

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, DECEMBER 17, 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:

Jeff Crosby, Road Agent
Tim Terragni, Board of Assessors
Annette Kuhn, Cemetery Trustee
Leo Martel, Historic Awareness Committee

Members of the Public:

Candace Schaefer, Health Trust
Bob Martel
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.

Approval of Previous Budget Workshop Meeting Minutes - Wednesday, December 9, 2015:

MOTION:

Tom Groleau made a motion that the Wednesday, December 9, 2015 Budget Workshop Meeting Minutes be approved as written. Ted Vallieres seconded the motion. The motion passed unanimously.

Approval of Previous Meeting Minutes - Thursday, December 10, 2015:

MOTION:

Tom Groleau made a motion that the Thursday, December 10, 2015 Regular Meeting Minutes of the Board of Selectmen be approved as written. Ted Vallieres seconded the motion. The motion passed unanimously.

CANDACE SCHAEFER, HEALTH TRUST:

Candace Schaefer, Health Trust, appeared before the Board of Selectmen to discuss the Health Trust plans available to the Town employees. She presented a table showing the differences between four different plans. (attached)

Candace also explained the various benefits available to all of the plans, i.e. Slice of Life, Smart Shopper, and the Anthem Health and Wellness Programs.

The main differences between the four plans was prescription plans and deductibles varying from no deductibles (Town presently has), to \$500/\$1,500, \$1,000/\$3,000 and \$3,000/\$9,000 deductible plans.

She noted that the Membership Agreement must be signed as of today or tomorrow for the present plan to continue until the month of March 2016. If any changes are made to the plan, they have to be made by the end of November to take effect in the month of March 2016.

At this point in the meeting, Ted Vallieres noted that the Town could provide the amount of the deductibles to town employees if they used it (about \$30,000 at the most and it would save \$46,000) in premiums. This would be a net savings to the town of about \$15,000.

Candace stated that Health Trust does not allow towns to fund any more than 50% of the deductible.

She also noted that towns can offer two plans, either #1 and #3 or #2 and #4.

After considerable discussion, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen table this discussion and/or decision until Tuesday, December 22, 2015 when they will hold a Special Meeting to discuss Health Benefits. Tom Groleau seconded the motion. The motion passed unanimously.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen sign the Application and Membership Agreement with Health Trust (which will replace the group's current Application and Participation Agreement) and continue with the present Health plan and elect and sign the Cobra Administrative Services Agreement which cover the Cobra billing services. Tom Groleau seconded the motion. The motion passed unanimously.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen adopt the Certificate of Authorizing Resolution as presented by Health Trust. Tom Groleau seconded the motion. The motion passed unanimously.

Brian Pike, Chairman, signed the Certificate of Authorizing Resolution on behalf of the Board of Selectmen.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen adopt the Retiree Billing Administrative Services Agreement as presented. Tom Groleau seconded the motion. The motion passed unanimously.

Brian Pike, Chairman, signed the Retiree Billing Administrative Services Agreement on behalf of the Board of Selectmen.

BOARD OF ASSESSORS BUDGET PRESENTATION:

Tim Terragni, Chairman, Board of Assessors, appeared before the Board of Selectmen to discuss the

Board of Assessing budget as follows:

<u>Account Name</u>	<u>Budget 2015</u>	<u>Proposed Budget 2016</u>	<u>Change</u>
Secretary-BOA	779	785	+6
Administration-BOA	1,668	1,681	+13
Appraisal Services	10,000	10,000	None
Utility Assessor	18,000	14,000	- 4,000
General Supplies	---		---
Training-BOA	---		---
Support-BOA	---		---
Computer Support-BOA	<u>5,350</u>	<u>5,510</u>	<u>+160</u>
Total	35,797	31,976	-3,821

Board Discussion:

The Board of Selectmen noted that the Sansoucy contract was up in 2015. How do we know that he will continue to be the Utilities Assessor? It was noted with the new Bid Policy, this contract must go out for bid. Tim Terragni agreed with putting the Utilities Assessing out for bid.

The Secretary of the Board of Assessors will do the RFP for the Utility Assessor.

The Board of Selectmen noted that we have until February 4 for a final budget number.

Warrant Article:

Tim Terragni noted that he did not feel we would need a Warrant Article for a Reval this year. He will check with the other members of the Board of Assessors but at this point, he would not suggest a Warrant Article. He stated the next Reval in five years could be another Statistical. This year's Reval was \$29,500. Presently have about \$25,000 in the Capital Reserve Account. See no need to add additional monies to the Capital Reserve Fund this year.

CEMETERY TRUSTEES PROPOSED BUDGET:

At this point in the meeting, Brian Pike, Chairman, stated he would be recusing himself as a Cemetery Trustee during discussion regarding the Cemetery Trustees Budget. Tom Groleau would be acting as Cemetery Trustee and recuse himself as a Selectman but will act as Chairman of the Cemetery Trustees regarding the Cemetery Trustees Budget.

Tom Groleau and Annette Kuhn, Cemetery Trustees, presented the following budget for the Cemetery Trustees:

<u>Account Name</u>	<u>Budget 2015</u>	<u>Proposed Budget 2016</u>	<u>Change</u>
Cemetery Maintenance	9,400	9,400	None
Cemetery Improvements	1,500	1,500	None
Monument Repair	--	--	
Corner Stones-Cemetery	1,000	1,000	None
Fence Repair	3,200	3,200	None
Mapping Services-Cemetery	---		
Supplies-Cemetery	---		
Loam/Cemetery	300	300	---
Hearse & House Maint.-Cemetery	<u>300</u>	<u>300</u>	<u>---</u>

Total **15,700** **15,700** **No Change**

It was reported that there was a quote for fences in the Center Cemetery for \$9,600 for 300 feet of fencing.

Ted Vallieres asked if they were aware of a recent RSA that stated that cemeteries were no longer required to have fences. Tom Groleau noted that there have been instances where infringement into the cemeteries has occurred and they would like to prevent this. We don't want to turn the Center Cemetery into a playground.

East Dunbarton Cemetery erosion is a big problem for next year. Will be expensive. Will be our focus next year.

The Center Cemetery has had problems with snow plowing into the cemetery. This is another reason for the fence.

The question was asked about petitioning for funds from the Trustees from the Perpetual Care. It was noted that to try to get these funds would cost us more in legal dollars than it would be worth. Presently, the interest goes automatically into the principal account which we cannot use if it is not withdrawn in time.

The Cemetery Trustees need to submit a Warrant Article to Town Meeting to change the Perpetual Care monies so they go into a Trust Fund for the Cemetery budget to be used for cemetery improvements. It becomes an "Expendable Trust". Will contact Terry Knowles, Attorney General's Office, regarding the Warrant Article.

JEFF CROSBY, HIGHWAY BUDGET:

Jeff Crosby, Road Agent, presented the following proposed budget for the Highway Department:

Account Name	Budget 2015	Proposed Budget 2016	Change
Telephone-Highway	800	800	None
Supplies-Highway	10,000	8,000	- 2,000
Admin-Highway Full Time	42,019	42,053	+ 34
Admin-Highway Part Time	35,000	38,000	+ 3,000
Admin-Highway Full Time OT	5,000	6,000	+ 1,000
Highway Paving & Const.	260,781	260,747	- 34
Highway-Other Services	--	--	
Roadside Mowing	6,500	7,000	+ 500
Uniforms -Highway	1,100	1,100	None
Mobile Phones-Highway	300	300	None
Gasoline	500	500	None
Diesel Fuel	15,000	15,000	None
Dept. Equip & Maint.-Highway	10,000	14,500	+4,500
Equip Rental-Highway	5,500	5,500	None
Patching-Highway	1,000	1,000	None
Culverts-Guardrails	--	--	
Blasting-Highway	3,500	3,500	None
Gravel-Highway	--	--	
Road Striping	8,000	8,000	None
Tree Cutting-Highway	15,000	8,000	- 7,000
Crushing Gravel	--	--	
Winter-Ind. Contractors	80,000	80,000	None
Winter-Road Salt	50,000	50,000	None
Winter-Sand	20,000	20,000	None
Total	570,000	570,000	No Change

Board Discussion:

Jeff Crosby, Road Agent, noted the following comments and changes in the Highway Budget:

1. Stark Bridge - Had to submit a demolition Plan in accordance with BMP regarding erosion control. He has met with Army Corp regarding displacement of flood waters and calculated area, etc. He noted that the gravel pit which the Town has been using would more than make up for any displacement of flood waters. We might have to dig a hole to make up for any displacement.

Will possibly start basic work on the bridge after the new year or spring. It would be nice to have an answer for Town Meeting. Have already picked out the box culvert, we are kind of locked in with Mitchie. Would like to wait until the paperwork is submitted, should be fairly academic. Currently working with the Wetlands Bureau to get the proper permit in time for spring.

Budget 2016:

The budget numbers submitted are basically the same as we had last year, have moved several items around. Diesel Fuel is left the same. This year will spend \$10,000. It could spike.

Maintenance is going up due to work needed on the International truck. Need to paint the body and do a little welding in the bed. This is up by \$4,500.

Tree Cutting was reduced by \$7,000 due to the fact that in 2015, he planned on cutting many trees along Grapevine Road during reconstruction. He does not plan on cutting as many in 2016.

Winter Maintenance is the same.

Salt was hard to get last year.

Jeff Crosby noted that we don't use any liquid melt. It is highly corrosive.

Paving will be the final coat on Grapevine Road at a cost of \$100,000. Would suggest a Warrant Article in the amount of \$100,000 for this. If the Warrant Article does not pass, we will do the paving from our Highway Paving & Construction budget line. Personally, would not like to leave the pavement as is for two seasons. We have invested all that money. The pavement is designed to put a final coat on it.

Tom Groleau noted there is a culvert on the side of Grapevine Road. Asked what that was for.

Jeff Crosby noted that in the past they used metal culverts and they are rotting out on the bottom. It is to replace an existing rotted out culvert.

Jeff Crosby stated his plan was to continue down Grapevine Road.

It was noted this was early in the budget process so we could revisit the amount for the Warrant Article.

Increase in full-time overtime. Last year we went over the budget on OT.

It was noted that the budget figure for the Full-Time was not enough. It should be recalculated. It would include the step increase along with the .08% CPI. Line Comeau will recalculate. Should be increased by at least \$1,100.

Ted Vallieres asked what the plan was to spend the \$260,000 in Paving and Construction.

Jeff Crosby indicated the following:

1. Continue reconstruction on Holmes Road. This year there was logging going on.
2. Ditch work on Ray Road
3. Intersection work.
4. A little section of Guinea Road needs repaving.
5. Regardless of whether the Warrant Article passes, we will need to put the final coat on Grapevine Road. Will use Paving and Construction monies if necessary.
6. We have \$65,000 in the Capital Reserve for Stark Bridge. If this is not enough, will supplement it with Paving and Construction.
7. All town roads need a little bit of work.

Brian Pike asked if he was able to chop down the brush at the intersection of Black Brook and Tibbetts Hill Road.

Jeff Crosby suggested putting reflective mirrors up which might help with visibility.

Brian Pike stated this could become a liability issue for the Town and would not suggest it.

It was also noted that we do not know where the Town Line is yet.

Suggested Warrant Articles - Highway Department:

\$100,000 for Paving of Grapevine Road
\$25,000 for Highway Truck in Capital Reserve

RFP LAWN CARE:

Line Comeau, Town Administrator, reported that the Town had received one bid for lawn care for the Town Common and School area.

Tom Groleau stated he did not feel comfortable with receiving only one bid. It was noted that nine vendors had been notified and two came back undeliverable. The other vendors did not bid.

Brian Pike also noted that he did not feel comfortable with just one bid.

It was noted that the lawn care company that does the cemeteries did not receive the RFP in the mail. It was suggested that they be contacted.

Ted Vallieres stated that we have one bid from the vendor who has done the lawn care for at least ten years. There have been no complaints on his work. It appears to me that you are trying to push the vendor that does the cemeteries.

In response to Ted Vallieres, Tom Groleau stated that he is not pushing one supplier over another. He is not comfortable with one bid and would like to have the Town Administrator make phone calls to obtain phone bids from suppliers.

Line Comeau stated that this has happened for the last three or four RFP's. The RFP's are so long and complicated that vendors are not interested in bidding. In the past, with a two page RFP, we were getting nine and ten bids. We had a Certificate of Insurance, References and local advantage. We try to work with local vendors who we know and have had good experience with. We are not the

State. This has taken up a lot of my time for nothing. We only had two bids for the Town Hall Roof, one bid for the Property Liability Insurance, and one bid for the lawn care.

She stated these complex RFP's are a lot of extra work for her and along with working on the budget, she does not feel we are moving forward with these RFP's. It has not been successful for the last several RFP's.

Line Comeau also stated that according to the Bid Policy, if the bid is under \$5,000, it can be awarded after three telephone quotes are received. She can guarantee that the one bid we have received will be less than \$5,000. Therefore, why do we have to go out to bid again? She noted that we have done our due diligence in sending out RFP's, put it on the website and put an ad in the paper.

Line Comeau will get three telephone quotes and come back to the Board of Selectmen at their next meeting with the quotes and the previously submitted bid.

REQUEST FROM PAM MILIOTO, TOWN TREASURER FOR SALARY INCREASE:

It was noted that Pam Milioto, Town Treasurer, has requested a salary increase due to extra work the Board of Selectmen has requested with regard to reconciling with the BMSI system instead of the Quicken Program which she presently uses. In addition, she noted that the number of accounts she now monitors has doubled. She is requesting her salary be increased to \$10,000/year.

It was noted that she was an elected official and she has two more years in her term of Town Treasurer. A past Board of Selectmen had made a policy decision that they would not increase any elected official's salary until they were up for re-election.

The Board asked Line Comeau to also pull up the most recent NH Municipal Association Salary Survey for all positions.

After discussion, the following motion was made:

MOTION:

Ted Vallieres made a motion that Line Comeau craft a Warrant Article asking the Town to increase the Town Treasurer's salary from \$5,557.73 to \$10,000 per year. Tom Groleau seconded the motion. The motion passed unanimously.

The Board of Selectmen also requested that the Town Treasurer give a report of the Town investments on a monthly basis to the Board of Selectmen starting in January 2016 per the Town Investment Policy.

TOWN OF BOW INTERCEPT AGREEMENT:

It was reported that the Bow Fire Department needed a signed agreement with the Town of Dunbarton for Advanced Life Support Intercept Agreement.

The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen approve the agreement for Advanced Life Support Intercept Agreement with the Bow Fire Department to 2018. Ted Vallieres seconded the motion. The motion passed unanimously.

Brian Pike signed the agreement on behalf of the Board of Selectmen.

MITCHELL MUNICIPAL GROUP HOURLY RATES:

It was reported that the Mitchell Municipal Group, which is the Town's Law Firm, recently submitted increased rates for the attorneys as follows:

Walter Mitchell	\$210/hour
Jae Whitelaw	\$195/hour
Laura Spector-Morgan	\$195/hour
Steven Whitley	\$180/hour

PRIMEX MEMBERSHIP AGREEMENT:

The Primex Membership Agreement, as presented, with the Town of Dunbarton was signed by Brian Pike, Chairman, Board of Selectmen.

PROPERTY LIABILITY INSURANCE PROGRAM:

Brian Pike signed the agreement for Property Liability Insurance on behalf of the Town of Dunbarton.

TREE CUTTING ON DECEMBER 24,, 2015:

Line Comeau noted that the tree in the cemetery was scheduled to be cut down on Thursday, December 24, 2015. Asked if the Building Department should not be in the office that day. It was noted that Stephen Laurin should work in the Selectmen's Office that day instead of the Building Department due to the possibility of an accident, etc.

The Town Offices will be closed at 1:00 p.m. on Thursday, December 24, 2015.

BOARD OF SELECTMEN COMMENTS:

Ted Vallieres - None at this time.

Tom Groleau - Reported that he had spoken with JRT-AIA, Jere Tepe of Hopkinton, NH who is an architect who was recommended by Jeff Trexler to discuss the RFP for the Town Hall roof. He is willing to meet with the Board of Selectmen. The hourly rate is \$100/hour.

MOTION:

Tom Groleau made a motion that the Board of Selectmen invite Jere Tepe to the next Board of Selectmen's meeting to be held on Thursday, January 7, 2016 to discuss the roof on the Town Hall. Brian Pike seconded the motion. The motion passed unanimously.

COMMENTS FROM THE PUBLIC:

Bob Martel stated that in the minutes of the December 3rd Board of Selectmen's meeting, he would like the record to show that he did not agree with the payment of \$5,000 for a new website as noted in the minutes of the December 3rd meeting. He stated he sees more of a need for Departments' needs than the website. I do have a problem with the website as I feel it is a waste of money. I want the minutes to state that.

Also, congratulations on reaching out to an architect to help with the RFP for the Town Hall Roof.

Brian Pike stated his comments were duly noted.

Leo Martel - As far as requiring a motion where you are hiring an architect to come and talk to you for a hour at \$100.00/hour, I feel you should have a motion. You are spending money.

Stated he wanted to know more about the cemetery fence. Is this similar to what we have at Pages Corner? Now you are going to put a plastic rail fence on the side. Does the \$9,000 include the gates? I think it is crazy. I see you have no money in the budget for repairing the stones. I don't understand the plastic fence. In five years, you will have to get more money.

Tom Groleau pointed out that is what the Warrant Article is for is the stones.

Fran Hill - No comments

At this point in the meeting, the following motion was made:

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 (b) per Line Comeau, Town Administrator, request at 10:40 p.m. . . . Tom Groleau seconded the motion. The motion passed unanimously with the following roll call vote:

*Pike - Yes
Groleau - Yes
Vallieres - Yes*

The regular Board of Selectmen's meeting resumed at 10:50 p.m.

The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen make a conditional offer of employment for a part-time position at the Transfer Station pending a physical and drug testing to Adam Stilson and Bruce Gustafson at a starting hourly rate of \$12.18. Tom Groleau seconded the motion. The motion passed unanimously.

There was a short discussion about the use of the Transfer Station truck.

At this point in the meeting, the following motion was made:

MOTION:

Ted Vallieres made a motion that the Transfer Station Pickup remain at the Transfer Station except for being used for Town business and to be domiciled at the Transfer Station at night. Tom Groleau seconded the motion. The motion passed unanimously.

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

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen's meeting adjourn at 11:00 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