DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, December 8th, 2016
TOWN OFFICES 7:03 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 Macubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Woody Bowne, Transfer Station Manager
Mary Girard, Dunbarton Library Director
Coleen Madden, Library Trustee
George Maskiell, Town Hall Restoration Committee
Phil Kimball, Library Trustee
Michael Kaminski, Zoning Board Authority
Annette Kuhn, Cemetery Trustee
Dan Sklut, Dunbarton Police Chief
John Stevens, Co-chair of Energy Committee

Members of the Public:

Leo Martel
Donna Dunn

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 7:03 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 December 1st, 2016, 7:04 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Motion:**

Tom Groleau made a motion to approve the minutes of the BOS non-public session held on December 1st, 2016, 8:47 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Motion:**

Bob Martel made a motion to approve the minutes of the BOS non-public session held on December 1st, 2016, 8:52 PM. Tom Groleau seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Motion:**

Tom Groleau made a motion to approve the minutes of the BOS non-public session held on December 1st, 2016, 9:06 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Motion:**

Bob Martel made a motion to approve the minutes of the BOS non-public session held on December 1st, 2016, 9:17 PM. Tom Groleau seconded the motion.

**Discussion:** None

**Vote:** (3-0)
Town Business:

Dunbarton Library Budget for 2017

Colleen Madden presented the Library Budget to the Board of Selectmen (BOS). The Selectmen informed Colleen Madden that on maintenance of the Building monies would come out of the Town portion of the budget. Mary Girard spoke of the need for a second phone line for the Library. The need to upgrade the Library’s computers was mentioned by Ms. Madden and they are looking into funding that from the Library’s capital improvement fund. Tom Groleau said the Town should look into adding the Library’s IT needs to the present IT contract for the Town. In recapping the Library’s proposed budget for 2017, the Town Administrator when subtracting out capital improvements to the building came up with a revised bottom line total of $94,690.00.

Dunbarton Library Improved Outdoor Lighting Proposal and Ramp

Phil Kimball, Dunbarton Library Trustee, said the light by the Library entrance is not working and poses a safety issue. The cost to remedy the Library Entrance is approximately $800.00. The Trustees distributed other lighting proposals to illuminate the Library Parking Lot. Brian Pike said that the Town will look into it and try to have it taken care of sooner rather than later.

Public Comment:

George Maskiell, Town Hall Restoration Committee, said he looked at the Library ramp and in his opinion; the ramp could be repaired as opposed to replacing the entire structure.

Woody Bowne told the BOS that the Town has $4500.00-$4800.00 revenues coming in from the recyclables. Brian pike asked Woody if he could put some figures together for the Town report to show the residents how recycling saves the Town money.

Brian Pike closed Public Comments.

Town Business:

Cemetery Trustee Budget for 2017

Tom Groleau recused himself from the Cemetery Budget Presentation.

Brian Pike announced that he recused himself from the budget discussion during the Cemetery Trustee’s meeting on Dec 6, 2016, and will remain seated as a Selectman.

Annette Kuhn, Cemetery Trustee, presented to the BOS the Cemetery’s budget for 2017. No increase from the 2016 Budget. Total Budget figure for 2017 is $15,700.00.

Dunbarton Town Clerk’s Budget for 2017
Line Comeau stated that for 2017, the payroll budget would be calculated based on 52 weeks. Linda Landry, Town Clerk, presented her 2017 Budget. Selectmen said the budget looks fine as a preliminary submittal. Line Comeau asked if Linda Landry could forward her, the election budget figures for 2016.

Linda Landry said the Town Clerk’s office needs a fireproof cabinet for the preservation of old records that are now stored in a wooden cabinet. Linda Landry is going to get some quotes on fireproof cabinets. Tom Groleau said someone would have to check the flooring support to make sure it would support a new cabinet. There was a discussion between Town Administrator, Selectmen and the Town Clerk about access and storage of Town Records. Donna Dunn, (Volunteer Record Preservation Assistant) mentioned to the Selectmen the need to put emphasis on recovering old documents.

John Stevens Building Maintenance Budget Discussion

John Stevens presented the BOS with his ideas and estimate of cost on the Library Lighting. John would like to see the Library lighting dust to dawn sensors at the Library. Brian Pike updated John Stevens, with the Library Trustees’ regarding their ideas for the ramp lights. The Library staff preferred the lighting on timers that could be adjusted with the seasons. Brian asked John Stevens to get together with Library personnel and the Town Hall Restoration Committee and iron out the differences, in order to correct the lighting at the Library’s entrance.

John Stevens presented a spreadsheet that showed a good faith estimate of the cost for the LED conversion as well as the rebate savings by using LED bulbs at the Town’s highway garage. John said if the Town is going to proceed with this proposal, it would be better to submit the rebate early in the calendar year before the rebate funds run out. Selectmen agree that the figures John presented to them are a very good savings for the Town. Line Comeau said she feels this is a maintenance expense and would not have to go on a warrant.

Recreation and Old Home Day Budget for 2017

The above Budget was for the same monies as in 2016 submitted by email.

Line Comeau on Copier quotes

Line Comeau presented the BOS several quotes of copiers that need to be replaced. Brian Pike asked if Line Comeau could put the quotes on a spreadsheet and they would hold off on a decision till next meeting. Line also gave the BOS an information sheet on a Vision PDF Tax Card and associated document batch up loaders. The cost for this item is onetime fee for $800.00 and this would let the Town download specific parcels instead of running an update on all 1440 properties. Line Comeau recommends this software update.

Mailbox:

Brian Pike recused himself from discussion on application for restoration of involuntarily merged lots. Line Comeau explained that this application pursuant to RSA 674:39-aa once received by the Selectmen must be acted on in 30 days. Notice of decision shall be posted in a public place and mailed to the
abutters of the concerned properties. Line Comeau recommended that we have the application reviewed by the Town Attorney to advise the Board on how to properly handle the process.

A permission form was presented to the Selectmen to permit Eric Delude to trap beavers. Mr. Delude usually works with the Town Road Agent as to where he can set traps. Selectmen by consensus signed the permit form.

The Town received a request from the Town Attorney to sign an affidavit concerning the ruling on Kelsea Rd. By consensus the Selectmen authorized having the Town Administrator sign the Affidavit.

Memo was sent inviting Selectmen to attend a class or webinar on the Department of Revenue’s Portal for transmitting tax information to the State.

An information memo on employee turnover rate at the Town Transfer Station was discussed. Appears in the last four years the rate has climbed.

A Master Plan update contract was forwarded to the Selectmen from the Planning Board for signatures. This is for phase II of the update and is budgeted within the Planning Board 2016 budget.

**Motion:**

Brian Pike made a motion to sign the Phase II updated Master Plan. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

Letter to contract Jon Wiggin for snow removal was presented to the BOS. The Selectmen signed the Rate Letter.

Letter to contract Jeff Crosby’s truck and loaders for snow removal. BOS signed the contract.

Line Comeau handed out a schedule for meetings in 2017.

**Board of Selectmen Comments:**

Brian Pike asked Line Comeau to follow up with Fred Mullen on the Historical significance of Guiney Road in order that the BOS can act on the request to change the name from Guiney Road to Stone Farm Road.

Bob Martel told the BOS that Joel Fisher’s inspection of the Library’s support structure showed that Score Construction did not attach the collar ties properly. Score Construction to get a copy of the report.
Bob Martel suggested that after the Budget process, the BOS should look at the way we give employees pay increases.

**Public Comment:**

Woody Bowne, Transfer Station Manager, reminded the BOS that the Transfer Station would be closing at 1:00 PM on December 24th. Woody mentioned the need to get a few things fixed at the Transfer Station.

Mike Kaminski mentioned to the Selectmen that the need for a fire cabinet to preserve historical records should be a priority.

Brian Pike closed Public Comments.

**MOTION:**

Brian Pike made a motion to go into a Non-Public session per RSA 91-A: 3, II (c) at 9:50 PM at the request of the Police Chief. Bob Martel 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 10:00 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 10:01 PM. Bob Martel seconded the motion.

**Discussion:** None
**Vote:** (3-0)

Respectfully submitted,

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Koren J. Maccubbin, Recording Secretary

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Brian Pike, Chairman

______________________________
Tom Groleau, Vice-Chair

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Robert Martel, Selectman