

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, DECEMBER 10, 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:

**Deb Trottier, Dunbarton School Board
Deb Foster, Dunbarton School Board
Patrick Bowne, Transfer Station Manager
John Stevens, Energy Committee and Profile Committee
Leo Martel, Historic Awareness Committee
Ken Koerber, Profile Committee**

Members of the Public:

**Bob Martel
Mert Mann
Fran Hill**

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.

MEMORANDUM OF UNDERSTANDING BETWEEN DUNBARTON ELEMENTARY SCHOOL AND THE BOARD OF SELECTMEN:

Deb Trottier and Deb Foster, Dunbarton School Board appeared before the Board of Selectmen to sign the MOU which the two Boards had worked out.

The only question brought up by the School Board was the status of the snowblower which the Town was providing the school. It was noted that the snowblower has been bought and paid for and will be delivered to the school.

Both the School Board members and the Board of Selectmen signed three copies of the final MOU. There will be one copy for the School Board, one copy for the Board of Selectmen and one copy provided to the Town Clerk.

The Board of Selectmen noted that they were looking at a possible website designer, Virtual Towns & Schools, and if the school was interested, they could be given a link, etc. This is still in the planning stage.

Deb Foster noted that their website was through the SAU but would check with the School Board.

Approval of Previous Meeting Minutes - Thursday, December 3, 2015:

MOTION:

Tom Groleau made a motion that the Thursday, December 3, 2015 Board of Selectmen Minutes be approved as written. Ted Vallieres seconded the motion. The motion passed unanimously.

KEN KOERBER AND JOHN STEVENS, PROFILE COMMITTEE:

Both Ken Koerber and John Stevens, Profile Committee, appeared before the Board of Selectmen asking if there was any feedback or questions about the Profile Committee.

It was noted that Brian Pike attended both the Friday and Saturday sessions and Tom Groleau only attended the Saturday session.

Brian Pike noted that it did not appear to be a good cross section of the population of Dunbarton. They seemed to have very similar minded folks. We would have had a better product if there were more attending. There appeared to be a common theme. Everyone was saying the same thing.

Ken Koerber noted that only 60 people participated. People talk like they want to get involved and then they don't. Don't know how to motivate participation.

It was noted that other groups in the town have the same issue i.e. Dunbarton Garden Club, Historical Society, etc. People do not get involved like they used to.

It was noted that the subject of Communications came up in four of the six groups. Noted that in the past there was a Welcome Wagon.

Suggested that a Communications Committee be formed in conjunction with the IT Committee. It was suggested they come up with a purpose and come back to the Board of Selectmen. The people interested in communications, attended two of the IT Committee Meetings.

It was noted that the Board of Selectmen was looking at possible website providers with communication capabilities.

Ken Koerber noted that Dunbarton actually did a better percentage wise than Hooksett. Dunbarton had 60 attendees for a 2,700 population and the Town of Hooksett only had 100 attendees with a population of 25,000.

UNH has offered to do a fairly simple questionnaire. It could be an online survey to follow up. We could also do a mailing but this would involve postage and printing costs.

Ken Koerber will check with UNH regarding them providing a questionnaire and possibly printing and mailing costs.

John Stevens noted that in the beginning one of the aspects of this was to provide information to the Planning Board. With this low rate of participation, unclear if the Planning Board would really want this information.

It was noted that the Master Plan was completed in 2005. The cost was \$20,000 through Central New Hampshire Regional Planning Commission.

John Stevens suggested the possibility of revitalizing the Transition Committee.

PARKING LOT LIGHTING:

John Stevens presented an updated plan showing the lighting of the parking lot with several different locations for the lights.

Brian Pike noted that the light pole on the east side of the building could not be located as presented because it was within twenty-five feet from the cemetery.

John Stevens suggested putting in one light at this time and if it was not sufficient, we could consider putting an additional light up later on.

The Board of Selectmen reached a consensus to put up one light at this time.

John Stevens will obtain three quotes from three electrical contractors. Once we have the quotes, we can encumber the money. Ted Vallieres noted that in order to encumber the money, we need a contract and not only a quote.

BUDGET STRATEGY:

The Board of Selectmen discussed Budget Strategy as follows:

Tom Groleau stated he felt that last night, there are some departments that have had level funded budgets for the last two years and there are some items that they would like to see in their budgets. Would be in favor of a "Level Services" approach.

Ted Vallieres stated that as he stated at the Budget Workshop Meeting, he would prefer to see a "Level Funded" budget approach. I have stated this twice.

Brian Pike stated he would like to be conservative on what we create for a budget. Maybe will be able to consolidate things. If we do a "Level Services", we should be conservative.

Line Comeau, Town Administrator, stated we should have a conservative level budget. At a minimum, they should maintain what they presently have.

It was noted the Board will look at each budget to justify it. The Departments can be conservative. The Departments need to be able to justify their numbers. If they have some "wants", they can bring it to the Board. The budget should be more of what we need rather than what we "want".

Warrant Articles should be submitted for one time budget items such as the Stark Bridge, etc. We should allow the residents to vote on these expenditures and not have them built into the Operating Budget. The Board should be transparent when it comes to this type of expenditures.

CPI FOR 2016:

Line Comeau, Town Administrator, presented additional paperwork regarding the CPI for 2016. It was noted that we use the previous year due to the fact that at this point, all the figures are not in for the year.

Bob Martel stated that if you wait until January 1, the figures will all be in and you can determine the CPI for the year 2015.

The following motion was made regarding the CPI and raises for the 2016 year.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen use a CPI of .8 for the year 2016 COLA for a salary increase for all town employees. Tom Groleau seconded the motion.

Board Discussion:

It was noted that this has been the current policy. We have no reason to change the policy at this time.

It was asked if we had an estimate of the cost of this raise for town employees.

It was noted that it would be approximately \$6,000 including increases in FICA, SS Med and Retirement.

The motion passed unanimously.

PATRICK BOWNE, DEPARTMENT DISCUSSION:

Patrick Bowne, Transfer Station Manager, reported on the recent Coop Meeting as follows:

1. Presented a Financial Statement of the Coop. Each year, the budget will be a little less. Jim Presser is retiring in the near future. The landfill that we are part owners in will be closed. The contractor has not been released as yet. Grass is growing.
2. The Coop still owns 42 acres beside Wheelabrator. State of New Hampshire is dragging us down on this. It is in the works to get the property turned over to the State. It is only two one acre parcels.

The other piece of property was part of the Franklin Land Fill. It will be turned over to the Town of Franklin. They want to do a solar project on it.

We have a lot of assets. Eventually, more money will come back to the Town of Dunbarton. Concord and six or eight other towns have pulled out. There is a small group staying with Wheelabrator. Wheelabrator could close the plant at any time.

There would be one more meeting in June or July. Will have another meeting at this time of the year for the budget.

Construction Quotes:

Patrick Bowne, Transfer Station Manager, reported he had received four quotes from builders for work at the Transfer Station . He requested quotes from seven or eight contractors. The quotes were as follows:

<u>Contractor:</u>	<u>Bid</u>
M. P. Rioux Stark Highway South Dunbarton, NH	\$ 3,979.68
Keith St. Pierre Jewett Road Dunbarton NH	\$ 4,115.00
Keith Lavoie	\$ 4,856.00
Ron Palmer	\$5,250.00

128 South Street
Concord, NH
(from Warner)

The following motion was made regarding a contractor for construction work at the Transfer Station:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen grant the construction bid for work at the Transfer Station to M. P. Rioux in the amount of \$3,979.68. Tom Groleau seconded the motion. The motion passed unanimously.

It was suggested that a contract be executed and encumber the monies if the work cannot be completed before the end of the calendar year.

Hiring Personnel - Transfer Station:

Patrick Bowne, Transfer Station Manager, reported that Line Comeau and he had interviewed three candidates for the Transfer Station. He also reported that he had an additional five more interested candidates which he would like to interview before making a decision. He would plan to come to the Board of Selectmen next week with a final decision. It would be a benefit to the Town to get the best candidate for the position.

TOWN BUSINESS:

Updated Personnel Plan:

The Board of Selectmen signed copies of the amended Personnel Plan as requested at last week's meeting. One copy will be given to the Town Clerk as a certified copy for Town Clerk records.

Warrant Articles for 2015:

#18 - Transfer Station Roll Off Containers

Balance remaining after expenditure \$ 14,610.00
It was noted this balance will be lapsing into the General Fund

#12 - Milfoil Control - Gorham Pond

Balance remaining after expenditure..... \$ 1,505.00
It was noted this balance will be lapsing into the General Fund

#13 - 6 Defibrillators (AED's) and two storage cabinets

Balance remaining after expenditure..... \$5,117.25
It was noted this balance will be lapsing into the General Fund

Lightning Strike:

Received payment in the amount of \$4,470.32 from PLT for the Lighting Strike Damage
The cost was \$5,470 with \$1,000 deductible. This was for replacing damaged equipment.

Board of Selectmen Mailbox:

1. Updated Letter to Concerned Citizen regarding enforcement on Grapevine Road:
2. Election Training for Board of Selectmen: Appears that January 23, 2016 in Goffstown would be the closest for the Board to attend.

Board of Selectmen - Around the Table:

Ted Vallieres - No comments

Tom Groleau - Asked what we were going to do about the Town Hall Roof. Line Comeau, Town Administrator, noted that she had been heavily involved in the budget and had not had time to call various contractors and/or architects yet.

Tom Groleau stated he would have some time this coming week. If she got him the names, etc., he would make calls to determine the cost for the architect, etc.

Public Comments:

Fran Hill - None

Bob Martel - None

Leo Martel - None

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

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn at 9:15 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman