DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, December 1st, 2016
TOWN OFFICES 7:04 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 Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

   Woody Bowne, Transfer Station Manager
   Dan Sklut, Chief of Police
   Sgt. Chris Remillard, Dunbarton P.D.
   Patrol Officer Jason Patten, Dunbarton, P.D.
   Mary Girard, Dunbarton Library Director

Members of the Public:

   Leo Martel
   Stas Szopa
   Patrick Mohan, Melanson Heath, Accountants and Auditors

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 7:04 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 17th, 2016, 7:02 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Public Comments:** None

**New Business:**

Brian Pike stated that a donation from the Stas and Aleeta Szopa of $1550.00 for the purchase of 2 M-4 rifles for the Dunbarton, Police Department was on the agenda.

**Motion:**

Brian Pike made a motion per RSA 31:95-b III (b) to accept the donation of $1,550.00 for the purchase of 2 M-4 rifles for the Dunbarton, Police Department. Tom Groleau seconded the motion.

**Discussion:**

Selectmen thanked the Stas and Aleeta Szopa and signed a thank you letter addressed to Mr. and Mrs. Szopa. Stas and Aleeta Szopa said they felt that our Police Department should be equipped as well as other towns.

**Vote:** (3-0)

**Motion:**

Brian Pike made a motion to accept the $4,000.00 cash payment for the sale of the Fire Department’s 1985 Chevy Truck with $2,000.00 going to the Town’s General Fund and $2,000.00 going into the Fire Department’s budget. Tom Groleau seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Melanson Heath, Audit Report for the Town of Dunbarton for the year ended Dec. 31st, 2015**

Patrick Mahon from Melanson Heath Accountants and Auditors addressed the BOS with an overview of the Annual Financial Statement for the year ended December 31, 2015. Overall the Town of Dunbarton is doing well and is in good financial state. Mr. Mohan noted that the Town of Dunbarton carries no debt. In the Fund Balance Sheet, Page 12 of the report he said the State is showing $224,000.00 as an unassigned balance (Rainy Day Fund) but when subtracting monies from warrant articles that have not been finished the unassigned figure is $26,287.00. Mr. Mohan stated while this figure is low and should
be built up in the future, the Town is still in good shape mainly because the Town has no debt and any
time you offset the tax rate from surplus it is a plus for the residents. Mr. Mohan went over the State-
ment of revenues and sources, and expenditures and other uses-Budget and Actual, (Page 16).
Excess of revenues was $57,307.00.

Mr. Mohan also briefed the Selectmen on a Management Letter with recommendations for the current
year.

Bob Martel said he is concerned that the surplus fund is low and an effort should be made to increase
the reserves. The remainder of the Board agreed with Bob Martel.

**Dunbarton Library**

Mary Girard the Library Director, voiced her concerns about outside entrance ramp is dark and unsafe.
The timer is the basement needs to be fixed. Mary Girard gave the BOS a heads up paper on the op-
tions for lighting around the Library for next year’s budget. Tom Groleau said there needs to be some
coordination between all entities involved with the Library’s future development.

**Vacation Leave for Woody Bowne**

Woody requested 42 hours of vacation from this year to be rolled over to 2017. The Selectmen said
this becomes an issue of an unfunded liability, and even though past minutes have addressed this issue
we are still running into this problem again.

Brian Pike stated that it is incumbent of the employees to manage their time off such that we are not
faced with this issue year after year. We know it is not always easy or issues crop up that change plans,
however, better planning must be done to avoid a roll over request. After much discussion, the Select-
men said they would grant the 42 hours since Woody was out on Workmen’s Compensation, and he
should take it in the beginning of the year.

**Mailbox:**

**Fire Department Furnace**

Fire Department needs a new furnace. Dunbarton Fuel Service discovered a large hole in the furnace
while cleaning. Strong smell of fumes could be detected coming from the 20-year-old furnace that is a
specialty item in that it has to be built to order. J. R. Swindlehurst, from Dunbarton Fuel said it would
take 4-6 weeks to build, and he would obtain a quote to the Town. Selectmen said this is a priority due
to health safety issues.

While cleaning the furnaces, J. R. noticed the septic pump was not working and saw a septic backup.
Chief Wiggin contacted St Onge Septic to have the waste pumped out.

Post cards from the DES Lab are being sent out to seek out volunteers for testing of their wells.
Accounts Payable Memo from Allison Vallieres giving guidance to end of the year commitments.

**OTHER TOWN BUSINESS:**

Chief Sklut said the new Police Cruiser would be ready for pickup on Tuesday. Chief Sklut recommended that we take some of the funds the Town received from the insurance company to fix the Crown Victoria, and continue to utilize it for detail work until it costs more than it brings in.

**MOTION:**

Brian Pike made a motion to use some of the funds from the insurance settlement to repair the Crown Victoria Cruiser. Tom Groleau seconded the motion.

**Discussion:** None

**Vote:** (3-0)

In compliance with RSA 24:21-(a), Merrimack County provided us with a copy of the proposed Merrimack County budget for 2017. The proposed budget for 2017 includes a 4.84% increase in the amount to be raised by taxes. The 2017 budget reflects an overall 3.08% increase.

**Public Comment:**

Woody Bowne said the baler was repaired at the Transfer Station at a cost of $650.00

Tom Groleau said he has his house up for sale and he may have to tender his resignation if he moves out of town.

**Motion:**

Brian Pike made a motion to appoint Mathew Wilson to the Town Hall restoration committee with appointment ending March 31st 2017. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**MOTION:**

Brian Pike made a motion to go into a Non-Public session per RSA 91-A: 3, II (a) at 8:47 PM at the request of Patrick “Woody Bowne”.

Tom Groleau seconded the motion.

**DISCUSSION:** None
VOTE: Roll Call:

Brian Pike    Yes
Tom Groleau   Yes
Robert “Bob” Martel  Yes

MOTION:

Brian Pike made a motion to end the non-public session and resume the scheduled public meeting at 8:51 PM and return to the public session. Tom Groleau seconded the motion.

DISCUSSION:  None

VOTE: Roll Call:

Brian Pike    Yes
Tom Groleau   Yes
Robert “Bob” Martel  Yes

MOTION:

Brian Pike made a motion to go into a Non-Public session per RSA 91-A: 3, II (a) at 8:52 PM At the request of Chief Sklut.

Tom Groleau seconded the motion.

DISCUSSION:  None

VOTE: Roll Call:

Brian Pike    Yes
Tom Groleau   Yes
Robert “Bob” Martel  Yes

DISCUSSION:  There were no decisions or motions made during this meeting.

MOTION:

Brian Pike made a motion to end the non-public session and resume the scheduled public meeting at 9:02 PM and return to the public session. Tom Groleau seconded the motion.

VOTE: Roll Call:

Brian Pike    Yes
Tom Groleau   Yes
Robert “Bob” Martel  Yes

**MOTION:**

Brian Pike made a motion to hire Troy Simpson as a part-time Police Officer contingent upon passing the drug-screening test. Tom Groleau seconded the motion.

**Discussion:**  None

**Vote:**  (3-0)

**MOTION:**

Brian Pike made a motion to go into a Non-Public session per RSA 91-A: 3, II (c) at 9:06 PM at the request of Chairman Pike.

Tom Groleau seconded the motion.

**VOTE: Roll Call:**

- Brian Pike  Yes
- Tom Groleau  Yes
- Robert “Bob” Martel  Yes

**DISCUSSION:**  No motions were made during this meeting.

**MOTION:**

Brian Pike made a motion to end the non-public session and resume the scheduled public meeting at 9:16 PM and return to the public session. Bob Martel seconded the motion.

**DISCUSSION:**  The Selectmen discussed the dedication of the Town Report. The Board reached a consensus to appointed Bob Martel to write the dedication.

**VOTE: Roll Call:**

- Brian Pike  Yes
- Tom Groleau  Yes
- Robert “Bob” Martel  Yes

**MOTION:**

Brian Pike made a motion to go into a Non-Public session per RSA 91-A: 3, II (a) at 9:17 PM at the request of Chairman Pike.
Tom Groleau seconded the motion.

**DISCUSSION:** None

**VOTE: Roll Call:**

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**MOTION:**

Brian Pike made a motion to end the non-public session and resume the scheduled public meeting at 9:29 PM and return to the public session. Bob Martel seconded the motion.

**DISCUSSION:** None

**VOTE: Roll Call:**

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**Motion:**

Tom Groleau made a motion to adjourn the meeting at 9:30 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

Respectfully submitted,

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Koren J. Maccubbin, Recording Secretary

______________________________
Brian Pike, Chairman

______________________________
Tom Groleau, Vice-Chair

______________________________
Robert Martel, Selectman