

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
Thursday, May 5th, 2016  
TOWN OFFICES – 6:45 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.

**MOTION:**

Brian Pike made a motion to go into a Non-Public session per RSA 91-A: 3-II (d) at 6:46 PM. Motion seconded by Robert “Bob” Martel

**Discussion:** None

**Vote:**

|                                |     |
|--------------------------------|-----|
| Brian Pike, Chairman           | Yes |
| Tom Groleau, Vice-Chairman     | Yes |
| Robert “Bob” Martel, Selectman | Yes |

**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:**

Judy Van Kalken, Dunbarton, Town Tax Collector

Dunbarton Board of Selectmen held a non-public meeting at the Town Offices, Thursday, May 5th, 2016, 6:46 PM with Brian Pike, Chairman, presiding.

**Motion:** Brian Pike made a motion to come out of the non-public session at 6:52 PM and go into recess till 7:00 PM. Motion seconded by Tom Groleau.

**Discussion:** None

**Vote:**

|                                |     |
|--------------------------------|-----|
| Brian Pike, Chairman           | Yes |
| Tom Groleau, Vice-Chairman     | Yes |
| Robert “Bob” Martel, Selectman | Yes |

Brian Pike opened the public meeting of the Board of Selectmen at 7:01 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:**

Judy Van Kalken, Dunbarton Town Tax Collector  
Linda Peters, Dunbarton Town Clerk  
Dan Sklut, Dunbarton Police Chief  
Sgt. Remillard, Dunbarton Police  
Members of the Dunbarton Police Department

**Members of the Public:**

Brian Tylor (Police Officer Candidate)  
Members of Brian Tylor’s Family  
Leo Martel

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

**Old Business:**

**Motion:**

Tom Groleau made a motion to approve the minutes of the public session for April 28th 2016, 7:07 PM.  
Bob Martel seconded the motion.

DISCUSSION: None

**Vote:** (3-0)

**Motion:**

Tom Groleau made a motion to approve the minutes of the 8:45 PM Non-public session for April 28th 2016. Bob Martel seconded the motion.

DISCUSSION: None

**Vote:** (3-0)

**Motion:**

Tom Groleau made a motion to approve the minutes of the 9:32 PM Non-public session for April 28th 2016. Bob Martel seconded the motion.

**DISCUSSION:** Do a pen and ink amendment on proper time (9:32 PM) of the above non-public meeting.

**Vote:** (3-0)

**Public Comments:** None

**Tax Collector:** Judy Van Kalken, Dunbarton Town Tax Collector said that in a workshop in early April for Municipal tax collectors, per RSA 31-A:3, the Town needs to form a town records committee. The committee will be responsible for retention, preservation and deposition of town records.

**Discussion:** Line Comeau said the Town has been following RSA 31-A:3 but there is not a retention committee established. Linda Landry, Town Clerk, said we probably need to take an inventory of the documents on hand. Line Comeau inquired on what to do with retaining emails and audio sessions of the BOS meetings. Selectmen agreed that entire board should be on this committee as well as the Town Clerk, Town Tax Collector and other heads of departments per RSA 31-A:3.

**Motion:** Brian Pike made a motion to establish a records retention committee per RSA 31-A:3 to include Board of Selectman, Town Clerk, Town Treasurer and Town Tax Collector and Town assessor. Motion seconded by Tom Groleau.

**DISCUSSION:** None

**Vote:** (3-0)

**New Business:**

**Motion:** Brian Pike made a motion to hire Brian Tylor as a Dunbarton Patrolman. Motion seconded by Tom Groleau.

**DISCUSSION:** None

**Vote:** (3-0)

Brian Tylor was read his oath of office by Brian Pike and was sworn in as a Dunbarton Patrolman, by the Town Clerk, Linda Landry.

**Public Comments:** None

Bob Martel asked Line Comeau if we were able to put the slate order on hold. Line Comeau said they had not started to cut the slate and the slate order was placed on hold.

Bob Martel suggested we may want to wait on Keith St. Pierre for his bid on the construction of library roof. Bob said that Keith St. Pierre would give plans to Mast Road Grain and Lumber and their engineering department would provide what was needed for the job. Brian asked Bob if Mast Road Grain and Lumber could provide an engineering stamp for the construction plans if Keith St. Pierre were to do the job? Bob said that he did not believe they could put an engineering stamp on the plans. Brian asked the questions what would the liability be if we went with Keith St. Pierre bid without an engineering stamp on the plans? Bob Martel said that there is not much difference in going with St. Pierre as to when we were considering using volunteers with Jeff Trexler providing his guidance. Line Comeau, in conversation with Jeff Trexler, said he would recommend to do the bracing of the library roof before the

old roof is removed. Line Comeau said that Jeff Trexler's reason for this is not to expose the library to the elements for a week or more. Tom Groleau asked if we went with any of the PE quotes would the plans be stamped. Brian Pike told Tom Groleau that the 3 PE quotes would have engineering stamps.

Brian Pike said that the use of an emergency procurement for an existing threat to human welfare and safety could be used. Brian Pike said he was not sure that the library roof would fall into this category.

Tom Groleau inquired about PE's (Professional Engineer), construction phase services. Brian Pike said this is for inspection of work done by the contractor.

PE's time frame if awarded contract:

Hoyle, Tanner & Assoc. ---- May 2016

Foley, Buhl, Roberts & Assoc. -----Late June or early July 2016

Fisher Engineering, PC-----Did not submit a time

Keith St. Pierre -----Pending lumber assessment

Line Comeau said a low side of cost overruns would be \$16,500.00. Selectmen reviewed projects that could be put on hold to free funds for the library project. The Town has approximately \$40,000.00 committed to projects that have not started.

Tom Groleau asked if we delay any of the committed projects, would it cause a safety problem. Line Comeau said the delay would not cause a safety issue. Tom Groleau said the sinks in the town office bathroom and in the kitchen could potentially cause a safety issue.

Brian asked the board members for suggestions. Bob Martel said we should contact Fisher Engineering and get his time frame if he was awarded the project. Line Comeau will get Fisher Engineering's time frame for when he could start if his bid is awarded. The discussion on the library project is tabled till next selectmen meeting.

Chief Sklut tabled the discussion on the peddler's ordinance for two weeks.

Brian Pike after discussion with the selectmen decided to accept the following the part time officer's pay scale:

Step 1 - Academy - \$12.28

Step 2 - Field training - \$17.11

Step 3 - Certification - \$19.01

Chief Sklut said radios working fine. Brian Pike congratulated the Chief on the conviction of the Sherman case.

**Board of Selectmen Mailbox:**

Received request from the Sowles for the Email that Town Attorney sent to the Selectmen. Tom Groleau is not in favor of giving up the attorney client privilege. Bob Martel and Brian Pike agreed not to give up the attorney client privilege. Brian Pike said we could give public portions of this Email that was read by Brian Pike during the Board of Selectmen meeting.

Estimated Tax Warrant: Board of Assessors sent a letter that there was an increase of 1.8 million dollars in property values. Does not include utility values which should be available in September 2016. Projected calculation for this upcoming warrant is just over 7 million dollars.

**General Discussion:**

H.R. (Human Resources) procedures on pay brought up Line Comeau.

Discussion: Brian asked if there were procedures set up to handle pay issues. Line Comeau said the process for hiring went through the department heads. Brian said that employee packets should go through the Town Administration. Line Comeau to research what other towns have for hiring procedures.

**Motion:** Tom Groleau made a motion to name Ronald Jarvis, John Groves and Margaret Watkins (Alt.) to the Conservation Commission with term ending March 29, 2019. For Town Forest Committee, name Ronald Jarvis and Fred Mullen with term ending March 29, 2019. Motion seconded by Bob Martel.

**DISCUSSION:** None

**Vote:** (3-0)

Selectmen signed the appointment letters for the above names.

**Public Comments:** Leo Martel was wondering if more detail could be on the agenda. Line Comeau said a lot of items are last minute items and follow-ups.

Linda Landry updated selectmen with new procedures on plate releases. Linda Landry said she was having problems with Granite State Internet (GSI). Line Comeau and Bob Martel were also having problems with GSI.

Motion: Bob Martel made a motion to adjourn the meeting at 9:12 PM. Tom Groleau seconded the motion.

**Vote:** (3-0)

Respectfully submitted,

Koren Maccubbin,  
Recording Secretary

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Brian Pike, Chairman

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Tom Groleau, Vice-Chair

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Robert Martel, Selectman