporary Easement at this time.

The Dunbarton Board of Selectmen signed a separate document regarding the Temporary Easement. This is not part of the Easement.

JOHN STEVENS, PARKING LOT LIGHTING UPDATE:

John Stevens appeared before the Board of Selectmen and provided information on where there were similar lights as to what is proposed for the Town Office Parking Lot. He noted they were located at St. Anselm's College, Regal Mortgage on Londonderry Turnpike in Hooksett.

John Stevens provided a map showing the location for the Board of Selectmen to view the lights, etc.

The Board of Selectmen will check these lights out and discuss a decision at the Thursday, December 3, 2015 meeting of the Board of Selectmen.

RFP, FOR PROPERTY & LIABILITY INSURANCE:

Line Comeau, Town Administrator, presented a bid for the Property & Liability Insurance. It was noted there was only one bid received from Primex. She stated that Davis and Towle Insurance had notified her that they would be unable to provide a bid at this point. They would require 60-90 days to provide the bid. PLT was unable to vote due to the fact that they had not received a decision from the Hearings Officer. Should they receive authority, they would be able to provide rates for FY 2017 at that time.

At this point in the discussion, Ted Vallieres asked what the Primex bid was for last year.

Line Comeau, Town Administrator, left the meeting to get this information.

BOARD OF SELECTMEN'S MAILBOX:

At this point in the meeting, Brian Pike, Chairman, started going through the Board of Selectmen's Mailbox as follows:

1. Town Attorney e-mails regarding Michael Guiney Easement. Responses to questions.
2. E-mail from Jim Michaud regarding AVG. This was the result of a question from Tom Groleau regarding providing AVG for the Cemetery Trustees Laptop computer. It has been determined that it would not be covered under the Town Office overall support. Don't know the cost to add this laptop to our computer technical agreement.

Property Liability Insurance RFP:

At this point Line Comeau returned with the bid from last year for Primex for comparison purposes.

Both Brian Pike and Tom Groleau expressed concerns that we only had one bidder for the Property Liability Insurance. The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen table the PLT RFP bid until December 3, 2015 Board of Selectmen's meeting. Tom Groleau seconded the motion. The motion passed unanimously.

LINDA LANDRY, TOWN CLERK AND DAN TROY, WEB MASTER RE: E-REG:

Linda Landry, Town Clerk, and Dan Troy, Web Master, appeared before the Board and presented statistics showing Mail Renewal for a 12 month period along with an analysis to determine mailing/handling cost to registrants for e-reg. Noted that approximately 3 hours per month was spent under the current method of mailing renewals.

It was noted that the Board of Selectmen will determine the cost of what we should charge for the town fee for e-reg.

Presented a punch list as follows:

- OK..... Town Clerk to sign and send DMV Contract
- OK..... DMV Director to counter sign and return DMV Contract
- Not Done..... Board of Selectmen to sign IDC Web Service Agreement
- OK..... Town Clerk to order check stock
- OK..... Town Clerk to order MICR ink @ a cost of \$99
- OK..... Jim Michaud to review DMV contract for his role
- *..... Town Clerk to forward links/buttons to webmaster (produced samples of colored graphics to be put on the website)
- Not Done..... Board of selectmen to determine mailing/handling costs
- OK..... Town Clerk to review options for renewal notices (provided by BMSI)
- OK..... Town Clerk to work with BMSI in formatting renewal notices for Dunbarton
- Not Done..... BMSI to remote in for set up at the appropriate time
- Not Done..... Town Clerk to check with BMSI regard T-codes for e-reg
- Not Done..... Town Clerk will notify Town Administrator results of T-code query
- Not Done..... ..Town Clerk will make a public announcement when all systems are go

* Buttons have been sent; links have not been built so cannot be tested.

Town Clerk showed a sample of the check to the Board of Selectmen.

Noted that Allenstown had a sample on their web page.

Tom Groleau asked if she had a date when this would be working. Town Clerk stated not known at this time. Will be after the first of the year.

TOWN HALL RESTORATION COMMITTEE:

Enid Larsen and Pat Murphy appeared before the Board of Selectmen to request permission to use the Town Common for a weekend the first or second weekend of May 2016 for the Arts on the Common.

It was noted that this Committee was no longer a Town Committee but would still be able to utilize the insurance under the Town Tulip Program. They should get in touch with Line Comeau, Town Administrator, regarding the insurance.

The Board of Selectmen reached a consensus that they would allow the Town Hall Restoration Committee to hold the Arts on the Common on the Town Common for a weekend in May 2016. (Date to be determined.)

At this point in the meeting, Brian Pike, Chairman, continued going through the Board of Selectmen's Mailbox as follows:

4. Letter from the Building Department to a resident of Twist Hill Road regarding a Cease and Desist for building without a permit.
5. Communication to Departments regarding utilizing all Vacation Leave prior to the end of the year.
6. Vacation Leave request from Patrick Bowne, Transfer Station, for two Saturdays.
Vacation Leave request from Line Comeau, Town Administrator.

Board of Selectmen approved both requests for Vacation Leave.

7. Communication regarding cutoff date for submitting invoices for 2015. Deadline is January 18, 2016.
8. It was noted that any out of the ordinary expenditures prior to the end of the year, should be discussed with the Town Administrator prior to making purchases.
9. Preventative Maintenance Agreement for Generator at the School submitted by Jon Wiggin, Fire Chief.

The Board of Selectmen reached a consensus to table the agreement for Powers Generator until they speak with Jon Wiggin, Fire Chief, regarding the agreement.
10. Meeting on Friday, November 20, 2015 at 9:00 a.m. at the Town Offices regarding MOU with the Library.
11. e-mail from Frank Welin regarding Police Department. Response from Police Chief.
12. e-mail from Jeff Trexler regarding roof. Only one of the three architects are available. Cost will probably be higher than \$600 - \$800 as previously noted.

At this point, Bob Martel stated that the architect also has a directory of all types of material and all types of manufacturers. Can also look at other roofs. Noted that Vermont Slate's Warranty is for ten years. Metal roof is 50 years. You have to believe it is not going to fail on the 51st year. The costs are almost the same. The difference is the weight.

Town Business:

2016 Budgets:

Line Comeau, Town Administrator, noted that we need to start looking at the Budget and make recommendations for the 2016 budget.

At this point, Brian Pike, Chairman, stated he would like to hold a Mandatory Workshop Meeting with all the Departments regarding budgets. After discussion, it was decided to have the Workshop Meeting on Wednesday, December 9, 2015 at 7:00 at the Town Offices.

Road Management Program:

Brian Pike reported that he had been in touch with Stephanie Alexander, Central New Hampshire Regional Planning Commission, regarding a Road Management Program. It is a web based program. It would help the Road Agent. They would consider having Dunbarton as a training program at no cost to the town. It will involve existing culverts, roads, etc.

Line Comeau suggested that Jeff Crosby, Road Agent, be made aware of this program.

The Board of Selectmen reached a consensus to go ahead with this Road Management Program since it would not cost the Town any money.

PUBLIC COMMENT:

Patrick Bowne, Transfer Station Manager, brought up the following items:

1. According to NRRRA, electronics price of disposal will be increasing from .18/lb. to up to .45/lb.
2. Bow Recycling are estimating up to 4,000 + lbs. for next year.
3. TV's and computers are charged for. Some of the smaller electronics, we do not charge for such as clocks.
 - a. Selectmen noted maybe should consider looking at our Fee Schedule for disposal, etc.
4. Noted that mercury is an issue. Small coin batteries are now considered hazardous waste and we are charged \$3.26 per batter. Trying to get regulations on the docket for next year. Best Buy will take TV's @ three per day.
5. Other item is florescent tubes. Other towns charge for them.
6. Regarding the disposal of the oil, the driver came out and it was found out that the oil has to be green oil. Our oil is not green. It has diesel mixed in it.

Bob Martel stated that regarding e-reg, it has to do with if the third party site is "hacked". They can get into any site now. I have two year coverage from Morgan Chase Bank. St. Mary's Bank just spent \$14 million on a new system and are now spending another \$2 million for protection against hacking into it. Does the Town become liable if they get hacked into. You might want to check out this question.

At this point in the meeting, Brian Pike, Chairman, closed the Public Comments.

DAN SKLUT, POLICE CHIEF, REGARDING DISPATCH MIGRATION UPDATE:

Dan Sklut, Police Chief, and Chris Remillard, Police Sergeant, appeared before the Board of Selectmen regarding the dispatch migration update. Noted the following:

1. Forwarded the contract with the 120 day clause as suggested by Town Counsel to Goffstown Police. Have not heard back from them as yet.

Line Comeau, Town Administrator, will call Goffstown Town Administrator.

2. Met with Chip Hull this am. Did a Site visit to the Transfer Station. No additional circuits are necessary. Will install with battery backup. Equipment could be installed and ready prior to cut over. Phone line probably will not be.

3. Have a Conference Call with Dunbarton Telephone, Fairpoint and Chip Hull tomorrow afternoon. Issue is how to get the signal to the transmitter from the receiver.

4. Dunbarton Telephone estimates line cost +/- \$200/month -- Dunbarton Telephone and Fairpoint.

5. Are not having a lot of success in finding part-time officers. This has caused an issue with full-time police vacation time. We are likely losing one of our part time officers due to work and family commitments.

Have the following options regarding Chris Rouillard's Vacation time (40 hours) as follows:

- a. First Choice - He would like to be paid, approximately \$1,000. We have unused part-time officer funding that can cover it.
- b. Second Choice - Carry over to 2016 - Staffing will continue to be a problem into 2016. It may be hard for him to take the time without impacting the operation of the agency.
- c. Third Choice: Use the time and run short on some shifts in December.

The Board of Selectmen noted that it has been their policy that they will not pay employees for Vacation time. The idea for Vacation time is that we want you to come back refreshed and rested. A day here and there could be taken between now and the end of the year.

Tom Groleau stated he was a fan of using your vacation time.

The Board of Selectmen suggested that this is the way of the world today. Try and work it out as best you can. It was also noted that compensatory time is also a problem. It complicates Vacation time.

The Police Chief stated they also had a lot of weekends when the part time officers did not show up.

Tom Groleau stated that it seems like you are dealing with this every year at this time. Unless you allow for some buyout which might alleviate the problem.

Line Comeau, Town Administrator, also brought up the fact that this would affect the budget. We budget for 52 weeks a year. You would end up with a deficit.

The Board of Selectmen reached a consensus that Chris Remillard should try to use his Vacation time as best he can between now and the end of the year.

The Police Chief noted that he was not aware that the Board of Selectmen had set a policy for not allowing payment of Vacation.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91-A:3 II (i) at the request of the Police Chief to discuss employment of part-time police officers at 10:15 p.m. Tom Groleau seconded the motion. The motion passed unanimously with the following Roll Call Vote:

***Pike - Yes
Vallieres - Yes
Groleau - Yes***

The regular meeting of the Dunbarton Board of Selectmen reconvened at 10:25 p.m.

There being no further business, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn at 10:25 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman