

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday June 16th, 2016
Beginning at 7:02 PM**

7:02pm Regular Board of Selectmen Meeting

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 7:02 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:

None

Members of the Public:

Lee Martel

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

Public comment: None

Brian Pike closed Public Comments.

Old Business:

Motion:

Tom Groleau made a motion to approve the minutes of the public session for June 2nd, 2016, 7:07 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Public comment: None

Brian Pike closed public comments.

New Business:

Review of Joel Fisher's (PE, Fisher Engineering PC) recommendations for Library roof reinforcement.

Line Comeau read from Joel Fisher's memo. Joel has spent about \$4000.00 to date. He still needs to review the design and figure out what can be done with the headers. Joel said he needs to make a couple of site visits during construction, unless Jeff Trexlar can do it. He said the Town should at least have \$2000.00 left over assuming he makes the site visits. Joel said he did not plan on issuing a report unless the Selectmen want one. All information needed for construction is on the drawings.

Discussion:

In reviewing plans on Library roof, the selectmen needed some more detail in the plans as to what is new construction and what is existing. Bob Martel added that there are no dimensions on the plans. This could be an issue when ordering materials. Brian Pike added that the contractor who intend on submitting bids going to have to submit qualifications for this type of fabrication and construction. Selectmen agree that in order to put this plan out to bid, a more detailed plan is needed from Joel Fisher, preferably an engineered stamped plan. In order to save time, Line Comeau asked if she could go with written bids or accept telephone bids? Brian said we could send out these plans (stamped draft) to bidders so they can get a scope of the project.

In recapping the discussion the Selectmen agreed to put out "feelers" for prequalification for potential bidders. Selectmen also agreed to put out Fisher's plans, marked "Draft, Not for Bid" to bidders. Those contractors who are interested in the bid can start getting their information on their qualification, to include previous jobs. Brian pike said he would get Line Comeau some examples from the State on how to word and format the request for the qualifications (RFQ). Line Comeau said the Town should send plans to Jeff Trexlar and see if he has ideas on door headers. She also said that Jeff feels headers should be done before the roof is installed. Brian said in sending out "Build Plans, Draft, not for bidding", that we should specify this is not residential type work and contractors should send in multiple references for their RFQ. Selectmen said Line Comeau should contact Fisher Engineering and get plans with more detail to include measurements, list of material and clarification what is new construction versus existing. Also, contractors should submit their insurance information (Workmen's Compensation). Line Comeau was asked to check with Joel Fisher on whether a bid language template is included in his quote and if not Brian said the Town could use our own.

Town Business:

Line reviewed her past week's schedule:

Line Comeau and Bob Martel told the Board that they attended the scheduled Joint Loss meeting on Tuesday, June 14th. In reviewing topics Brian Pike said that we should go over "Rule 1400" and comply with that rule in forming joint loss policies.

On Tuesday, June 14th the auditors were at the Town offices for nine hours. Line Comeau attended the zoning board meeting as an observer. Line met with Pam of BMSI for a 25 minute "webinar" on reconciling. Brian asked if Pam was on board with what the Town wants to do. Pam said she was not yet on board due to the complexity of the project but is willing to sit down with Line and discuss it.

Line Comeau met with Stephen and Ken Swayze concerning the project at hand that was discussed at the Planning Board meeting last night. Line Comeau stopped by the transfer station so the employees could get to know her and that she would be checking in on them. Line asked Woodie to put up an overnight box.

Today, Line met with Matt Moningham of Central NH regarding the Brownfield project list that the Town had submitted to them. They advised the Town to look at possible sites that may have liens against the title and the Town may not want to take over this property.

Mailbox:

Margaret Watkins sent a memo updating the Selectmen on progress in selecting Town Hall Restoration Committee members. They are trying to get members with different perspectives, skills and experience. Should have the Committee identified by end of June.

Line Comeau requested leave from June 27th to July 1st. Selectman approved Line's request.

Received an email from Nick Reid, a reporter from the Concord Monitor, requesting a right-to-know request. Line asked the Town Attorney if we need to give out employees' home addresses? Brian Pike said from what he understands most if not all the Towns are not sending the addresses for their employees. Brian Pike and the selectmen agreed that our Town will not send Mr. Reid the addresses. The other requested information has been sent.

Received a memo from Laura Spector-Morgan of the Municipal Group stating that our Article 4 Section F of the Dunbarton Zoning Ordinance regarding phasing of building permits appears to be a de facto growth management ordinance, which was adopted in 2003 without following the statutory requirements. The Board of Selectmen will not enforce that provision of the zoning ordinance and will ask the planning board to present to the 2017 town meeting an amendment to the zoning ordinance to eliminate this provision.

Motion: Brian Pike made motion that our Article 4 Section F of the Dunbarton Zoning Ordinance regarding phasing of building permits appears to be a de facto growth management ordinance, which was adopted in 2003 without following the statutory requirements. The Board of Selectmen will not enforce that provision of the zoning ordinance and will ask the planning board to present to the 2017 town meeting an amendment to the zoning ordinance to eliminate this provision. Tom Groleau seconded the motion.

Discussion: Bob Martel said he supported this motion because a case-by-case basis for approval by the Selectmen is not feasible.

Vote: (3-0)

Received a motion from Steven Whitley, Esq. to object to the Town's motion to dismiss regarding Stanley and Gale Sowle v Town of Dunbarton.

Town Business cont...

Line Comeau said the Joint Loss Committee did not find any hazards in Library inspection but the building does need repair. Jon Wiggins has a list and suggested looking at what needs to be done and budget for those repairs in 2017.

Mailbox cont...

Police Chief Sklut said he would not be sending the second candidate to the academy.

Fish and Game has a grant for officers to patrol Clough State Park Area to see that Off Highway Recreational Vehicles (OHRV) comply with State Law.

Motion:

Tom Groleau made a motion to accept a grant of \$1080.00 to be used by June 30th 2017 for OHRV enforcement. Brian Pike seconded the motion.

Discussion: None

Vote: (3-0)

Town Business cont...

Brian Pike said the Town should relook at single stream recycled to help out the employees at the Transfer Station. Bob Martel said he believed the problem with single stream is the Town could not generate the volume. Selectmen would like to explore this possibility again.

Public Comments:

Lee Martel offered some old fence rails for some repairs to cemetery fencing. Line Comeau added that there is a damaged post at Pages Cemetery on the new fencing. Cemetery Trustees will be asked to take a look at the damaged railing.

Brian Pike closed Public Comment

Motion:

Brian Pike made a motion to go into Non-Public session at 8:16 PM per RSA 91-A,2,3, a, b. Tom Groleau seconded the motion.

Discussion: None

Vote: Brian Pike, Chairman Board of Selectmen Aye
Tom Groleau, Selectman Aye
Bob Martel, Selectman Aye

Motion:

Brian Pike made a motion to go into Public session at 8:50 PM. Tom Groleau seconded the motion.

Discussion: None

Vote: Brian Pike, Chairman Board of Selectmen Aye
Tom Groleau, Selectman Aye
Bob Martel, Selectman Aye

Brian Pike made a motion to hire Paul Clement and David William Lansford at the step one basic pay grade pending that they pass the necessary physicals. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Brian Pike made a motion to adjourn the meeting at 8:52 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