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 (Arrived during Budget Proposals)  
Robert “Bob” Martel, Selectman  
Line Comeau, Town Administrator  
Koren Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Woody Bowne, Transfer Station Manager  
Michael Kaminski, Zoning Board Authority (ZBA)  
Linda Landry, Town Clerk  
Jon Wiggin, Fire Dept. Chief

Members of the Public:

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 7:05 PM with Brian Pike and Robert Martel present. Tom Groleau arrived late.

Town Business:

Deputy Town Clerk

Linda Landry, Dunbarton Town Clerk, asked the Selectmen to pay the Deputy Town Clerk in accordance with the established wage scale. She asked that this be retroactive. Brian Pike asked if there were funds for the 50 cent retroactive adjustment in pay. Line Comeau said that there were funds to sustain the retroactive raise.

Motion:
Brian Pike made a motion to increase the Deputy Town Clerk’s wage retroactively to correspond with the Town’s wage scale. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (2-0)

**Old Business:**

Approval of past minutes:

**Motion:**

Brian Pike made a motion to approve the minutes of the BOS public session held on December 15th, 2016, 7:03 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (2-0)

**Public Comment:** None

**New Business:**

Transfer Station 2017 Budget proposal

Patrick “Woody” Bowne, Transfer Station Manager, submitted his proposed budget for 2017 and explained each line item.

Woody told the Selectmen that the proposed budget for 2017 has increased over the 2016 budget. The Solid Waste-Part Time line is up $8,269.00 to fill the extra part time position for a full year that we weren’t able to fill last year. Woody Bowne said with the Transfer Station at full staff, does not see the need for him to use overtime. Brian Pike said he should keep the line item open in case the need arises for overtime. This can be accomplished by putting $1.00 in that line item budget. The Board asked if Woody would be asking for any warrant articles in March. Woody said he will not be asking for a warrant article (Truck) in 2017. Stated that he would like to keep the existing pickup truck working as long as possible but wanted them to know that he didn’t think it would pass inspection for the following year without a lot of major repairs.

The following is the Budget Worksheet showing comparisons between the 2016 Budget and the proposed 2017 Budget:
It was noted that the Transfer Station proposed budget increase over 2016 is $8,440.00.

Dunbarton Fire Department 2017 Budget proposal

Jon Wiggin, Dunbarton Fire Chief, submitted to the BOS the Fire department’s proposed budget for 2017. Jon Wiggin went over the line items and explained the increases and decreases. Stated that the Volunteer Fire fighters are paid under the Administration Part time through a point system. Brian asked how the points system worked. Jon explained that the Volunteer Fire Fighters earn points when attending a training or reporting to a fire call. For 2016, each call earned paid $6.65, the amount changes year to year depending on the amount of money budgeted and points earned. Each call could range from 1 hour to 12 hours with no difference in the pay. Jon pointed out that the Volunteer Fire Fighters were not in the business for the money. Brian Pike said that he would feel more comfortable if there was a better way to compensate the first responders when they go on a call, maybe an established dollar value per point.

The following is the Budget Worksheet for the Dunbarton Fire Department:
The Fire Department’s proposed budget for 2017 has an increase of $3,342.00 over the 2016 budget.

**Fire Department 2017 Warrants:**

Jon Wiggin informed the Board that the Fire Department command vehicle will not pass inspection this in the following year due to rust on the body. The plan to work with the Police Department to receive one of their vehicles if their warrant passed would take care of their needs but if the Police Vehicle fails, then there will be a need to budget for a command vehicle for the Fire Department for a used truck. The RAD 57 equipment, which is a CO tester to test the CO level in a person’s blood went missing this past summer. May need to be bought with Town funds if the Insurance Company does not honor the claim. This equipment was purchased with a grant at a value of over $5,000. It was noted that the Fire Department only had one tester for the entire department. Brian Pike asked Line Comeau to prepare a warrant article for the RAD 57 as a backup if the insurance claim is denied. Jon informed the Board that they would continue with the Grant for the Air Pac and pay it from the Ambulance account. Would also be looking for a warrant for the future Fire Engine based on the CIP in the amount of $40,000.
Brian Pike asked about the performance of the new Billing Service Company. Jon and Line Comeau both agreed that the new billing service is working very well.

**Mailbox:**

Line Comeau gave the BOS the latest quotes for printer/copiers. Discussion ensued on the pros and cons of the printer/copier options. Asked Line to follow up with a few more questions on the used copier.

Brian Pike read a post card from Central New Hampshire Regional Planning Commission (CNHRPC) announcing the start of the biennial update Transportation Improvement Plan (TIP) to cover the years from 2014 through 2028. They asked Dunbarton if we have anything to contribute on potential projects.

2016 Warrant Article 11 update on Police Cruiser. The cost for the cruiser came under budget. The portion not spent will lapse into surplus.

Read a copy of the Kelsea Road notice that was sent out to all concerned parties.

**Town Business:**

Line Comeau informed Bob Martel and Tom Groleau that the land issue of merged properties submitted by Brian Pike was sent to the Town Attorney. Steve Whitley, The Town Attorney emailed Line Comeau with some more questions on the property issue and Line Comeau is getting the information for him.

**Master Planning:**

Brian Pike informed the BOS that on January 25th, 2017, at 6:30 PM, the Planning Board would host a discussion meeting on Dunbarton’s Master Plan. Meeting will be at the Dunbarton Elementary School with a snow date of January 26th, 2017.

Line Comeau stated that she had received quotes from Jim Michaud on updating, configuring and software for the Library, but requested it be tabled until next week when Jim would be before the Board to discuss the Town’s IT budget.

Tom Groleau discussed the Town Clerk’s need for a fireproof cabinet. He felt that an inventory should be made of documents and weed out copies. This would give us an idea of what storage capacity is actually needed. Tom Groleau said we also have to address whether the floor will support a second fireproof cabinet.

Brian Pike said the School Board sent out a postcard informing a Capital Improvement Plan meeting on January 11th 2017 at the School Library.
Public Comment:

Leo Martel said he feels there is a lot of pictures and documents in the cabinets are not actually Town Documents, so he too feels an inventory should be done first.

Mike Kaminski also agreed that an inventory should be the first step in document preservation storage.

Motion:

Brian Pike made a motion to adjourn the meeting at 8:54 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Respectfully submitted,

____________________________________
Koren J. Maccubbin, Recording Secretary

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Brian Pike, Chairman

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Tom Groleau, Vice-Chair

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Robert Martel, Selectman