

**DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL**

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, DECEMBER 3, 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  
Linda Landry, Town Clerk  
Leo Martel, Historic Awareness Committee**

**Members of the Public:**

**Bob Martel  
Bill Letcky, Virtual Towns & Schools**

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 7:02 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

**Approval of Previous Meeting Minutes - Thursday, November 19, 2015:**

**MOTION:**

*Tom Groleau made a motion that the Tuesday, November 19, 2015 Board of Selectmen Minutes be approved as written. Ted Vallieres seconded the motion. The motion passed unanimously.*

**Approval of Previous Non-Public Meeting Minutes - Thursday, November 19, 2015:**

**MOTION:**

*Tom Groleau made a motion that the Thursday, November 19, 2015 minutes of the Non-Public Meeting of the Dunbarton Board of Selectmen be approved as written. Ted Vallieres seconded the motion. The motion passed unanimously.*

**VIRTUAL TOWNS & SCHOOLS POWER POINT PRESENTATION:**

Bill Letsky, Virtual Towns & Schools gave a PowerPoint Presentation for an overview of the website product they would offer the Town of Dunbarton. He noted that they have 510 municipal clients and deal only with municipalities.

Noted the following:

1. They have 4,000 employees doing updates online.
2. The proposed website would be using DRUPAL
3. Taxonomy would allow postings to be available different locations on the website
4. Have the ability to send e-mails from postings, etc. to keep the public informed
5. Will be accessible by phone and/or tablet in addition to laptops and stand alone computers.
6. Has the ability to link to other Town Department's websites
7. Other New Hampshire towns are utilizing this company for their websites i.e. Allenstown and Chichester in addition to other larger towns.
8. Very secure and will be hosted on their server.
9. Can utilize Facebook, Twitter and UTube
10. Ease of operation to put items such as minutes and public notices on website
11. Costs are initial cost of \$5,000 for the design, training, etc. This is a onetime charge. Annual fee of \$1,750/year after the initial cost.

They agreed to provide a copy of the Power Point Presentation to the Board of Selectmen.

**JOHN STEVENS: COMMUNITY PROFILE REPORT AND PARKING LOT LIGHTING:**

John Stevens appeared before the Board to discuss the Profile Report and Parking Lot Lighting. He reported that the Chairman of the Community Profile Group, Ken Koerber, was not able to attend this meeting and he therefore would like to have him do the presentation to the Board of Selectmen.

*The Board of Selectmen agreed to schedule the Community Profile Report for the next regular meeting of the Board of Selectmen, December 10, 2015.*

**Lights in Town Office Parking Lot:**

John Stevens asked the Board of Selectmen if they had an opportunity to view the lights at St. Anselms College yet. None of the Selectmen have been able to look at the lights as yet. John Stevens stated that he would like their opinion of the lighting before we go ahead and make a decision on the lighting of the parking lot.

*The Board of Selectmen agreed they would try to look at the St. Anselms lights prior to next week.*

Noted there will be one pole on the east side of the building.

**E-REG:**

The Board of Selectmen reviewed the information regarding the proposed cost for E-reg. After looking at the figures, the following motion was made:

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen set the fee for E-reg at \$1.00 for registrations and dog licenses and \$2.00 for Vital records. Tom Groleau seconded the motion. The motion passed unanimously.*

**Preservation Budget Line:**

Line Comeau, Town Administrator, noted that the Town Clerk had requested to expend monies from the Preservation budget line for sheet protectors. The Board of Selectmen had requested they be informed when expenditures were incurred from this budget line.

The Town Clerk stated that the sheet protectors were for town records within the Town Clerk's Office.

*The Board of Selectmen agreed with this purchase.*

#### **HEALTH BENEFITS RATES - 2016:**

The Board of Selectmen reviewed the Health Plan Benefits costs and noted the Alternative Benefit Option. It was not clear at this point what the difference was between the two plans. After discussion, it was suggested that Health Trust provide a Benefits Advisor to come to the Board and the employees to explain the differences in the two plans.

*Line Comeau, Town Administrator, will set up a date for a Benefits Advisor from Health Trust to explain the difference between the plans.*

#### **PROPERTY & LIABILITY INSURANCE:**

Line Comeau, Town Administrator, presented a spread sheet showing the results of the bid for Property & Liability Insurance. It noted an additional quote had been received from Davis and Towle in the amount of \$42,600. Davis and Towle noted that this does not represent a formal presentation. They will need additional underwriting, etc.

It was also noted that there were not many companies which offer this type of insurance.

In view of the fact that Primex's bid was \$26,367 after Program Discounts, the following motion was made:

#### **MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen accept the bid from Primex in the amount of \$30,133 less \$3,013 for a current member discount and Prime Discount of \$753 for a net bid of \$26,367. Ted Vallieres seconded the motion. The motion passed unanimously.*

*The Board of Selectmen signed the Primex agreement as presented.*

#### **RFP FOR LAWN CARE:**

Line Comeau, Town Administrator, presented an RFP for Lawn Care for the year 2016 and 2017.

The Board of Selectmen agreed with the changes made to the RFP as follows:

1. Invoices will not be needed in duplicate. One invoice will be sufficient.
2. Billing may be monthly or negotiable on an agreed upon billing period.
3. Exhibit B will be for mowing, trimming, and Spring and Fall Cleanups with a subtotal for the each year.
4. It was suggested that the Town provide a calendar of events for the successful bidder. They will give up to 48 hours notice for a special event, etc.
5. Will attach a map which will show the areas to be mowed, etc.

6. Will require prior notification if checking on school mowing areas prior to bidding.
7. Successful bidder will dispose of debris.
8. Will go out for bids on December 4 with bids to be returned by December 16. Bids will be opened at the December 17, 2015 Board of Selectmen's meeting.

**PATRICK BOWNE, TS REPAIR QUOTES AND ANNUAL LEAVE:**

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to discuss repair quotes as follows:

1. Stated that he had not been able to receive the four quotes for repairs at the Transfer Station prior to this meeting. He presently has only two quotes. He noted the estimates were in the vicinity of \$4,000 for the work to be done. Will come back next week if he receives the other two quotes.

Annual Leave:

Patrick Bowne reported that he would be taking this coming Saturday off on Vacation Leave. He has eight remaining days Vacation Leave that he has been unable to take. He will be taking at least four days off between now and the end of the year. Will be taking December 4 and December 11 off. Noted that previous minutes of the Board of Selectmen's meeting stated that they would work with him on taking Vacation Leave. Noted that five weeks Vacation is a lot of time to take off.

*Patrick Bowne noted he will continue to take more time off in the future.*

**CPI 2016:**

The Board of Selectmen reviewed the table for the CPI calculations. It was noted that if the Board of Selectmen agreed to give Town employees a raise in accordance with the 2014 CPI it would be a 1.4% raise.

*After discussion regarding the calculations of the Table for CPI, the Board of Selectmen reached a consensus to table this discussion until they could study the table further.*

**2016 BUDGET STRATEGY TO PRESENT TO DEPARTMENTS ON 12/9/2015:**

Brian Pike, Chairman, stated that the Town could choose a level services, level funding or wish list type of strategy for Departments.

Tom Groleau, Selectman, stated he felt that the level services budget last year worked.

Ted Vallieres, Selectman, stated that with the tax rate increase this past year, you are going to be hard pressed to pass any additional expenditures. He would ask the Departments to present a level funded budget. Some Departments could even present a lower budget than last year. The recent tax increase will have a serious impact on the budget. The increase in the budget last year of \$100,000 along with the Reval which lowered tax valuations, had a serious effect on the tax rate. Stated that last year we said level services and the budget increased by \$100,000.

Brian Pike, Chairman reminded the board that over half of the \$100,000 increase was the funding of the full time officer that was voted on and paid for by a warrant article in 2013. In 2014 it became part of the Police Department budget, which gave the perception that the increase was larger than if you took level services alone.

It was noted that in addition, the Goffstown/Dunbarton lawsuit is still undecided.

**Suggestions as follows:**

1. It was suggested the "pooling of resources" could be explored with an example of websites. Would take all the monies spent for individual websites and pool it and pay from one budget line which might save some money.
2. Cost per Department as relates to taxes should be included within the budget.

*It was decided to have the meeting at the School Library Room if it is available for Wednesday, December 9, 2015.*

**BOARD OF SELECTMEN'S MAILBOX:**

**Brian Pike, Chairman, went through the Board of Selectmen's Mailbox as follows:**

1. Letter from Frank Welin regarding new information for Police Department. Police Department response.
2. Powers Generator Maintenance Contract in the amount of \$1,070.

After discussion, regarding the maintenance of the generator, the following motion was made:

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen accept the Powers Generator maintenance agreement which includes major and minor inspections in the amount of \$1,070. Ted Vallieres seconded the motion. The motion passed unanimously.*

*The Board of Selectmen signed the Maintenance Agreement for Powers Generator service in the amount of \$1,070.*

**PERSONNEL PLAN:**

Line Comeau, Town Administrator, stated she would like the Board of Selectmen to make a motion to remove the appendix (Wage Scales) from the Personnel Plan as noted in previous meeting minutes of March 26, 2015. She noted a motion was never made to do this.

**MOTION:**

*Tom Groleau made a motion that the Dunbarton Board of Selectmen remove the Wage Scales from the Personnel Plan and make it a separate document. Brian Pike seconded the motion. The motion passed unanimously.*

*The following changes will be incorporated in the Personnel Plan:*

1. Cover to reflect amendment date
2. Index page v to reflect "APPENDIX"
3. Page #8 under Step Increase Plan, amend the line for the Step Wage Scale.
4. Print date to reflect the "MOTION"

**BOARD OF SELECTMEN:**

**Tom Groleau, Selectman, reported on the following items:**

**Dunbarton Elementary School MOU with the Town:**

Reported that the MOU with the School has been finalized with the following changes from Debra Foster:

1. 3.2 b. *Changed snow blower for Town to snow blower for School*
2. 3.2. g. *The Kitchen Equipment Fund is a School District fund, and therefore, only the School can create or eliminate, or change the name of the fund legally. The Selectmen can only appropriate money to be deposited in the fund, so the text has been changed accordingly. A sentence was added that the Selectmen will be notified annually of the Trust Fund amount through the Trustees of the Trust Fund town report.*  
  
*Because the fund name will not be changed until the March meeting, we have to stay with the current name. Please have Town lawyer confirm this, but the school has legal confirmation from the Superintendent and Assistant Superintendent.*
3. 5. c. *Added a general statement about future negotiations and added dispute resolution to the title of 5.*
4. *Changed School contacts by changing day Custodian to Administrative Assistant.*
5. *Added names of Chairs of both Boards who will sign the Agreement.*
6. *Used all of Brian Pike's latest edits.*

It was agreed to sign the Agreement at the next Board of Selectmen's Meeting on Thursday, December 10, 2015 when the School Board can also attend, etc.

**Reviewed the Library MOU with the Town of Dunbarton:**

Tom Groleau, Selectman, reviewed the status of the Library MOU as follows:

**Library Responsibilities:**

1. During open hours, minor shoveling of ramp and walkways.
2. Trash/recycling removal/placement
3. Maintain gardens around the Library, coordinate with the Town.  
*Noted that the Dunbarton Garden Club is not a Town Committee therefore should be taken off the MOU.*
4. Spread sand/ice melt as needed during business hours as needed.
5. Provide/maintain book drop off
6. Provide/maintain mail box
7. Hire a contractor to provide custodial services for first floor.
8. Hire a contractor to clean/maintain floors and carpet cleaning.  
*It was noted that the floors are cracked with splinters. Need repair at estimate of \$500.*
9. DPLT is responsible to maintain all Library furniture.
10. DPLT is responsible for all door locks and keys.  
*Need lock system/Emergency Town Funding or Library??*
11. DPLT is responsible for the maintenance/replacement of the below listed equipment:  
*Phone, Fax, Carpets, interior paint/painting, floor refinishing (Town or Library?)*
12. DPLT is responsible for security alarm monthly cost.

*Noted the following maintenance items:*

1. *Broken window upstairs*
2. *Windows upstairs need service*
3. *Snow removal needs discussion*
4. *Handicapped car space needs to be moved closer back to where it previously was.*

**Dunbarton Town Responsibility:**

1. Hire a contractor to mow grass around the Library and Town Common.
2. Replace and repair walkways and drainage around the Library building, including asphalt paving.
3. Maintain, repair, replace parking lots, paint lines, use the road sweeper and obtain any signs needed for the parking lot, coordinate with Road Agent/Town Administrator.
4. Provide snow removal/sand/ice melt; parking lots, driveways, ramp and fire exit doors facing Route 13.
5. Provide trash removal and recycling
6. The town is responsible for maintaining the exterior/interior of the building including but not limited to: roof, exterior paint, lighting, windows, septic system, fire escape and alarms, heating/cooling systems, plumbing, exterior doors.
7. The town is responsible for the cost of heating oil, electricity and insurance.

*Noted the following maintenance items:*

1. *Security alarm*
2. *Fire alarm*
3. *Need toilet upgrades*
4. *Air conditioner*

**Town Hall Roof:**

Tom Groleau, Selectman, reported he had met with Viking Roof on Wednesday, December 2, 2015. He was a representative of Metal Roof Alliance. They will be providing samples of tiles, etc. in the near future.

**CONTINUATION OF MAILBOX ITEMS:**

3. Received communication from Jeff Trexler, Dunbarton School Board, regarding additional school funding in the amount of \$152,317 as a result of the Dover lawsuit.
4. Communication from Merrimack County explaining proposed budget and meeting on December 3, 2015.
5. Copy of Kelsea Road map which has been recorded at the Merrimack County Registry of Deeds.
6. Report from True North explaining performance metrics for the last quarter
7. Board of Selectmen signed Bank Reconciliations for months of July and August 2015.
8. E-mail from Dan Sklut, Police Chief, requesting three Vacation day be rolled over into 2016 due to the fact that he has been unable to take them because of staffing issues. He stated he will use the three days during the month of January 2016.

After considerable discussion, the following motion was made:

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen allow Dan Sklut, Police Chief, to roll over 3 days of Vacation into January 2016. Tom Groleau seconded the motion.*

**Board Discussion:**

*Ted Vallieres stated that this happens every year. We send out a memo early in October advising them to take their Vacation time. This question comes back every year. We tell the people that come that we are not setting a precedent. This is a onetime thing and they should be more careful in the future. Every year, we have people coming and asking to roll time over. You had an additional full-time officer this past year and you could not schedule your vacation during the year?*

*Dan Sklut noted that he had many times that he would like to take the time but could not schedule it. I take my Vacation days a day here and there. I was putting the agency first.*

*The motion passed by a majority vote as follows:*

*Pike - Yes*

*Groleau - Yes*

*Vallieres - No*

**DAN SKLUT, POLICE CHIEF:**

1. Reported that Goffstown has not returned the agreement for dispatch yet. Had some problems with the language about the 120 days. They would agree to the same language that Dunbarton had with the Town of Bow. This was that we would notify them before October 1 of the year if we were cancelling, etc. The Board of Selectmen in Goffstown will be meeting this coming Monday evening.
2. Reported that the cutover to Goffstown will be on Tuesday, December 8, 2015. Will start with Weare and then Dunbarton.
3. Still negotiating on phone rates. They are estimated to be between \$200-\$500/month. Waiting for them to come back with final amount.
4. Defibrillators - Waiting for a definitive answer. Will probably be \$5,000 or about one half of the Warrant appropriation. Still an issue with pads freezing if left in vehicle in the winter.
5. Still trying to connect with Fairpoint regarding the dispatch line. We pay the bill but not listed. The invoice should be going to PD.
6. Laura Cattabriga will complete the DARE school next Friday. Will notice up to 40 hours on her payroll next week since the training can't be broken up into smaller increments.

**PUBLIC COMMENT:**

Dan Sklut, Police Chief - None

Patrick Bowne, Transfer Station - None

Bob Martel - Certainly I don't have a problem with paying a little more for a website. We can't meet all our needs for Departments. The website is not on the top of my radar.

Leo Martel - Stated he went online looking for the Selectmen's minutes from the last meeting and they were not there. He noted the Cemetery Trustees minutes were there. Who puts them on the website? Asked how much the gates for the Cemeteries were going to cost. Wouldn't it be better to put a chain across the gate instead of spending money for a gate?

**Brian Pike noted the gates were in the vicinity of \$1,400 for the Pages Cemetery and would probably be the same for the Center Cemetery. We need to put the gates on the Cemeteries because someone was plowing a path into the Pages Corner Cemetery last year. Noted that further discussion regarding the cemeteries should be taken up at the Cemetery Trustees meeting.**

**Leo Martel asked about the lighting for the parking lot. It was mentioned a pole at the west side also. Thought we were only going to have one pole.**

**It was noted the cost for one pole at the east side of the Town Office Building would be \$4,500.**

**Bob Martel - Stated that you can have an architect research metal roofs. Vendors all want to sell us their product. They are all over the place. We are lucky to have a supplier of slate nearby in Vermont.**

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

***MOTION:***

***Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn at 10:55 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**