

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, April 7, 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
Line Comeau, Town Administrator

Members of Boards/Committees & Town Officials:

Dan Sklut, Police Chief
Linda Landry, Town Clerk
Fred Mullen, Moderator
Janet Casey, Supervisor of the Check List
Jeff Trexler, School Board
Chuck Frost, Planning Board
Judy VanKalken, Tax Collector

Members of the Public:

Clem Madden
Leo Martel
Carol Piwczyk
Paul Modzeleski
Don Larsen
Mark Landry
Nathan Narus

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 7:02pm with a full Board present. Announced that the meeting was being audio recorded for meeting transcribing so when speaking please announce your name so we know who you are.

OLD BUSINESS:

Approval of Previous Meeting Minutes of Thursday, March 31st, 2016

Tom Groleau made a motion to accept the regular meeting minutes of March 31st at 7pm as written. Bob Martel Seconded the motion.

DISCUSSION: NONE

VOTE: (3-0)

MOTION:

Approval of Previous Meeting Non-Public Minutes of Thursday, March 31st, 2016 (first meeting)

Tom Groleau made a motion to accept the non-public minutes of March 31st, 8:20pm. Bob seconded the motion.

VOTE: (3-0)

Approval of Previous Meeting Non-Public Minutes of Thursday, March 31st, 2016 (second meeting)

Tom Groleau made a motion to accept the non-public minutes of March 31st, from 8:33pm. Bob second the motion.

VOTE: (3-0)

PUBLIC COMMENT:

Don Larsen Arts on the Common signs; would like permission to post a couple of banners ahead of time of the event.

Consensus Board is okay with this.

No other comments.

Brian Pike closed the Public Comment to continue with the meeting Agenda.

AGENDA:

- Donna. Not Present
- Employee Only sign

BOARD DISCUSSION:

Brian asked Bob if he recalled the discussion on the subject a few weeks back. Stated that there had been the Boards perception was that if there was an area with personal information, we owe it to the public to keep the public information secure thus the Employee Only sign.

Bob Martel stated that his concerns were that we are a small town, have been here several times over the years and have been invited in to sit down to share information and feel it's an intrusion.

Brian Pike stated we did not say that you couldn't do that, if there is a need to, then that would be at the discretion of the individual person. If the door is wide open it would stop people from coming and going, without authorization.

Bob Martel stated the sign itself makes it to formal. That should be at the discretion of the people sitting on that side to decide if you should be inside or outside.

Tom Groleau stated that he would have to disagree, we as public officials owe it to the tax payers to provide a certain level of security with their information. When you have folks and it doesn't matter which office they are going in, down the row, when you have public going into what I would consider non-public space, you don't know what kind information might be there that is not for public's eyes.

Bob Martel stated that the people that you are talking about, know that would be in that space, have been there long enough to know what to keep out of someone's sight. When the employee is dealing with a person, they are dealing with an issue, so I don't see a lot of speculation of other information being out there.

Tom Groleau stated as citizen and tax payer wouldn't be happy in observing this, just don't think it is proper.

Brian Pike stated that we had a procedural audit and that we have a lack of security in this building. This is coming from an outside third party looking in.

Bob Martel state it would depend on what level of security that they are talking about. Really think that someone coming in that may be compromised or may just want to come in and chat, they don't have that ability if there is a sign up. Besides, the places that the Board want to put the signs up are elected officials, I think they have a choice as to how they service the residents coming in.

Brian Pike stated that he disagreed, that just because you are an elected official, it doesn't mean that you have cart blanche authority to do whatever you want whenever you want. Only in your respective authority does the RSA's allow you to. As the Selectmen, we have the fiduciary responsibility to keep the town functioning, and all buildings fall under our purview in how they are maintained, accessed and egressed.

Bob Martel stated that we will have a difference of opinion, I still feel that because it is a small town where everyone knows everyone that it feels like it is an intrusion on something that can be offered to them.

Brian Pike stated that he had been to a number of other towns smaller than this, and see employee's only signs. Unless you are invited in you are invited in, the option is still available.

Line Comeau stated that as the Board had recommended, I approached the two individuals without signs to get this issue resolved. When I spoke to the Tax Collector, she stated that she did not have a problem but would prefer wording other than employee only. When I approached Linda, we discussed it at length under the advisement of the Board to talk directly and be open in our discussion, she said she was not interested. This is why she is here, I can't force her to do anything; I am just letting the Board know that I have made the attempt, Linda is here to let you know her reasons why.

Linda Landry wanted to point out that she thought Selectman Pike stated that the town administrator had wanted the subject put on the agenda, stated that she had sent an email to the town administrator that she was okay and that she did not need to see the Board of Selectmen on it. Then was told that one of the

Selectmen brought it up and asked that it be put on the agenda, so was curious as to why one selectmen can request something be put on the agenda, thought that this had to be done by the whole board.

Brian Pike stated that anything can be requested to be put on the agenda that goes for any Board member. Decisions as a whole have to be decided by the Board.

Tom Groleau stated that this would be no different than someone from the public requesting something be placed on the agenda for discussion.

Linda Landry stated that as far as the sign goes as an agent for the DMV I cannot issue a plate or sticker or anything until I have attended all of their training including the privacy act. I think that something like this is redundant. My door is closed, how many people barge into my office when my door is closed. My door is usually closed, I feel that this is privacy enough. Before if I invite someone into my office, I do take a look around to make sure there is nothing sensitive that could be observed by the public view. I just feel that a sign like this is rude to the people that we serve that is states get out and stay out. Stated that Board's purview is the building and the security of the building. In my little corner of the world, my purview is the people privacy and would appreciate the opportunity to handle it in my way. You as the Board of Selectmen, your authority over other elected officials with the exception of the Road Agent extends to our budgets. The Board pushing this "employee only" is over stepping this and would like to remind the Board that I am award of privacy act. When I open the top half of the door for sunlight or air circulation I put this sign up that is very positive. It basically says don't come in without saying don't come in. This is the way that I would like handle the people I serve, would prefer not to have a sign on my door.

Tom Groleau stated that we need consistent within the building for every office. There is one in the Selectmen's office so would like to see consistency so it is not different when we walk down the aisle.

Linda Landry recommended taking down the signs in the other offices because she would not be putting up a sign.

Brian Pike stated that he would disagree with your assumption, inside your four wall is your office outside the four walls is ours.

Linda stated that she would like to hear from the public regarding their opinion. That in her decision would not be putting up a sign.

Brian Pike stated public comment is not allowed now and will have to wait till the meeting is opened up once again for public comment.

Judy Tax Collector asked the Board what precipitated this change.

Tom Groleau stated that he had observed in email form a citizen and observed in the office that the public was observed in the private space.

Judy VanKalken stated that there has never been any public in my space unless it personal business that she would operate the same way that she has always operated.

There was further discussion on the employee sign.

Tom Groleau stated that it is the perception of what is observed.

Brian Pike stated this will have to be continued because of the Public Hearing.

Linda Landry asked for one more comment; that because of the privacy act that I am provided, that means the employees do not have cart blanch or the Board of Selectmen to enter into my office without my invitation. Because of the privacy, the law say I should or could at my discretion have everyone in my office to be one on one, I feel I am meeting the Board halfway by having the counter, and could check with the AG's office to see if I am within my rights to do away with the counter in my office but prefer to keep it as it provides a certain level of privacy.

PUBLIC HEARING TOWN HALL LIBRARY ROOF:

Brian Pike opened the Public Hearing regarding the Town Hall Library Roof, stated that the administrative office that we had sent out 21 bid packet. After the suggestion of the last public hearing, we had a certified architect go through the entire bid document to before sending it out. Ironically we received two bids returned who happened to be the same two bidders from the first round.

Tom Groleau stated that we had hired Jerry Tepe to help us with the spec in the RFP with little changes to the RFP itself but gave us really good specs for the state material and the metal. Jerry gave us a list of contractor along with a list from the Town Hall Theatre group along with the list from the town office, after all of this, we only received two.

There was discussion on the samples submitted for consideration vs. the samples submitted for the first public hearing.

The public discussion that there was concern as to why there were only two bids submitted.

Nate Narus Morse Road stated because we had a professional proposal that is sent out but we can't get people interested in bidding that we that we need to find out why we don't have enough qualified bidders looking at our projects.

Jeff Trexler asked if we had announced the bids yet.

Brian Pike responded yes and read the bid quotes as follows:

TOWN HALL LIBRARY ROOF BIDS:

1. LGR 1 Incorporated.

Reviewed all pages for compliance of the bid requirements.

- Slate roof materials: \$75,000.00

It was noted this amount was a base amount without any square footage calculated or labor.

- Work outside of scope: \$75.00 per hour
- Materials: 20% cost above

**** Low Bid Awarded: Sentry Roofing.**

Reviewed all pages for compliance of the bid requirements.

- Slate roof materials: \$68,850.00

It was noted this amount was a base amount without any square footage calculated or labor.

- Work outside of scope: \$65.00 per hour
- Materials: 22% above cost

**** Low Bid Awarded: Sentry Roofing.**

- Metal roof materials: \$43,250.00
- Work outside of scope: \$65.00 per hour
- Materials: 22% above cost

2. LGR1 Incorporated.

Reviewed all pages for compliance of the bid requirements.

- Metal roof materials: \$68,000.00
- Work outside of scope: \$60.00 per hour
- Materials: 20% cost above

Brian Pike stated that if the Board goes with the usual low bid, we have the bid from Sentry Roofing slate and metal as quoted.

PUBLIC COMMENT:

Don Larsen asked if we could be proactive and approached each vendor that was sent a bid packet.

Jeff Trexler that because we have already announced the bids that it is too late because someone could come in with three dollars less than the low bid.

Further discussion regarding what was asked in our bid packets.

Lee Martel asked if we had corrected the structural problems.

Brian Pike stated that in the RFP, we have asked the company awarded to give the town a day to coordinate with a contractor to get the structural material into the attic before the roof material is installed.

Jeff Trexler stated he had prepared a preliminary structural assessment for the Town Hall Theatre Restoration in 2012 to determine what condition it was in and what would happen if the addition was put on. At that time, it was considered a preliminary review, but did note that there were some issues with some of the roof framing. The idea being that if the project moved forward the repair would be part of the project. The report indicates that there are purlins that appear to be under sized with recommendations to be reinforced. There are purlins at the ends of the building that are not properly supported that we need to find another means of support. There are also the timber trusses, the top cord that cuts across the attic that are bent to the side would like to introduced straightened if we can. There is of the design has been done, this would have been done if the THTRP went forward.

Chuck Frost asked if this structural repair would be needed for both materials

Jeff Trexler stated that he would recommend the reinforcement for either material installation.

There was further discussion on the structural condition of the entire building and snow load of the building.

There was also discussion on the materials submitted for the roof materials. It was noted the metal was powder coated steel not aluminum. It was mentioned that over time the metal could potentially rust if damaged but was warranted accordingly for the product.

Paul Modzeleski stated that as a tax payer, the difference in the material is substantial in cost, but if the town decided to go with the metal would feel more comfortable with installation of slate vs. metal.

Fred Mullen asked Sentry Roofing if he had any idea why the previous slated would have failed.

Paul Modzeleski from Sentry Roofing stated he did not feel it was the slate but the fasteners.

Chuck Frost asked how the metal would look vs the slate. Felt that there would be a distinct difference to the look if there was slate.

The repair and installation was discussed on both materials.

Nate stated he would highly recommend someone from the Board supervise this project entirely.

The Board stated that they would be exploring the options for the project when it begins.

The original warrant was read for public information, it was noted the warrant amount was \$61,000 which meant the Board would have to utilize funds from the existing budget to finish the project.

There was substantial discussion on both materials, installation, repairs and future improvement with the use of the second floor meeting room. It was noted that the original meeting room did not have heat installed that there was only a wood stove for heat.

The structural repairs of the roof and material installation was discussed.

Clem Madden stated he would like to commend the board for taking public comment from the first public hearing and following through with the recommendation.

A poll of the material was taken from the Public for a recommendation for the Board to consider.

The majority attending the Public Hearing recommended the Slate with the structural reinforcement of the attic.

BOARD DISCUSSION:

Bob Martel stated that he did not like the material spec'ed for the metal, as long as we reinforce the roof structure would recommend the slate.

Tom Groleau stated that prior to putting out the RFP, had done a lot of research with local suppliers for other material choices and feel we have done what we could.

At this point Brian Pike closed the Public Hearing on the roof installation.

MOTION:

Tom Groleau stated that it was important that we go with the public recommendation.

Tom Groleau made the motion that we go with the slate and award the bid to Sentry Roofing. Bob Martel seconded the motion.

VOTE: (3-0)

Brian Pike stated that the Board had some additional leg work to be done at this time. Asked Jeff Trexler, because he had done the preliminary structural design on the roof structure, if he would be interested in writing the structural design for this project.

Jeff Trexler stated that he had never turned down volunteer work for the community. But has some real concerns from this Select Board in how they treated the Town Hall Theatre Restoration group last year by not reappointing them. To me says that, that Board does not appreciate volunteers at least those who disagree with the Board. I will have to wait until I see a change in attitude before I volunteer again for the Select Board.

Brian Pike stated that there is a different Board than there was. Apologized on behalf the Board if you felt slighted.

Jeff Trexler stated it was not the feel of being slighted just not happy with the way the Board picks and chooses who they appreciate to who they don't. Expect to see the Board to do what is best for the community.

Brian Pike stated that he hopes as Chair of the Board that we will be continue to be above board and professional.

Jeff Trexler stated that the Board is more than welcome to use the preliminary report and send it out to different engineers for quotes.

FURTER DISCUSSION: none

OTHER TOWN BUSINESS:

The Board reviewed the quarterly expense report for excess line item funding for possible website update.

There were no decisions made at this time.

Chairman Pike asked that in the future the Board receive the reports prior to a meeting so there is less time reviewing it at a Board meeting.

Brian Pike asked for clarification of a recording a secretary that is paid vs. a Committee secretary that is not paid, would like to look into this further and the fairness.

Bob Martel stated his concerns for a paid secretary who are also in a position to vote, it seems like we are comingling two different authorities.

Brian Pike stated that this would be no different from other committees i.e. Conservation Commission that is a Board member and have secretaries with a vote.

Bob Martel stated the difference is that they are all unpaid, feel that if a board were all volunteer and the secretary didn't have a vote or a secretary that has a vote was not subject to any revenues to be made, then they could have a vote. When you write the minutes, you can write the minutes so that they are read differently than how they are spoken to and feel on occasion that minutes weren't written properly sometime you can direct people in the wrong direction.

Brian Pike stated that we can table the discussion for a later date.

Line Comeau will forward the new spreadsheet electronically to the Board.

BOARD DISCUSSION: none

BOARD OF SELECTMEN MAILBOX:

The following was reviewed:

- St Jean auctioneer May 14, 2016 surplus auction will be held.
(Will notify department heads)
- Letter from DOT regarding the summer time resurfacing program. (RT 13 to Hopkinton as of April 1st).
- Reviewed a follow up letter from NHMA, back a few month prior they stated that they would be purging their files of any documents and if we were interested in the files would have to request it in writing. The follow up letter is states they don't have any of our records.

GENERAL DISCUSSION:

Town Administrator stated that last week had approached the Board to hire a recording secretary to the Board, there was no decision made. At that meeting there was one question from the Board which I followed up with which was to attend the Board meeting as part of the job of recording. The individual has agreed to attend the board meetings so would like to make the recommendation to hire Koren MacCubbin as the recording secretary for the Board of Selectmen.

Bob Martel made a motion to hire Koren as recording secretary. Tom Groleau seconded the motion.

DISSCUSSION: none

VOTE: (3-0)

Brian Pike asked the Town Administrator to draft up a letter of agreement with the rate of pay.

Brian Pike asked the Town Administrator if we had ever followed up with a letter on the road management plan on a pilot program.

Line Comeau will review and follow-up with the emails regarding the request.

Brian Pike stated he was still working on a memo to the department heads to start thinking about the future of the town so everyone has the same information. This would be for items that don't make the CIP. Brian Pike stated that he would follow up with Steve to start the CIP.

Bob Martel stated that because it was brought up again tonight, possibly when action was taken on this that it was just a gut reaction responding to a situation. I would like the Board to consider. I would like to

reinstitute the Town Hall Restoration Committee because they have the ability to start looking at some way we could use the building. It one way or another could be different than the last time, they also have the ability to raise funds towards that project. I think it would be good think is a good thing to reinstitute that committee to get someone to do something with that building that nothing is being done with.

Brian Pike asked the Board if everyone was in agreement to extend an invitation to meet with the Board to see if they are interested.

Line Comeau will send out the invitation.

PUBLIC COMMENTS:

Judy VanKalken asked if the recording secretary is an employee or independent contractor.

Line Comeau stated for the record, all recording secretaries are consider an employee.

Fred Mullen wanted to comment on the employee sign as the former town moderator for prior year. I have never seen anyone enter into an office unless invited. Don't see a need to put up the employee only sign.

Don Larsen stated that if there is a concern of people going into the office we could put up post between the two desks as a barrier to deter people from entering past the desks.

Don Larsen asked the Board if they had any objection if he approached Heavens Trail Side. The general store is closed where the gas is pumped. Would like to approach the owner to start a senior's center.

Lee Martel asked if this would be a function of the Recreation Committee.

Brian Pike recommended expanding on the Rec. Committee for more volunteers.

There was further discussion for options of a senior center to share a center with youths and seniors and the involvement of a senior center.

The consensus of the Board to allow Don Larsen research the possibilities of meeting with the Recreation Committee for a senior center.

Lee Martel stated with the other public members, do not feel a need to put up signs in the town offices.

Judy VanKalken stated that the only time someone is in my office is related to personal town business.

Tom Groleau stated that the business side of the office is the isle in the building personal business could be asked one on one. Stated again that it is all perception.

There was further discussion on the matter.

There being no further public comment, Brian Pike Closed the Public Comment.

There being no further business, Bob Martel made a motion to adjourn the meeting at 9:10pm. Tom Groleau Seconded the motion.

VOTE: **(3-0)**

Respectfully submitted,

Line Comeau
Town Administrator, Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman