

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JULY 9, 2015
TOWN OFFICES – 7:00 P.M.**

The Dunbarton Board of Selectmen held the regularly scheduled meeting of the Dunbarton Board of Selectmen at the above time, date and place with Brian Pike, Chairman, presiding.

The following were present:

Brian Pike, Chairman
Ted Vallieres, Selectman
Tom Groleau, Selectman
Alison Vallieres, Recording Secretary

Line Comeau, Town Administrator, was absent due to vacation

Members of Boards/Committees and Town Officials:

Patrick Bowne, Transfer Station Manager
Dan Sklut, Police Chief
Donna Dunn, Historic Awareness Committee
Travis James, Town Hall Restoration Project
George Maskiell, Old Home Day Committee and Library Trustee

Members of the Public:

Bob Martel
Chris Rand, GST GSC
Theresa Rosenberger, GST Devine Millimet
Ken Koerber
Susan Koerber

It was noted for the record that Video Taping of the meeting was done by Bob Martel.

Brian Pike, Chairman, called the meeting to order at 7:07 p.m. with a full Board present along with Recording Secretary Alison Vallieres.

Approval of Minutes of Previous Meeting - Thursday, June 25, 2015:

MOTION:

Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting held on Thursday, June 25, 2015. Tom Groleau seconded the motion. The motion passed unanimously.

Approval of Minutes of Non-Public Meeting of Thursday, June 25, 2015 starting at 9:40 p.m.:

MOTION:

Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting Non-Public held on June 25, 2015 starting at 9:40 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

Approval of Minutes of Non-Public Meeting of Thursday, June 25, 2015 starting at 9:50 p.m.:

MOTION:

Ted Vallieres made a motion to approve the minutes as written of the Board of Selectmen's Meeting Non-Public held on June 25, 2015 starting at 9:50 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

KEN KOERBER, RETREAT (THEATRE KAPOW):

Ken Koerber appeared before the Board of Selectmen in response to the use of the Koerber property for a retreat.

KAPOW Retreat at Koerber Property:

Tom Groleau, Selectman, explained that the Board of Selectmen had received a request from KAPOW regarding the possible use of the upstairs of the town hall for the KAPOW Theatre Group which would be at the Koerber's for a retreat this next week. He noted that the upper Town Hall cannot be used by anyone at this time due to disability requirements, etc.

This had brought up the question of the use of the Koerber property for events, etc. and whether or not they would need any permits, etc. The Board of Selectmen checked with the Building Department and their response was:

"That they were unaware of any uses or activity that would require review by the Town. There is currently nothing in the Zoning Ordinance or Site Plan Review Regulations that regulate or otherwise address "occasional" or "incidental" uses of property. "

Ken Koerber stated that the KAPOW group starting using his property about four years ago through an informal arrangement through a friend. It seemed to work out and they have used it once a year since.

The Board of Selectmen noted that they just wanted to make sure the use was permitted, etc.

It was noted that Steve Laurin, Building Department, had submitted a comprehensive response regarding Special Events, etc. (attached)

Profile Issue:

Brian Pike, Chairman, asked Ken Koerber when they could expect the report from UNH Cooperative Extension on the Profile Session conducted the first of May.

Ken Koerber reported they had received a draft of the Executive Summary from Susan Cohen but the group had revisions to the draft. She is going on vacation for two weeks so would expect it by the end of the month.

CHRISTOPHER RAND, GSC FRANCHISE AGREEMENT:

Christopher Rand and Theresa Rosenberger from Granite State Communications appeared before the Board of Selectmen to discuss the Franchise Agreement between Dunbarton and Granite State Communications.

The Board of Selectmen noted that due to the fact the Town Administrator was on vacation and until they get the details worked out as noted by Town Counsel, they will put the item on hold. Would probably be ready by the next regularly scheduled Board of Selectmen's Meeting on July 23rd.

Based on the above information, the following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen table the Granite State Communication Franchise Agreement until we are all in agreement. Tom Groleau seconded the motion. The motion passed unanimously.

It was noted that Line Comeau, Town Administrator, will forward the suggested language from the Attorney to Chris Rand when she returns from vacation.

GEORGE MASKIEL, LIBRARY TRUSTEE:

Replacement of Two Smoke Alarms:

George Maskiell, Library Trustee, appeared before the Board of Selectmen regarding the replacement of two smoke alarms at the Library. It was noted that the Board of Selectmen had authorized the replacement of the two smoke alarms. When the Town Administrator returns from vacation, will request that she get in touch with the appropriate vendor to replace the two smoke alarms.

Memorandum of Understanding between the Town and the Library:

It was reported that the MOU between the Town and the Library was on hold until we can complete the one with the school board. This will make sure that everything regarding maintenance, etc. is in writing.

Brian Pike, Chairman, went through the Board of Selectmen's mail box as follows:

Investment Policy:

The Board of Selectmen noted that the Investment Policy draft had been forwarded to the Town Treasurer for her review and comments. To date, have not heard back from her.

Police Chief, Dispatch Contract:

Brian Pike, Chairman, asked Police Chief Sklut if he had made any progress on finalizing the dispatch services contract RFP. The Police Chief noted that he had been working on it but time was an issue. The deadline for finalizing would be the end of September.

Primex:

Received a communication from Primex that on May 12, 2015, Primex Board of Trustees approved a Premium Holiday distribution for the Workers' Compensation Program as follows for the Town of Dunbarton:

2013 Premium Holiday Distribution \$9,672.67 effective June 30, 2015
2014 Premium Holiday Distribution \$6,365.45 effective July 1, 2015

This credit balance will be applied to the January 1, 2016 to January 1, 2017 contribution.

It was noted that this should be put the list of monies to be accepted because it is over \$10,000. Will not be available until 2016.

Budget Expenditures and Revenue Review:

The Board of Selectmen reviewed the six month budget expenditure report. It was noted that there were two pay periods in the report which fall in the third quarter. (July 2 and July 10, 2015)

Brian Pike noted that we should change the category of Kerosene-Transfer Station to Propane due to the fact that the Transfer Station no longer uses kerosene.

It was also noted that the Road Agent had started work on Grapevine Road this week.

There were no comments on the budget expenditures or revenues.

PATRICK BOWNE, TRANSFER STATION MANAGER:

Patrick Bowne, Transfer Station Manager, reported he had been advised to check with the Board of Selectmen regarding various maintenance items within the Town Maintenance budget and whether he can go ahead with making arrangements to get these items done.

It was noted that there is \$13,327 remaining in the Town Building Maintenance and Improvements account. The total for the items for the Transfer Station amount to \$5,700.

Patrick Bowne was advised to go ahead and obtain a copy of the new Purchasing Policy and get quotes as required. At that point, he should come back to the Board of Selectmen with recommendations.

Ted Vallieres asked if he had spoken with anyone regarding the piston for the compactor. Patrick Bowne noted that they don't know yet whether it is just the seal. As soon as he gets back from vacation he will take a look at it.

Brian Pike noted that the electrical panel was most important to label because it is a code requirement.

Communication from US Department of the Interior:

Received communication stating that Dunbarton will be receiving \$2,801.00 if the Town has provided current bank routing and account numbers, etc.

Updated Election Procedures Book:

Noted that the Board of Selectmen received an updated Election Procedures Book insert.

9-1-1 Mapping:

Received correspondence regarding procedures for maintaining up to date 9-1-1 mapping. Copy has been given Jon Wiggin/Steve Laurin.

Old Home Day Committee Minutes:

Received copy of Old Home Day Committee Minutes. All Selectmen reviewed and initialed.

Public Utilities Settlement:

Received a communication from Jae Whitelaw, Mitchell Municipal Group, that Dunbarton won with regard to the NHEC and PSNH tax appeal cases. It was noted that some Towns did not win.

It was noted that the Board of Assessors should receive a copy of this communication for their files.

It was also noted that there is still the right for PSNH and NHEC to appeal within 30 days to Supreme Court.

MOU BETWEEN THE SCHOOL AND THE TOWN:

Tom Groleau stated he felt the School and the Town were close to an agreement for the MOU. The trash pickup is still up in the air. Did reach out to Judy at T & J trash hauler regarding estimated costs. There is always the possibility to tying into one of the State contracts. Have to finish making the changes to the MOU which we talked about. Everything else in the MOU was agreed upon.

Need to have discussion with Recreation Committee.

Need to have Line Comeau schedule a meeting with them at a future date.

RFP for Town Hall Roof Replacement:

The Board of Selectmen did not review the RFP for the Town Hall Roof Replacement. It was noted that Tom Groleau email was not working properly and he had not received the updated version for the meeting.

Will review final draft at the next Board of Selectmen's Meeting.

Town Hall Theatre Restoration Committee:

Tom Groleau reported that after researching the Town Hall Theatre Restoration Committee with Linda Landry, Town Clerk, he found that there is no evidence that Trustees were appointed with the exception of Clem Madden which expired in 2014.

There was considerable discussion as to the appointments. Travis James noted that the Committee was now a private committee and had updated their bylaws in May of 2015.

Tom Groleau stated that according to the documents on file with the State, the Trustees must be appointed by the Board of Selectmen. This has not occurred to date according to the Town Clerk's records.

He noted that this applied to their 501-C-3 status and not the Town Committee.

The Committee was advised to attend a Board of Selectmen's Meeting to be appointed as necessary.

Public Comments:

Dan Sklut, Police Chief, reported that Laura Cattabriga's paperwork has come back and he will plan to bring her to the Selectmen's Meeting on July 23 to be sworn in as a Police Officer.

Patrick Bowne, Transfer Station Manager, stated he had been trying to get a copy of the Personnel Handbook and as yet has not been able to get one yet. The Board of Selectmen noted that the salary schedule on the back has been taken off.

Donna Dunn - No comments

Bob Martel - No comments

Travis James - No comments

At this point in the meeting, Brian Pike, Chairman, stated the Board of Selectmen would be going into a Non-Public Executive Session under RSA 91:A:3 (a).

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session pursuant to RSA 91:A:3 (a) at 8:40 p.m. Tom Groleau seconded the motion. The motion passed unanimously with the following Roll Call vote:

*Pike - Yes
Vallieres - Yes
Groleau - Yes*

The regular meeting reconvened at 8:50 p.m.

The following motion was made:

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen seal the minutes of the Non-Public Executive Session of Thursday, July 9, 2015 at 8:40 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

MOTION:

Tom Groleau made a motion that the Dunbarton Board of Selectmen adjourn the regular meeting at 8:50 p.m. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman