

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, March 24, 2016
TOWN OFFICES – 7:00PM**

The 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, Vice-Chairman
Robert “Bob” Martel, Selectman

Members of Boards/Committees & Town Officials:

Line Comeau, Town Administrator
John Stevens, Energy Committee

Members of the Public:

Fran Hill
Leo Martel
Ralph Fellbaum

It was noted for the record that Leo Martel was videotaping the meeting.

Brian Pike, Chairman, called the regular Board of Selectmen’s meeting to order at 7:00 pm with a full Board present.

Brian Pike announced that the meeting was being recorded to assist in minutes taking. Would ask that anyone wishing to speak during public comment, please announce your name.

OLD BUSINESS:

Approve Previous Meeting Minutes of Thursday, March 17, 2016

MOTION:

Tom Groleau made the motion to approve the minutes of March 17, 2016. Bob Martel seconded the motion.

Discussion: None

VOTE: (3-0)

Approve Previous Meeting, Non-Public Minutes of Thursday, March 17, 2016 (first meeting 7:23pm)

MOTION:

**Tom Groleau made the motion to approve the non-public minutes of March 17, 2016 (first meeting).
Bob Martel seconded the motion.**

Discussion: None

VOTE: (3-0)

Approve Previous Meeting, Non-Public Minutes of Thursday, March 17, 2016 (second meeting 7:45pm)

MOTION:

**Tom Groleau made the motion to approve the non-public minutes of March 17, 2016 (second meeting).
Bob Martel seconded the motion.**

Discussion: None

VOTE: (3-0)

PUBLIC COMMENT:

Brian Pike, Chairman announce the Board will be trying something new, the Board will open the floor for public comment at the beginning and end of each meeting.

Leo Martel: Asked if we will be getting to see samples for the material of the library roof?

Board comment: This is the intent, the specs of the Bid required receiving samples and spec sheet of the material.

Line Comeau: Stated she has requested samples and spec sheets from the low bid. Asked the Board if they want samples from both contractors?

Discussion:

Consensus from the Board is to get samples from low bidder, if they are rejected to follow up with second bidder for samples and specs.

Brian Pike: Stated that the policy of the Board is to go with low bid. Each bidder should be following the specs in the bid so samples should be the same.

Ralph Fellbaum: Asked who is going to supervisor the use of the product specked to the product installed. Had worked with the town for the specs on the roof that is there now. Found out after that they were totally ignored.

Brian Pike: Asked Ralph if he would be interested in being the construction manager this project.

Ralph Fellbaum: Stated that it should have been spec'd that the Building inspector sees that the project adhere to the specs of the project.

Brian Pike: Stated that between and then, it will be the job of the Board to determine who will be in charge of supervising the project.

Tom Groleau: Asked if the same contractor that installed the existing material was bidding on the current project.

Line Comeau: Replied, no they had not bid.

Ralph Fellbaum: Asked if the public would be able to comment on the discussion as of tonight or in the past.

Brian Pike: Stated that there would be public comment at the beginning of each meeting then again at the end.

Ralph Fellbaum: Stated he thought it would be pointless if the public were not able to comment before the Board votes.

Brian Pike: Stated there will be no running debate between the Board and the public regarding the Boards discussion, unless there is a question from the floor regarding the discussion.

Tom Groleau: Stated that we would like the input from the public, so if there are any concerns regarding an agenda item, now would be the appropriate time for any input.

Brian Pike: Stated that we would do our best to post the agenda prior to the meeting so the public has a chance to see what will be discussed.

Bob Martel: Stated that going forward, the Board would like to have your input before there is any deliberation of the Board.

Brian Pike: Stated again that we would do our best to post the agenda as a draft because things continue to change.

Line Comeau: Stated that after transcribing the recording from last week that the agenda was posted on the google calendar on the website.

Brian Pike: Asked for further comment from the floor, there being none, closed the public comment to continue on with the current agenda.

NEW BUSINESS AGENDA DISCUSSION:

Brian Pike read the following: Unanticipated revenue per RSA 31:95-b; Police Dept. Grant from the State Office of Highway Safety Agency, in the amount of \$2,500.00

Brian Pike: Stated that where it is less than \$10,000 dollars that the Board does not have to hold a public hearing that it only has to be place on the agenda which it is duly noted. Stated that is a \$2,500 dollar grant with a match from the town.

Discussion:

Bob Martel: Stated that he read the entire contract and doesn't really see a problem with the grant where we will be getting more than half of the money from the state that will benefit the new cruiser.

MOTION:

Bob Martel made the motion to accept the grant. Tom seconded the motion.

Brian Pike read the following: The motion was made to accept the Grant from the New Hampshire Dept. of Highway Safety as part of the matching funds from the town.

VOTE: Brian Pike yes
Tom Groleau yes
Bob Martel yes

The Grant was signed by the Board.

OTHER TOWN BUSINESS:

John Steven, Energy Committee; regarding town office parking lot lighting.

Showed the lighting display area used for quotes. Put out request for quotes to four vendors, received one response. Resubmitted a second round of quotes to four new vendors received one response.

Selectmen reviewed two price quotes received:

- R & T Electric, Inc. proposal: \$5,590
- Irish Electric Corp. proposal: \$8,900

Discussion:

Tom Groleau: Asked John if both contractors were interested in the project. Asked if there was any need to be concerned with digging in front of the building.

Brian Pike: Stated that electrical lines only have to be two feet down.

John Stevens: Stated the lower proposal R & T includes digging the hole for the post, stated in the email that if the town is interested in digging the hole, he would take off \$900 off price.

There was further discussion.

Tom Groleau: Asked if we knew anyone else that could dig the hole for the pole for less than \$900 dollars.

The Board asked the Town Administrator not to take a lot of time in researching but to call Dunbarton Telephone to see if they are able to help us out and/or refer anyone to does this kind of work.

MOTION:

Tom Groleau made the motion to accept the R & T Electric bid, to make the phone call to check into the post hole drilling, if not to accept this bid as it is and move forward. Bob Martel seconded the motion.

VOTE: (3-0)

John Stevens asked if there would be appointments this evening. Stated that there are two reappointments and a Selectman's Rep. to the Energy Committee. Would ask if the Selectmen appointed would try to make some of the meetings. Meetings are held on the third Monday of the month at 7pm.

APPOINTMENTS:

There was some discussion regarding the list submitted by the Town Clerk.

The Technology Committee; Tom Groleau stated that he is still interested in being on the committee but not as a chair, would reach out to past members to get their feedback.

Board of Assessors, Jacques Belanger, Term ending 2017 (Motion, BOS meeting 3/17/2016) need to sign appointment paper.

Deputy Tax Collector: Line Comeau, Term ending 2019

MOTION:

Brian Pike made a motion to appoint Line Comeau as Deputy Tax Collector with term ending March 2019. Tom Groleau seconded the motion.

VOTE: (3-0)

The Board signed the appointment papers for the following:

Highway Safety Committee (one year term):

Jeff Crosby
Daniel Sklut
Jonathan Wiggin

Brian Pike made a motion to appoint Jeff Crosby, Daniel Sklut & Jonathan Wiggin to the Highway Committee with the term ending March 2017. Tom Groleau seconded the motion.

VOTE: (3-0)

Planning Board:

Charles E. Frost, Jr – 2019
Jeff Crosby – 2019

Brian Pike made a motion to appoint Charles Frost Jr. & Jeff Crosby to the Planning Board with the term ending March 2019. Tom Groleau seconded the motion.

VOTE: (3-0)

Zoning Board:

Letter from John Trottier regarding Alison Vallieres's reappointment to the Zoning Board.

MOTION:

Brian Pike made a motion to appoint Alison Vallieres to the Zoning Board with the term ending March 2019. Tom Groleau seconded the motion.

VOTE: (3-0)

Milfoil Research Committee:

Brian Pike made a motion to reappoint Nancy Lang to the Milfoil Research Committee with the term ending March 2019. Tom Groleau seconded the motion.

VOTE: (3-0)

Energy Committee:

Brian Pike made a motion to appoint George Holt and Robert Ray to the Energy Committee with the term ending March 2019. Bob Martel seconded the motion.

VOTE: (3-0)

Historical Awareness Committee:

Brian Pike made a motion to appoint Donna Dunn & Gail Martel to the Historical Awareness Committee with the term ending March 2019. Bob Martel seconded the motion.

VOTE: (3-0)

All appointment papers were signed by the Board.

SELECTMAN'S REPRESENTATIVE:

Discussion of the Board to decide who would take what position. The consensus was reached with the following:

Chairman to the Board of Selectmen -	Brian Pike
Vice-Chair -	Tom Groleau
Energy Committee -	Bob Martel
Highway Safety Committee-	Tom Groleau
*Capital Improvement Plan -	Brian Pike
*KTFCA -	Tom Groleau
Planning Board-	Brian Pike
Technology Committee -	Tom Groleau
*Joint Loss Committee -	Bob Martel
Historical Awareness -	Bob Martel

Linda Landry: Stated that we has never drawn up papers for Capital Improvement; the KTFCA gets signed by someone else and the Joint Loss is govern by the State. She will draw up the papers for all other positions.

BOARD OF SELECTMEN MAILBOX:

Brian Pike Read the following:

- Sklut email update on the communication upgrade
- Letter of resignation (2)

MOTION:

Brian Pike, Chairman made the motion to accept Shane Durant's resignation as a part time Police Officer after 10 years of service with regret and thank him for his service.

Also we receive a letter from Alison Vallieres resigning as Recording Secretary to the Board of Selectmen. She stated that she had enjoy her many years with the Board but has decided to resign.

Brian Pike: Stated he would accept Alison Vallieres letter of resignation with regret as well. Bob Martel Seconded the Motion.

Discussion: none

VOTE: (3-0)

- Board Reviewed inter office memo
- Electronic Records draft policy

Discussion:

The Board reviewed the policy, following questions:

- Under # 3 States any public meeting that is being electronically recorded, should post the name and date. Should clarify by adding the word "video" because it's not possible to post the name and date on an audio recording.
- Is this being recorded by the Town or anyone from the public?
- Strike Budget Committee
- Last paragraph, Town does not currently have a staff for this kind of record, it is currently performed by volunteers.
- Can we have a town policy for the public?

Bob Martel: Stated that the Board cannot use this policy to restrict the public. This policy does not achieve this, it also referenced the Town's YouTube, and the Town does not have a YouTube. We will need to go through this policy from start to finish to clean this up.

Tom Groleau: Stated that this example came from a community that has a broadcasting in their community. The towns contacted didn't have a policy.

Bob Martel: Stated that if we draft something that controls the public then we would have to go to every entity that we already have on the website to sign off on the same policy that governs everyone.

Tom Groleau: stated that he agreed that the policy should be strictly related to a link on the town website.

There was further discussion on the subject, the consensus was to continue the search of other towns, look into the security behind links but this was a good start. (Continued)

Bob Martel: Asked if, through the website; where every organization is listed for community organizations, which are separate from the town, that we just develop a disclaimer that disclaims the public filming.

Brian Pike: Stated that Dan Ryan from channel 9 was at town meeting and mentioned that a disclaimer is what they do for a considerably large number of their community links. He stated that he would be glad to help us with that.

Further discussion on how to make changes to the existing website to accommodate everyone.

Consensus of the Board was to contact Dan Ryan for some assistance with this. Tom Groleau will reach out to Nick Holmes for guidance.

Brian Pike ask Leo Martel if there was any future expansion to record other committees from the group to record other meeting minutes.

Leo Martel: Stated that the group was very small and there isn't enough time to record other meetings. But if there are more people interested we would be welcome to the expansion.

Town Administrator presented the following:

- There was an audit from the Department of Revenue for land use and exemption accuracy. We received 100% for the file records. Would like to acknowledge Jo-Marie for her support with the audit and a great job done.
- The Workers Comp audit has been submitted to Primex. The information for this audit was finalized with support from Alison. Would like to acknowledge Alison for a great job done.
- We are working on the NHRS audit, 90% of the audit has been forwarded to NHRS with the remaining 10% here at the office for their review. We are schedule to complete the audit on Tuesday April 12th when both Alison and I will be available to answer any questions.
- We have received the preliminary paperwork for the financial audit for 2015. Melanson & Heath will schedule an onsite appointment once the audit surveys are completed and returned.

Town Administrator would like to discuss filling the Recording Secretary Vacancy to the Board of Selectmen.

The position currently pays hourly or the Board could choose to set a price for each meeting. The rate of pay was discussed further.

The Consensus of the Board is to pay the Recording Secretary a set price of \$100 for each meeting.

The Board suggested posting the vacancy in as many areas as possible. The Town Administrator took two names from the public as a possible start in filling the vacancy.

- Summer Schedule for Selectmen Meeting June, July, & August.

There was a discussion with the Board regarding a potential summer schedule. The Board reached the consensus to have summer hours for the months of June, July & August, with the understanding that the

Board would be available for emergency with a 24 hours' notice should the need arise. The summer schedule will be posted accordingly.

- Public Hearing has been posted for a public hearing in two weeks on April 7th here at the Town Office.
- Would like to move forward to research an additional postage machine for usage in the Town Clerk and Tax Collectors office.

Consensus was to move with research on an additional postage machine. Town Administrator will report back to the Board with further information.

- Because the Board meetings have been going until 11pm in the evenings. Would like the Board to entertain adjourning the meetings by 9:30pm. I could add a notice on the agenda stating this, with all other business will be postponed to the following meeting.

Tom Groleau: Stated that he would be ok with the recommendation as long as we prioritize what the Board is discussing, then what is postponed get prioritized to the top of the following meeting.

Bob Martel: Stated sometimes things drag out so this would make everyone focus on the subject better.

Consensus of the Board was to post the meeting's agenda with the notice to adjourn at 9:30pm and see how it goes.

BOARD OF SELECTMEN MAILBOX CONTINUED:

Brian Pike brought the following up for discussion.

- There was a memo regarding smoking on town property. (FYI)
- There is an email from Brett St Clair from the Conservation Commission.

They are looking for permission to put a fund raising thermometer in the town common. There was discussion from the Board. The consensus of the Board was to allow the Conservation Commission put up the fund raising thermometer in the town common.

Brian Pike received the Selectmen appointment papers from the Town Clerk for the Selectmen's rep. to the different Boards. Stated he would read all the positions under one motion.

Brian Pike made a motion to appoint as follows:

Robert Martel, to the Historical Awareness Committee with the term ending 2017

Brian Pike, to the Planning Board with the term ending 2017

Tom Groleau, to the Technology Committee with the term ending 2017

Robert Martel to the Energy Committee with the term ending 2017

Tom Groleau to the Highway Safety Committee with the term ending 2017

Tom Groleau seconded the motion.

Vote: (3-0)

The Board signed the appointment papers.

Town Administrator brought up the revised agenda noting the “Action List” as a reminder for ongoing projects.

BOARD OF SELECTMEN COMMENTS:

Brian Pike: Stated that he is working on a memo that he would like to send to the Department Heads and Committees regarding potential growth issues. (He will draft this up).

Tom Groleau: stated this list would be things that don’t make the Capital Improvement List.

Brian Pike: stated he would like to work on the following:

- Road Management plan.
- Vehicle & Equipment Acquisition Plan.
- Fiscal Policy
- Personnel Plan
- Safety Programs

Brian Pike: Shared a brochure from the State Security on defense Active Shooter Response training through the State, though it would be helpful to make it available to town employees.

CNHRP Grant Application for Hazard Mitigation Plan update will be continued to the next board meeting.

Bob Martel: Stated that the Town is working in a small working environment. Would like to see everyone try to work together. It seem that verbal communication goes a lot better than communicating with a piece of paper.

DEPARTMENT COMMENTS: None present

PUBLIC COMMENTS:

Leo Martel: Regarding video recording, thoughts were to record the Selectmen, the Planning Board and the Zoning Board. The problem is that the meetings of the Selectmen have been going on too long which take the upload time a long time. We have very few volunteers doing this, currently there is only two individuals running the whole process. Our intention is to expand if the other boards like the idea of recording.

Joyce Hammond: Stated that if the town is going to try to save the town money with a postage machine but the town is saving ½ a cent does it justify the time saved.
Would agree with Bob when there is a small environment it is critical that everyone try to give a little and that verbal communication is a lot friendlier.

Linda Landry: Regarding the postage machine. Will hope that the postage machine would be really fast, would like to give the Board a large number of envelopes that I have to stamp in a short amount of time to help them understand how much faster it is for us to stamp the envelope manually.

There was further discussion on a postage meter machine.

Linda Landry: is interested in getting VPN. It was communicated to Linda that she is all set to work with True North to set up her VPN.

Les Hammond: Stated that he would like to complement the Board, it appears that you are a good Board, that the Board has a lot to do as an observer from the outside.

Brian Pike Made a motion to go into NON PUBLIC: Per RSA 91: A-3 II (b) per the request of the Police Chief Dan Sklut at 9:11pm. Tom seconded Motion.

**VOTE: Brian Pike yes
Tom Groleau yes
Bob Martel yes**

Brian Pike Made a motion to come out of NON PUBLIC at 9:19pm. Tom seconded Martel.

There were no motions made during this meeting. Brian Pike stated that he would follow-up with a letter to the Chief to negotiate his contract of employment.

Tom Groleau Made a motion to go back into NON PUBLIC: Per RSA 91: A-3 II (b) per the request of the Selectmen at 9:21pm. Brian seconded Motion.

**VOTE: Brian - yes
Tom - yes
Bob - yes**

Tom Groleau Made a motion to come out of NON PUBLIC at 9:40pm. Brian seconded Motion.

**VOTE: Brian - yes
Tom - yes
Bob - yes**

The Town Administrator was advised to draft up a list of items for discussion at a later date.

There being no other business Tom Groleau made a motion to adjourn the regular meeting at 9:41pm

Respectfully submitted,

Line Comeau
Town Administrator, Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman