

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN

MINUTES OF MEETING

Thursday, November 3rd, 2016

TOWN OFFICES 7:01 PM

Dunbarton Board of Selectmen held the scheduled regular 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 J. Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Jeff Crosby, Town Road Agent

Members of the Public:

Margaret Watkins
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 7:01 PM with a full Board present.

Old Business:

Motion:

Bob Martel made a motion to approve the minutes of the BOS public session held on October 27th, 2016. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Bob Martel made a motion to approve the minutes from the Non-public session per RSA 91-A:3, II (c) at PM October 27th, 2016. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Public Comments:

Margaret Watkins informed the BOS that the work on the dam at Kimball Pond is finishing up and it looks good. Margaret stated that Jeff Crosby and Leo Martel have helped at Kimball Pond doing excellent work. The BOS thanked both Jeff and Leo for their help.

Town Business:

Stone Farm Project:

Margaret Watkins updated the BOS on the Stone Farm Project. She said NHDES recommends that she ask the BOS and the Town Fire Chief, if there is any known hazardous waste in the Stone Farm Project area. Selectmen should do their due diligence to be aware of any presence of hazardous waste. Margaret stated that the Conservation Commission had walked the entire property to confirm there were no hazardous waste materials present.

The Board consensus was that they did not have any knowledge of any hazardous waste in the concerned area and signed a letter stating as such.

The Conservation Commission will manage the property for the Town and plans to put in trails and markers of the historical sites. Margaret Watkins informed the BOS that there was a discrepancy found between the latest survey and the Town Map. When the deed is filed, the Town Map will be revised to reflect the survey data.

Transfer Station Manager's Job Description:

Brian Pike submitted a draft Transfer Station Job Description for review by the other selectmen and Line Comeau. Changes were made on page 2, License/Certification section. It should read "Employee must obtain a Weigh Master License and certification as a Solid Waste Facility Manager from the state of NH, level III within 6 months and level IV within a year".

Motion:

Brian Pike made a motion to accept the Transfer Station Manager's job description as amended on draft. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Highway Dept., Highway Maintenance Worker Job Description:

Jeff Crosby told the BOS that the wording “throughout the entire year” in the accountability section of the job description should be removed.

Motion:

Brian Pike made a motion to accept the Highway Maintenance Worker’s job description deleting the wording “throughout the entire year”. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Review of expenses and revenues to date:

Line Comeau handed out the budget worksheet showing the Town’s budget and expenditures. There was a general discussion between the selectmen and the Town Administrator. Line Comeau said two columns of the spreadsheet did not show on the printed copy. She will rectify this oversight and prepare a new budget worksheet.

Strategy Meeting dates for Town Departments:

Line Comeau said she would have the current CPI for the next meeting. Brian Pike suggested that we start having department budget meetings starting in December with one department meeting for each Thursday’s BOS meeting. Line Comeau to work out the details and scheduling with the department heads.

Brian Pike asked the other Selectmen on how is the BOS going to approach the budget. Last two years the BOS used a level services approach. Line Comeau said that approach worked well for 2015.

Bob Martel said he was concerned about adding more monies to the rainy day fund (Surplus). Line Comeau said that can be accomplished by having a conservative revenue budget and excess revenues are turned over to surplus at year’s end. Selectmen’s consensus is favoring the level service budget.

Mailbox:

Line Comeau presented a letter for signature to the BOS thanking Mr. and Mrs. Szopa for their gift of a donation to purchase 2 new Tasers for the Police Department.

Line Comeau presented a letter for signature to the BOS thanking Mr. and Mrs. Dunn for their gift of a donation to the Energy committee.

Memo from Woody Bowne, Transfer Station Manager, that the Boy Scout Troop 75 have asked again to hold their food drive at the Transfer Station on November 12th. BOS agreed to support the Food Drive. Matt Jewell from Troop 75 will be distributing bags and flyers on mailboxes this weekend.

Brian Pike read an email from the U.S. Government stating that President Obama signed an executive order raising the pay threshold for salaried employees to \$47,476.00. Any pay less than \$47,476.00 would require the employer to pay overtime. The Town doesn't fall under this criteria at this time, but will continue to monitor the labor laws for applicability.

Received a letter and check from Primex for damage done to the Town's police cruiser by a third party. The check was for \$2,014.56. The estimate to fix the cruiser was for \$3,014.56 and there is a \$1,000.00 deductible. The Insurance company will go after the other insurance company for the \$1,000.00 deductible amount. BOS to check with Chief Sklut to hear his intentions as to whether or not have the cruiser repaired. This vehicle is being replaced for a new vehicle per warrant article from last March.

Received a letter from the NHMA announcing their annual meeting on November 17th. The Selectmen will not be attending.

Town Administrator updates:

Library Roof update:

Line Comeau told the BOS that Score Construction has been working on the beams and support project and will be done before November 11th. November 11th is when the roofer is scheduled to start installing the slate roof.

Health Trust:

Line Comeau reminded the selectmen that the Health Trust is scheduled to meet with them on Thursday, November 10th. Brian inquired if they were going to send us some material so that the BOS could go over the figures prior to the actual meeting. Line Comeau said the Health Trust would send the material to her prior to the meeting.

Exit Conference:

Exit Conference with the Auditors from Melanson and Heath is scheduled for December 1st.

Election setup:

Brad Jobel will assist in the election setup. René Ouellet, Town Moderator, and Brian Pike will arrive around 4:00 PM to assist.

Public Comment: None

Motion:

Brian Pike made a motion to go into non-public session per RSA 91: A-3 II (b) at 8:40 PM at the request of the Road Agent, Jeff Crosby. Tom Groleau seconded motion.

Vote: Roll Call

Brian Pike	yes
Tom Groleau	yes
Bob Martel	yes

Tom Groleau made a motion to come out of non-public at 8:50 PM and return to the public session. Brian seconded Motion.

Vote: Roll Call

Brian Pike	yes
Tom Groleau	yes
Bob Martel	yes

Motion:

Brian Pike made a motion to rehire Peter Gamache at his last rate of pay, and reinstate what sick leave Peter had. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Brian Pike made a motion to take the pole tax off the table. Bob Martel seconded the motion.

Vote: (3-0)

Discussion: The Board signed the two pole licenses at the request of the Town Clerk.

Motion:

Brian Pike made a motion to go into non-public session per RSA 91: A-3 II (a) at 8:56 PM. Tom Groleau seconded motion.

Vote: Roll Call

Brian Pike yes
Tom Groleau yes
Bob Martel yes

Tom Groleau made a motion to come out of non-public at 9:17 PM and return to the public session.
Brian seconded Motion.

Vote: Roll Call

Brian Pike yes
Tom Groleau yes
Bob Martel yes

Motion:

Tom Groleau made a motion to adjourn the meeting at 9:18 PM.
Bob Martel 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