DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN
MINUTES OF WORKSHOP SESSION
Monday, December 30th, 2019
TOWN OFFICES 3:00 PM

Dunbarton Board of Selectmen held a special workshop meeting at the above time, date and place with Michael Kaminski & Robert Martel & David Nault present.

MOTION:

Michael Kaminski made a motion to open the meeting with a full Board present at 3:03.

VOTE: 3-0

Town Officials:

Line Comeau, Town Administrator
Jeff Crosby, Road Agent
Patrick “Woody” Bowne, Transfer Station Supervisor

Public Present:

Dennis “Bucky” Gagnon, McDevitt Trucks
Michael Kaulbach, HP FairField
Nate Vaillancourt, Donovan Equipment

NEW BUSINESS:

Michael Kaminski stated for the record that the Board was holding a special meeting to open the Bids for the Warrant of Highway Vehicle plow truck, and to conduct any new business that comes before the Board. He also stated for the public present that the Town would only require one of each bid so it would mean that one to the bidders would leave here without a contract if the bids are accepted. Each Board member opened a bid packet for review. Michael Kaminski asked the Road Agent to participate in the bid review as the subject expert. David Nault stated that it appeared they are comparable in meeting the bid specs, he asked that each vendor explain the differences in their brand of choice. Jeff Crosby stated that when he put the bid together, he did it in two separate bids, one for the cab and chassis which we would take deliver of, then add the equipment provide by a separate vendor in a separate bid.

Dave Nault stated that he felt the Board should make two motions to accept each bid separately because of the way the bids were written.
1/30/19 Workshop-Bid Opening

**TRUCK BODY BID:**

McDevitt Trucks; Dennis “Bucky” Gagon

**Line Comeau** asked the vendor if there was a government discount. Bucky stated that because it is a custom-built truck, the price was based on the requested specks. He also stated that because this bid is for a municipality, the town is exempt of the FET tax which is a cost savings of 12 % (based on the weight).

**David Nault** asked if the bid meets all the specifications listed in the bid? Dennis “Bucky” Gagon replied that he built the truck to the specks plus extras, knowing that the truck was going to be a plow truck and that it would be used as a municipal vehicle. Bucky stated that knowing this, he said that he would be working with the equipment vendor to make sure the body size and build, will work with the equipment that will be added. There were no further questions.

**MOTION:**

**Michael Kaminski** made a motion to purchase a western star 4700SF model truck in the amount of $109,542, using the funds allocated from Warrant article #9. The motion was seconded by **David Nault**.

**Discussion:**

**Jeff Crosby** thanked the Board for their support in considering the bid. Jeff pointed out that before he put the bid together, he had checked with neighboring towns to see what they were currently equipped with and found that Weare had recently purchased the same make and model and they were very pleased with the performance. They are a well-built truck for the money, and he was trying to be aware of the cost. **Michael Kaminski** asked the vendor what the timeline would be for receiving the finished product. Bucky stated that because it is early in the production year, he would expect that the truck would be available some time in March.

**VOTE: 3-0**

**Bid # 2 Equipment for the dump body**

Vendor #1: Nate Vaillancourt, from Donovan Equipment, recommended a Munroe DTS package which includes all the options listed in the bid, i.e., the plow, lights and all seasons body, etc. He stated that once the contract is approved, production would be approximately 180-days from start to finish. There was discussion on the dump action, the salt spreader and light package. **Jeff** stated that in the bid, he requested the stainless-steel dump body, knowing that it would cost more for the town but would be more durable. Munroe bid #1 $77,660.

Vendor #2: Mike Kaulbach, from NH Fairfield, recommended Fairfield Everest package made in Vermont. The parts meet the bid specks with a stainless-steel dump body, Everest plow, side dump body, and all accessories. Fairfield Everest bid #2 $68,248.
There was general discussion with the vendors, comparing the brand parts. David Nault stated that both bids are comparable except for the price. Dave asked if they could explain any differences that would justify the price difference that the Board might have missed. Vendor #1 stated that after looking at the other bid, he thought everything is comparable except for the brand of the parts. Michael Kaminski stated that in the end, the Town is budget conscious. Jeff Crosby stated that when he visited both vendors to looked at the actual equipment on site, found that they were comparable, other than the price.

There was general discussion in business history, warranty, and availability of the product.

**MOTION:**

David Nault made a motion to accept the bid from HP Fairfield in the amount of $68,248 to equip the 6-wheeled plow truck as spelled out on the quote dated 12/26/2019, and to encumber from warrant article #9 $57,023 to pay for a portion of this bid. The motion was seconded by Michael Kaminski.

**Discussion:**

Michael Kaminski stated for the record that the dollar amount of the motion is what is remaining in the warrant article after voting on the first part of the bid. Bob Martel stated that he would support encumbering the remaining funds of the warrant article now so we can get the production of the truck completed as soon as possible and decide how to fund the remaining funds needed to pay for the equipment.

**VOTE: 3-0**

The Board thanked all the vendors for their time in submitting their bids.

**OTHER BUSINESS:**

Unrestricted Municipal Aid funds received October 2019 totaling $24,457.91

There was general discussion regarding the Municipal Aid funds received

**MOTION:**

David Nault made a motion to use $11,225 from the State of NH Municipal Aid received, to fund the remaining money needed to pay for the Highway truck equipment (balance of $11,225). The municipal aid amount was $23,457.91 which will leave a remaining of $12,422.91 as unrestricted money. The motion was seconded by Robert Martel.

**Discussion:** Michael Kaminski stated for the record that these funds were unanticipated with no restrictions.

**VOTE: 3-0**

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Jeff Crosby thanked the Board for finding funding to complete the construction of the highway truck.

**OTHER TOWN BUSINESS:**

Michael Kaminski stated for the record that the Board had been working with “Woody” to get more than one quote for fencing at the Transfer Station. Woody replied that he had been attempting to get multiple quotes for many months. He pointed out that there is a difference between the two quotes because American Fencing could not quote on sliding fencing, they could only provide swinging fencing.

Quote #1 American Fencing

Quote #2 G & N Fencing

There was discussion on the pros and cons of the different types of fencing. (swing vs roller fencing). Woody also stated that American Fencing did not offer the rollers.

**MOTION:**

Michael Kaminski made a motion to accept the bid from GN Fencing in the amount of $8,890 for fencing with rollers along the south side of the trash compactor building. The motion was seconded by Robert Martel.

**Discussion:**

David Nault stated for the record that he would abstain from the vote because he is related to someone who works at G & N Fencing.

**VOTE:** (2-0-A)

**MOTION:**

Michael Kaminski made a motion to accept the bid from GN Fencing in the amount of $2,190 for fencing along the north west side of the trash compactor. The motion was seconded by Robert Martel.

**Discussion:** None

Vote: (2-0-A)

Bob Martel asked the Town Administrator to encumber the funds so we can get the work done in the spring.

Rec shed repair quotes

Dave Nault stated that he felt that the one quote that we received from our handy man is a little high,
the Board was in consensus. Dave asked Line to reach out to a couple of other carpenters for quotes. The funds for this repair will come from the 2020 budget.

**Employee remaining Leave time**

Dave Nault asked Woody if there would be any end of year leave request from him. Woody replied that he had been able to use up his earned vacation but would have comp time still on the books. Line Comeau replied that based on the personnel plan, there would be approximately 26 hours that will be paid out.

Peter Gamache Request to carry over 8-hours of vacation leave to be used in January. The Board discussed his request and reached a consensus to allow him to carryover the 8-hours.

**Portable Speed Signs**

Michael Kaminski stated that the Board had asked Sergeant Remillard to get quotes for 2 additional speed signs to set up in different areas of Town.

David Nault also stated that he was asked to get quotes for 2-signs to allow the town to install the additional speed signs in a more permanent location. The one speed sign that the Town owns came from a grant that requires moving the location of the sign. There was general discussion for the number of signs to encumber funds for.

**MOTION:**

David Nault made a motion to encumber funds for one portable speed sign from 2019 as noted in the quote. The motion was seconded by Bob Martel.

**Discussion:** None

**VOTE:** 3-0

**Payrate Janitor/Cleaning person**

The Board read a memo from the Town Administrator requesting a payrate increase for the Town Office Cleaning person to be in line with the Library cleaning person.

**MOTION:**

Dave Nault made a motion to change the wage pay scale for the Step III Cleaner/Janitor of the Town Office to $15.30 to be in line with the Library with the appropriate reduction of 5% for Step II & I to the wage scale. The motion was seconded by Michael Kaminski.

**Discussion:** Michael Kaminski wanted to point out that when the Board reviews the inconsistencies in our pay scale, it’s for the position and not the person holding that position.
VOTE: 3-0

Line Comeau provided draft copies of the amendments to the Personnel Plan that the Board has made in the last two months. Would like to distribute new Plan copies to the employees within the next month. Bob Martel asked Line Comeau to work on an amendment for verbal warnings be removed from the personal file after one year. Dave Nault ask that she investigate a legal wording that other towns might use to document a verbal warning in an employee’s file.

Dave Nault asked Line Comeau to run an expense report on the Building Maintenance for next Thursday.

MOTION:

Michael Kaminski made a motion to adjourn the meeting at 4:26. Robert Martel second the motion.

VOTE: 3-0

Respectfully submitted,

_____________________________________

Line Comeau, transcribing

_____________________________________

Mike Kaminski, Chairman

_____________________________________

Bob Martel, Selectman

_____________________________________

Dave Nault, Selectmen