

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, March 31st, 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
Dan Sklut, Police Chief
Linda Landry, Town Clerk
Judy VanKalken, Tax Collector

Members of the Public:

Leo Martel
Donna Dunn

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 7:05pm with a full Board present, along with the Town Administrator.

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 24th, 2016

MOTION:

Bob Martel made the motion to approve the minutes of March 24, 2016. Tom Groleau seconded the motion.

Discussion: None

VOTE: (3-0)

Approve Previous Meeting, Non-Public Minutes of Thursday, March 24, 2016 (first meeting 8:20pm)

MOTION:

Bob Martel made the motion to approve the non-public minutes of March 24, 2016 (first meeting). Tom Groleau seconded the motion.

Discussion: None

VOTE: (3-0)

Approve Previous Meeting, Non-Public Minutes of Thursday, March 24, 2016 (second meeting 8:33pm)

MOTION:

Tom Groleau made the motion to approve the non-public minutes of March 24, 2016 (second meeting). Bob Martel seconded the motion.

Discussion: None

VOTE: (3-0)

Brian Pike Made a motion to seal the non-public minutes of the second meeting of March 24th, 2016 until the subject matter has been resolved. The Board will have to rely on the Town Administrator regarding the matter. Tom Groleau seconded the motion.

Discussion: None

VOTE: (3-0)

PUBLIC COMMENT:

Brian Pike, Chairman asked for public 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; CNHRPC, Hazard Mitigation Plan, update funding for Dunbarton, total amount being awarded is \$8,000 with \$6,000 payment from FEMA, Emergency Management, with a match of \$2,000 dollars to be in the form of in-kind value of Town Staff Organization.

Discussion:

Brian Pike: Asked if the Board had a chance to read the plan. It sounds like there have been updates from FEMA. Stated that the Town's last update was in 2011.

Bob Martel: Stated that he had looked through it and didn't see any problems in accepting the grant.

Brian Pike: Stated that as far as staffing, the point of Contact for the update would be Stephen Laurin, from the Planning Department to work with CNHRPC.

MOTION:

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

VOTE: Brian Pike yes
Tom Groleau yes
Bob Martel yes

OTHER TOWN BUSINESS:

- Town Clerk & Tax Collector, discussion regarding the stamp machine.

Linda Landry: Stated that there has been some discussion about the postage machine. Stated that Selectman Groleau had asked Line to look into something that was a little bit more efficient and faster, which she did, and found out that it was pricier.

Stated that, as a test, with the renewals notices for April, I had a total of 150, so I did 75 with stamps and 75 with the postage meter. Used the stop watch on my Smart Phone and found that it takes three times as long with the machine as it does with a roll of stamps. Felt that it's a hardship once a month, feel that we do have a system down to a science. I keep a log of the stamps that are used so would recommend continue using the stamps; feel that they are more efficient.

Judy VanKalken, Tax Collector, stated she had concerns regarding a machine. Is limited to time to get the envelopes stamped and get the tax bills out timely. The multiple step process was discussed.

Stated that if a date is adjusted out on the machine, mailing cannot go out earlier than the date set on a machine. Stamping the envelopes enables me to get the tax bills out earlier giving the tax payer a longer period to pay the tax bill. Stamping the tax bills for the October enabled me to give the tax payer an extra 9 days to pay the tax bill before the due date. Stamping the envelopes enables me to be prepared for the tax commitment in advance.

Line Comeau: Explained the process of a tax warrant commitment for the Tax collector. Stated that the law reads that a town is required to give 30 days' notice to the tax payer by the stamp date.

Judy VanKalken: Pointed out that occasionally there are problems with the software system affecting the mailing because of the merge. All of these affect getting the bills out in a timely fashion. The other concerns are the cost of the cartridge, one cartridge cost \$100 dollars not sure how the cartridge will hold up to the large number of stamping.

Line Comeau: Stated she was looking into relocating the existing postage machine to see if it would fit and/or work for the Town Clerk and Tax Collector in their office before investing in the additional cost of a higher end machine.

Dan Sklut, Police Chief: Stated that with his former employer, they purchased a box of 500 envelopes and had them pre-stamped on the envelope.

There was further discussion on the efficiency of pre-stamped envelopes and cancelling the date stamp at the post office.

Linda Landry: Stated that what we are doing right now is not broken and for the size of the Town the most efficient without getting into a bigger machine.

Tom Groleau: Stated that it would be worth look into the cost of envelope stamping.

Linda Landry: Stated she had just ordered 2,000 envelopes requiring additional information on the envelope for e-reg.

Judy VanKalken: Stated she is willing to work with the Town Administrator for accountability.

Linda Landry: Presented the log sheet showing the use of stamps for accountability.

Line Comeau: Stated that with the Town Clerk and Tax Collector providing the log satisfies accountability. Point out having second thoughts as to whether going with a stamp machine was going to prevent more or less accountability and be efficient for our volume.

Board Discussion on the subject of the stamp machine.

Tom Groleau: Stated he was still interested in researching the envelope option, but in a small office, not against keep a list like this if it seems to work for the Town.

Bob Martel: Stated we might want to explore the envelopes but at the same time it seems like the stamps work quicker. If it takes longer to use the machine you have saved more than half a stamp.

Line Comeau: Pointed out that on occasion when we have gone to use an envelope, our volume is so small that the envelope is completely sealed before we have the change to use it.

Bob Martel: Pointed out that the post office is going to drop the price of a stamp by two cents so the forever stamps will be good.

The consensus of the Board was to continue using the roll stamps with accountability. Brian asked that we research relocating the stamp machine into the Tax Collectors office.

Linda Landry: Presented appointment papers for the Board to approve and sign.

MOTION:

Brian Pike made a motion to appoint the following:

- **Overseer of Welfare:**
 - **Debra Donahue-Urella with term ending 2017**
- **Old Home Day Committee with term ending 2017:**
 - **Nancy Lang**
 - **John Stevens**
 - **Dan VanKalken**
- **Recreation Committee with term ending 2017:**
 - **William Johnson**
 - **Debra Marcou**
 - **Michelle Speckman**
 - **Heidi Wright**

Tom Groleau seconded the motion.

VOTE: (3-0)

All appointment papers were signed by the Board.

WEBSITE UPGRADE:

Selectmen reviewed quotes received for possible Website Update:

- VTS websites: \$5,000
 - Annual cost: \$1,750
 - TOTAL: \$6,750

- Revize Software: \$3,550
 - Annual cost: \$1,300
 - TOTAL: \$4,850

- Rock Solid Results: \$4,500
 - Annual cost: \$1,080
 - TOTAL: \$5,580

Discussion:

Tom Groleau: Stated that he had done a comparison of all three of the websites. Found Dan's to be a little bit more difficult to maneuver, basically they all get you the same thing. One thing I did not find with Rock Solid was the ability to go in and create an items of interest, something that would enable you to be notified.

Line Comeau: Stated that each committee and/or department would have their own user name and password specific to their committee.

There was further discussion related to administrative rights. The administrator would include all tab options but the example of the Cemetery Trustee was specific and limited to that committee.

Brian Pike: Read for clarification from Rock Solid quote #7 Mailing Lists – a mailing list plugin is included so that the town can build multiple lists with the ability for online signup.

Tom Groleau: State that all three quotes provide the same in terms of what they have to offer. Did not see anything that stood out, one over the other. Dan Troy being the local guy, Virtual Town being fairly local, from Massachusetts with the third quote being from Michigan. So if we choose to go forward, I would prefer we go with someone local.

Brian Pike: Pointed out that there was only \$730 difference between the low and the mid quotes.

Tom Groleau: Pointed out VTS had an option to pay over a multi-year plan which is favorable.

Brian Pike: Asked if the Board was in favor of updating the website, if not this discussion would be null and void.

Tom Groleau: Stated that from his experience the website is a tool to offer newer technology. I have heard over and over the lack of communication, but not sold on the cost associated with a new website update.

Line Comeau: Stated that the behind the scenes for uploading on the current website is very complicated for the few currently uploading. It would not fair to try to train anyone new because it's too complicated.

Tom Groleau: Stated that he felt there would be no problems for committees to upload their own data if it were easy to do.

Bob Martel: Stated after listening to Line, am more concerned with what is happens behind the scenes' versus what is happening in front of the scenes. We often hear from individuals that our website is really good but that's not the case if you are the ones loading things.

Tom Groleau: Stated he did try attaching a few documents and found it very easy to use.

Further discussion to determine the need to update the website.

Bob Martel: Stated that the understanding is that a new website would expand the number of people able to upload data to the website.

Line Comeau: Stated that currently there are only 3 people in the office plus the Cemetery Trustees uploading their own minutes. Also feel that because I upload on a regular basis that I am faster than others trained. Not sure how often Linda gets to upload records but just observing someone who doesn't do it regularly, it's a struggle.

Bob Martel: Asked if there was a budget line for funds.

Brian Pike: Asked Line to run a budget report so we can see where we stand on the budget for funds.

Line Comeau: Will report back to the Board for possible available funds.

Tom Groleau: Also wanted to point out that the Town would take ownership of the software if we move forward. Would like to know what will be required of the town to move the data to the new website. The software change is horrendous. If we can figure out how to do this it would be a good idea to move forward.

Bob Martel: Stated if this means that we can become more productive for more people from behind the scene to upload that it does make sense.

Further discussion on the website update.

Line Comeau: Follow up with question regarding links through the town website. Jim from True North that there is absolutely no danger to the town by linking other departments and/or committees through our website.

Brain Pike: Stated that it sounds like there was a consensus that we can to move forward if we can look at the budget for funds to pay the bill.

BOARD OF SELECTMEN MAILBOX:

Brian Pike reminded the Board that included in our packet is the information behind Holmes Road to review. Asked if there was a copy for the Planning Boards and a copy for the Sowles.

- A hard copy of meeting discussions will be made for the Planning Board and the Sowles.

Also in our packet is the history of Kelsea Road improvements. To date we have spent \$9,767 dollars for improvements not including the Kelsea Road turnaround.

For the record, we have 3-4 lots from Gile Hill Road that through the issuance of a building permit, will trigger an exaction fee for road improvements.

Brian brought up the email from our town attorney. Asked if this should be removed from the packet because of the client attorney privileged information. The consensus was to remove the email.

SELECTMEN MAILBOX:

Brian Pike brought the following up for discussion.

- Planning Board Notice of Decision to approve a site plan for an Industrial Communications Business on Ray Road. The site is of the former location of Carole Street Auto.
- Joint Loss Management Program recommended updates from committee. Consensus is to have the program scanned to the Board so they can review the entire document at their leisure. Joint Loss tabled for a future discussion.
- Update of the 91A Right to Know Law. There are many changes that became effective January 1st of this year. Have highlighted areas affected by the change, i.e.
 - “Meeting” shall also not included: (a) Strategy or negotiations with respect to collective bargaining;
 - (d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any section of RSA 91-A to such documents or related communications.
- Letter that Chief Sklut is interested in continuing his contract negotiations with the Town to renew his contract.
- Legislative Bulletin from NHMA; will be forwarded to the Board electronically.
- Proposal for parking lot lighting. (Approved at previous Board meeting) Board signed the proposal from R & T Electric.
- Health Summit report from Health Trust for training in September.
- Notice from Library trustees that Andrea Douglas will be retiring at the end of the summer.
- Sign MS-232 (Report of Appropriations Actually Voted; discussed) MS-232 was signed by the Board.

BOARD COMMENTS: None

PUBLIC COMMENTS: None

Brian Pike: Closed the public comment and announced that the Board would be going into two non-public sessions at the request of the Police Chief and the Town Administrator.

Brian Pike Made a motion to go into NON PUBLIC: Per RSA 91: A-3 II (a) per the request of the Selectmen at 8:20pm. Bob Martel seconded Motion.

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

Bob Martel Made a motion to come out of NON PUBLIC at 8:32pm. Tom seconded the motion.

There were no motions made during this meeting.

Tom Groleau Made a motion to go back into NON PUBLIC: Per RSA 91: A-3 II (b) per the request of the Town Administrator at 8:33pm. Brian seconded Motion.

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

There were no motions or decisions made during this meeting.

Tom Groleau Made a motion to come out of NON PUBLIC at 8:42pm. Brian seconded Motion.

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

There being no other business Tom Groleau made a motion to adjourn the regular meeting at 8:44pm

Respectfully submitted,

Line Comeau
Town Administrator, Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman