

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, May 19th, 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.

Brian Pike opened the public meeting of the Board of Selectmen at 7:03 PM.

The following Board Members were present:

Brian Pike, Chairman
Tom Groleau, Vice-Chairman
Robert “Bob” Martel, Selectman
Line Comeau, Town Administrator
Koren Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Ken Swayze, Planning Board Chairman
Daniel Sklut, Police Chief

Members of the Public:

Don Larsen

It is noted for the record that Don Larsen was videotaping the regular Selectmen meeting.

Public Comment:

Don Larsen said that this Saturday the Garden Club will be cleaning up and mulching the Town Common. Don Larsen said the mulch requirements would be 10 yards and the cost would be \$390.00. Line Comeau wanted to know if that included delivery? Don said yes, it does include delivery. Tom Groleau said he was okay with the \$90.00 increase. Tom said he had been involved with the garden club in the past and is well aware of all of the amount of work they do in the town common.

Motion:

Bob Martel made a motion to approve the \$90.00 increase for the mulch. Brian Pike seconded the motion.

Discussion: None

Vote: (3-0)

Brian Pike closed Public Comments

New Business:

Ken Swayze, Chairman of the Planning Board, stated that business is “picking up” and we have had, for quite a few years, several subdivisions on the books. Ken said that it represents approximately 250 residential lots. One sub-division is coming back to life and the Building Department had a pre-construction meeting yesterday. Chief Sklut attended the meeting. This sub-division will soon be ready to start and developers want to make sure they will have enough building permits in order to sell their homes. When times were good and the Town was issuing a lot of permits, the town put a growth control mechanism by which permits have to be phased on particularly large sub-divisions. Ken said that in 2004 the Town thought this was a good idea. Now times have changed and phasing is sort of “persona non grata”. When the town put this phasing plan in writing it was only one paragraph and now it is only a couple of pages. Ken said we were non-compliant with the RSA’s back then and we are non-compliant right now. The RSA’s state that we need to have a Master Plan and a Capital Improvement Plan (CIP) in place. The Town did not have either one in place but the Town went ahead and did it anyway (Phasing). The developer from yesterday’s meeting brought up the problem and wanted to know how he will get his permits. The developer was not happy with the permit limit. Ken Swayze said that he feels the Selectmen can tell our Building Department to issue permits or, if necessary, not issue permits.

Ken Swayze conferred with the Town Attorney and stated that he would recommend that the Selectmen send guidance for the Building Department to issue permits and not hold back as we once did with the Town’s outdated growth control. Ken said the Town just issued the first house permit for this year. Ken Swayze said he feels that this development will help the Town’s tax base. Ken also added that the developer would be putting in about 4000 feet of new roads.

Ken said the Town was to have a termination date on how long to keep sub-divisions phasing on the books. He told the Selectmen that the planning board is supposed to be giving updates to the selectmen and putting this information in the town report. Ken said the Town did not enforce their own phasing rules.

Brian Pike said the Town has options:

- To enforce
- Not to enforce
- Address by case by case

Discussion:

Brian Pike stated we have an e-mail from the Town Attorney based off Ken’s conversation with her, she is offering to help create a non-compliance/enforcement policy for the BOS for those particular ordinances. There was discussion about whether the BOS need to issue a policy on the issuing of building permits. Brian Pike said the consensus of the Board of Selectmen is to develop a policy on issuing building permits.

Motion:

Brian Pike made a motion at 7:26 PM to go into a non-public session per RSA 91-A II (a). Tom Groleau second the motion.

Roll call Vote:

- Brian Pike - Yes
- Tom Groleau - Yes

Robert Martel - Yes

Motion:

Robert Martel made a motion to come out of the non-public session at 8:09 PM. Tom Groleau seconded the motion.

Roll call Vote:

Brian Pike - Yes
Tom Groleau - Yes
Robert Martel - Yes

Old Business:

Motion:

Bob Martel made a motion to approve the minutes of the public session for May 12th, 2016, 7:00 PM. Brian Pike seconded the motion.

Discussion: None

Vote: (2-0) Tom Groleau abstained.

Motion:

Brian Pike made a motion to approve the minutes of the non-public session for May 12th, 2016. Bob Martel seconded the motion.

Discussion: None

Vote: (2-0) Tom Groleau abstained.

Motion:

Brian Pike made a motion to seal the minutes of the non-public session for May 12th 2016. Bob Martel seconded the motion.

Discussion: None

Vote: (2-0) Tom Groleau abstained.

New Business:

Line Comeau summarized the bids from the Engineering Firms. She said that she called the two low bidders and asked them “when can you start”. Team Engineering said that it could start in a week. Fisher Engineering, PC said 2nd week of June. In discussing timelines, the Selectmen said if the Fisher Engineering’s bid is accepted, it would push back the engineering work 2 or 3 weeks behind Team Engineering.

Tom Groleau said he felt that earlier start of 2 or 3 weeks by Team Engineering was not worth the money.

Motion:

Bob Martel made a motion to go with the Fisher Engineering's bid. Brian Pike seconded the motion.

Discussion: None

Vote: (3-0)

Website Policy (Draft)

Tom Groleau said we should replace the disclaimer that is now on the website with the one in the draft website policy.

Motion:

Tom Groleau made a motion to accept The Town of Dunbarton's Website Policy as written. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Brian Pike made a mention that the Municipal Association said to try to avoid using Facebook. The main reason is that it could present liabilities for the Town. You Tube is the preferable choice. Tom Groleau agreed.

General Town Business:

Review of the Sick Leave Bank:

Selectmen are concerned that if any person is out long term, then the employee's replacement while they are out of work becomes an unfunded liability. Tom Groleau asked if we need a vote to remove people on the list when they no longer work for the Town. Line Comeau and Selectmen are unsure. This topic should be addressed again when reviewing personnel policies. Line Comeau will add it to Continuing Business.

Brian sent out copies of the Kelsea Rd. Temporary Easement Deed. Brian said he wants Steve (Town Attorney) to weigh in on it. Line Comeau said the Grantor said he did not see the need for temporary easement since the road was a class VI road.

Request for proposal for contract for road asphalt paving:

Selectmen reviewed the Request. Brian Pike said that we now have a Town Engineer we should look into using this Engineer along with the Road Agent. Tom Groleau asked who figured the quantities of paving. Line Comeau told Tom Groleau that the quantities were the Road Agent's figures and those quantities are for the all Town projects. The request for proposal for contract will go out tomorrow.

Line Comeau said she is sending out a memo on ethics training for June 2nd, 2016 for the town employees. Chief Sklut said he would like to have ethics training during his monthly training session.

Brian Pike talked about a letter from Gary Henley. Mr. Henley feels that bringing back the Town Hall Restoration committee goes against what the Town residents voted against. Brian said that the people voted against the price tag, not the committee.

School lawsuit with Goffstown's School District was ruled in Dunbarton's favor, 4 to 1.

The Town of Dunbarton has to consult with the Town's Attorney and respond to the Soule's lawsuit.

Line Comeau asked to have the Town Offices' carpets cleaned on Friday June 3rd. Memo went out to employees in the Town Office. Funds coming out of the building maintenance. Selectmen approved.

Line Comeau said she was contacted by John Stevens to let her know that all the lighting parts arrived. He is waiting for final coordination with at the excavator. He also said installation should be completed in a week or two.

Public Comment:

Don Larsen in referring to Ken Swayze's report was wondering since Dunbarton did not have a policy on issuing building permits, does the state have a default policy. Brian Pike said the State's default policy would be the RSA's.

Motion:

Bob Martel made a motion to adjourn the meeting at 9:10 PM. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Respectfully submitted,

Koren Maccubbin,

Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman