

**DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL**

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, May 7<sup>th</sup>, 2015  
TOWN OFFICES – 7:00pm**

Present:

Brian Pike

Tom Groleau

Line Comeau, Town Administrator and recording secretary

Departments:

Judy VanKalken, Tax Collector

Jeff Crosby, Road Agent

Public:

Fran Hill

Les Hammond

Leo Martel

Don Larsen

Brian Pike opened the meeting at 7:03pm with a partial Board present with Ted Vallieres excused along with Alison Vallieres excused.

**Approval of Meeting minutes for April 30<sup>th</sup>, 2015**

*Brian Pike made the motion to approve the meeting minutes of April 30<sup>th</sup>, 2015. Tom Groleau seconded the motion. The motion passed unanimously.*

*Pike – Yes*

*Groleau – Yes*

**Approval of Non-Public Meeting minutes for April 30<sup>th</sup>, 2015**

*Brian Pike made the motion to approve the non-public meeting minutes of April 30<sup>th</sup>, 2015. Tom Groleau seconded the motion.*

**Discussion** Tom Groleau stated he would approve the non-public meeting with the exception that we should seal the minutes.

**Board discussion**, all were in favor to sealing the minutes.

*Brian Pike made the motion to seal the non-public meeting minutes of April 30<sup>th</sup>, 2015. Tom Groleau seconded the motion. The motion passed unanimously.*

*Pike – Yes*  
*Groleau – Yes*

Brian Pike stated that due to intendance of the meeting agenda we would go out of order.

**The mail basket items were read as follows:**

The Dunbarton Planning Board Agenda, scheduled for May 20th, items include:

- Continuation of Coty/Scienc; request for extension of an open space 3-lot subdivision as requested from Ron Woods located off Grapevine Road.
- The Dunbarton Congregational Church request for a site plan review.

With the workshop meeting minutes presented at this time;

***Tom Groleau made the motion to approve the Dunbarton Selectmen and the Technology Committee workshop meeting minutes of Tuesday May 5<sup>th</sup>, beginning at 7:00pm. Brian Pike seconded the motion for discussion.***

Tom Groleau stated this was a workshop to work on the RFP for the Technology support to the town with the only correction to add Chief Sklut's name to the "present list", which has been corrected with no other changes.

***Tom Groleau; all in favor, the motion passed unanimously.***

*Pike – Yes*  
*Groleau – Yes*

Tom Groleau also wanted to thank everyone involved in the process. Stated that it was more involved, took a little more time than expected so wanted to express sincere thanks to everyone involved.

**Brian Pike** noted the agenda subject matters were not present so we would continue out of order.

For the public information, we are reviewing the RFP for Informational Technology Managed Services. We have gone through a few iterations, followed by the workshop on Tuesday with hopes of having a final version for approval tonight.

Board discussion for final changes:

Brian Pike: Exhibit B, discussed recommendation.

Changes would be applied to include subtotals under all categories.

**The Board reached the consensus for the final changes.**

Line Comeau stated that Jeff Crosby, Road Agent wanted to inform the Board regarding Zachary Drive.

**Continuation of mail basket items:**

Brian stated there was an email from the Garden Club.

**Tom Groleau** spoke on this subject; stated that he'd had an earlier conversation with Chair, Tom Cousano regarding beautifying the town common. He was explaining the plan for changes.

The items discussed were:

- the secret garden by the Library entry
- requesting 3 yards of the stone from the highway garage
- removing the root balls for the two trees cut down a few years ago

The consensus of the Board was to let the Garden Club go ahead with their plan for the work discussed.

**Mail basket items continued:**

Email from Andrea LaMoreaux with the NH Lakes Association, congratulating the town for receiving a grant for the 2015 Lake Host program. The grant is in the amount of \$1,300.00 dollars.

***Brian Pike made the motion to accept the grant from the NH Lakes Association in the amount of \$1,300.00. Tom Groleau seconded the motion. The motion passed unanimously.***

Brian Pike, chairman signed receipt of the grant along with the contact person Line Comeau.

Brian Pike reviewed the draft Summer Schedule for the months of June, July and August.

The Board discussed changes for the **Summer Schedule** as follows:

June 11, 2015

June 25, 2015

July 9, 2015

July 23, 2015

August 5, 2015

August 20, 2015

And resume the weekly meetings beginning September 3, 2015.

*Brian Pike made the motion to accept the summer schedule as modified. Tom Groleau seconded the motion. The motion passed unanimously.*

*Pike – Yes*

*Groleau – Yes*

**Brian Pike** presented the Cable Franchise Agreement between Granite State Inc. and the Town of Dunbarton.

**Tom Groleau** stated he would speak on this subject. Asked if this is something that we think we want to pursue then we should have Chris Rand come back to the Board along with the Technology Committee. This is something that the Technology Committee is recommending that we pursue.

Brian Pike stated that the last time we reviewed this agreement that there was the concern from the Board that this was a binding contract.

Tom Groleau stated that as it was explained from Granite State it wouldn't be a binding contract that would prevent other cable service from coming to town. Any other cable service just can't be more difficult than this agreement.

In order for this type of service to be available in the town, there has to be an agreement in place. There was further discussion as to what this service would provide to the consumer. Per the contract, the town would receive three percent based on the agreement.

Brian Pike stated that in order to be fair to GSI along with the Technology Committee recommending it, we could have GSI return to the Selectmen when there is a full Board present, we can go ahead and schedule it.

Tom Groleau stated that he would be in touch with Chris Rand from GSI and extend the invitation to the Technology Committee tentatively for May 21<sup>st</sup> Selectman's meeting.

**Jeff Crosby, Road Agent** was before the Board to update them of an issue on Zachary Drive.

Jeff stated that there were a few things that had risen regarding a building permit and builder receiving the certificate of occupancy (CO) for a new home. Jeff stated while out of town, he had given the Building department the ok to issue the CO contingent on approval of the driveway permit.

On Monday I went to inspect the driveway site and found that the builder had reshaped the lot by filling in the ditch lines and removed two monuments. The builder had some issues with the town for prior building permits in this development in the past so I explained my concerns with the owner of the project.

The owner Mark asked that the town take him at his word that he would get the work done. Jeff stated he couldn't agree to that so required the owner to get a bank check to the in amount of

\$3,000 in hand before he would sign off on the driveway permit with a return of the check upon completion of the work.

Effectively the work has been done to my satisfaction and I will authorize the return of the bank check.

Tom Groleau wanted to inform the Road Agent that the Board had approved the Garden club to take approximately 3 yards of stone from the highway garage.

Jeff stated it would be okay with the highway department for this use.

There was discussion of the road projects scheduled this summer. This subject would be discussed in detail at the public hearing scheduled for May 14<sup>th</sup>.

Patrick Bowne, Transfer Station Supervisor was not present as noted on the agenda.

**Line Comeau** stated that “Woody” wanted to inform the Board that one of the new employees hired did not anticipate the type of work required so effectively quit just a few weeks into the job.

Woody wants the Board to know that he would be looking to hire another employee to replace this person.

Brian Pike asked the Town Administrator if she reviewed the applications and interviews with Woody.

Line Comeau responded that she didn't, that the Board may have made that recommendation to Woody in the past but the board had agreed that they would consider the supervisors recommendation.

Brian highly recommended that the Town Administrator review the application; a second person reviewing an application is sometime very helpful is spotting things that someone else might not see. Brian stated that in the public sector or private sector, it is not uncommon for two to three people to do the interviewing.

Understanding this is only for a part time position but turnover cost the town money. Having two people review and go through the interviewing process might be beneficial to the town in getting someone to stay.

Tom agreed that two people should handle the process.

Line Comeau wanted to remind the Board the we have the public hearing for 2015 road projects schedule for next Thursday May 14<sup>th</sup> at 7:30 pm.

The auditor is also scheduled for Tuesday the 12<sup>th</sup> to finalize the audit.

**Tom Groleau** reported that as a result of the Transition Meeting last week, received an email from a new group in town “called the Communications Committee” as titled on the email. The information listed on the email list a lot of good information to expand in town. So I have reached out to these folk and invited them to the Technology Committee meeting schedule for next Monday. This is very exciting for me, with these individuals getting involved would be to get them involved in other committees i.e. CIP.

Tom wanted to let the Board know that the last week of May, that he would tentatively not be in town because of business so may not be attending the meeting of May 28<sup>th</sup>.

**Brian Pike** wanted to expand on the Town Profile Meeting, they were held on the previous Friday night and part of Saturday. The turnout was not a full cross section of the town but there was a fair number that showed up, end result was a lot of good information that came out of it.

One item that came from these meetings is the example of “Communication Committee” that is interested in becoming a full fledge town committee working on communication whether it’s through the web, newspaper, newsletter or social media.

I suggested they get themselves organized, come up with a mission to figure out what they want to do. Some of the mission could overlap on some of the other committees.

Another committee that was brought up is a commercial zoning committee. Part of it is economic development for example to bring in green business.

Tom stated he had been approached from someone in town that stated they would be interested in setting up a home business but decided against it because of the lack of high speed internet.

Brian stated that getting business in town that would blend in with the theme of the town’s character.

### **Other business:**

Brian Pike asked if we had posted the notice for volunteers for the CIP, would be interested in scheduling the first meeting before the end of the month. The departments interested to date are available on Mondays or Tuesdays.

It was decided to send out a memo and post a notice for the first CIP meeting to start on Tuesday May 26<sup>th</sup> beginning at 7:00pm at the Town Offices.

Two individuals interested in sitting on the CIP are Patrick “Woody” Bowne, and Skip Trudeau. Asked the audience if anyone knew if interested there that they would be welcomed.

Line Comeau stated she would bring Steve Laurin up to speed to handle the CIP notice to departments and to the public.

**Brian Pike** asked the Town Administrator how we were moving along with the Town Hall Roof in contacting the architect.

Line Comeau stated she had spoken to Ted regarding the town hall roof and the repairs need at the fire department.

There was further discussion on the RFP status, who to contact regarding the names of the individuals to contact to craft the RFP.

**Tom Groleau** stated there were three names given to us from Jeff Trexler to help us craft the RFP along with the materials needed for the RFP.

Brian reviewed his notes and pointed out that this discussion took place back on March 26<sup>th</sup>.

Town Administrator would review the meeting minutes.

Brian also asked if the Town Administrator could look into someone to repair the seamless repair of the metal roof at the police department.

Tom asked if Line could contact Sentry Roofing to see if they could do the job because he is local.

Brian brought up the discussion of the Cobbler shop roof shingles and disposal of the shingles.

Tom Groleau stated that the structure in question was the school house that needed the roof repair.

Brian stated that the Historical Society was looking for permission from the Board to dispose of material at the Transfer Station.

After further discussion the Board consensus was to let the Historical Society dispose of the School House roof shingles at no charge.

Line Comeau stated she would inform the Historical Society along with the Transfer Station Supervisor.

**There was general discussion with the public.**

**Les Hammond** speaking for THTRP stated that they had done a lot of work with the Community Profile, the number one recommendation was to do something with the Town Hall but they don't know what direction to go in. We would like the Board go to one of our meeting or have us attend one of your meetings. They have some money, a lot of knowledge and ability; this was the number one discussion that the people of the profile wanted to do something with.

There was a discussion of a date for a meeting with the Board. Les stated he would shoot for the first meeting in June.

Line Comeau stated that date would be June 11<sup>th</sup> and would communicate to Tiffany Dodd to confirm the date.

**Brian Pike** announced: there being no further public comment, the Board would be entering into non-public per request of the Tax Collector Judy VanKalken per RSA 91-A:3 II (c), and there would be no further business upon exiting the non-public.

*Brian Pike a motion to enter into non-public per RSA 91-A:3 II (c). Tom Groleau seconded the motion. The motion passed unanimously.*

*Pike – Yes*

*Groleau – Yes*

*The meeting entered into non-public at 8:30pm*

*There were no decisions or motions made in the non-public meeting exiting at 9:05pm.*

**There being no further business of the regular meeting, the following motion was made:**

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 9:06pm Tom Groleau seconded the motion. The motion passed unanimously.*

**Respectfully submitted,**

**Line Comeau  
Acting Recording Secretary**

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Brian Pike, Chairman

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Tom Groleau, Selectman