

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
Thursday, July 28th, 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.

**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:**

Rene Ouellet, Town Moderator  
Linda Landry, Town Clerk

**Members of the Public:**

Lou Deberio  
Betsy Patten  
Mert Mann  
Donna Dunn

It is noted for the record that Donna Dunn was videotaping the regular Selectmen meeting.

Brian Pike, Chairman, called the regular Board of Selectmen's meeting to order at 7:03 PM with a full Board present.

**Old Business:**

**Motion:**

Tom Groleau made a motion to approve the minutes of the BOS public session on July 14<sup>th</sup>, 2016, 7:08PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Motion:**

Tom Groleau made a motion approve the minutes of the BOS Non- public session on June 16<sup>th</sup> 2016, 7:02 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Public Comments:**

Betsey Patten introduced herself as a candidate running for NH State House of Representatives and asked Selectmen if she could stand with a campaign sign at the Town Transfer Station. Selectmen granted her request.

**Town Business:**

Rene Ouellet, the Town Moderator gave an update on the upcoming primary and general elections. State election training is being held for Town Moderators, Town Clerks and Selectmen. Training is being held on various dates and places around the State. Rene has been in touch with Fred Mullen for any insight he could give him from his past experience as the Town Moderator. Rene said that there is a training meeting at Plymouth on August 13<sup>th</sup> and another meeting at Derry on August 25<sup>th</sup>. Line Comeau said the 25<sup>th</sup> is a BOS meeting. Tom Groleau said it looks like August 13<sup>th</sup> in Plymouth "is in play". Tom Groleau mentioned that the Supervisor of the Checklist wants to meet with Selectmen on September 6<sup>th</sup> to go over details for upcoming elections.

**Gorham Pond Milfoil update:** Lou Deberio said the grant of \$1,000.00 for weekend boat inspections has problems. Lou said he hired a person at \$11.00 an hour which was well within our grant limit. However, NH Lakes Assoc. said their policy is not to pay anyone over \$10.00 an hour. Lou went back and forth with NH Lakes stating that what he told boat inspector their hourly wage would be and you just cannot take away. After much back and forth with NH Lakes, they decided to pay the \$11.00 hourly rate. Consequently, Lou Deberio has tendered his resignation (Effective end of Summer, 2016) as the volunteer that oversees the Town's interest in this project. Lou informed the Selectmen that 1795 gallons of milfoil was removed from Gorham pond and NH Lakes will inspect the pond this fall to see how much milfoil remains. Lou Deberio asked if the BOS would write a letter explaining why NH Lakes Assoc. requires a \$10.00 hourly rate when the Town is under budget with the grant. Lou said that there were 271 boat inspections last year from mid-May to 2<sup>nd</sup> weekend in September. This year so far we have had 429 inspections. Many of these are kayaks. Concerning Lou Deberio's resignation, Brian Pike said will keep it on the back burner for now and see if Lou stills wants to resign at the end of this summer.

**Library update:** Jeff Trexler gave Line Comeau a name of a possible contractor for the Library. As of now the Town has not yet heard from that contractor. Jerry Tepe, FAIA, also forwarded some contractors to Line Comeau. One contractor has shown an interest.

**Update on Transfer Station:** Line Comeau wrote an update memo on the Town Transfer Station. Key point in this memo was that the Transfer Station is now using security lock boxes for monies received. This addresses the auditors concern in their report. Line Comeau noted that in all her site visits to the Transfer Station, she found it clean and organized. Line Comeau informed the BOS of efficiency issues. For now, while short staffed, the Transfer Station will make only one Town/School trash pick-ups per week. Line Comeau informed the BOS that the Town/School pick-up containers should be doubled in order to drop an empty container off when they get the trash. This would reduce the number of trips. Line also brought up the fact the Transfer Station employees are told to report 15 minutes before their shift. If so the employees should be recording this as time worked. Brian asked Line Comeau is it worth the time and labor of taking plastic tops off the bottle. Line will check with recycling people on bottle top labor cost versus leaving them on the bottle. Line Comeau informed the Board

that a castor from the glass bin had come off, stated that she was able to get someone to repair it because Brad had saved all the parts and ball bearings. The repair may only be a temporary fix and may need repair in the near future.

Line Comeau submitted spread sheets on income derived from recycling. Last year the Town received \$32,121.27 in recycling and for this year the Town is on track with about the same. The recyclables are transported in a large vehicle and in the pick-up truck. There was no way to account for how much the pick-up truck carried for recycling.

Selectmen asked Line Comeau if she could capture the repair cost for the pick-up truck for the last 3 years. Selectmen need to look into possibly getting new smaller truck versus repairing the old truck. T and J Waste Management was asked to quote picking up the trash for the Town. Brian Pike stated that the Town may need to look into a dumpster for the DES. Tom Groleau said in the past the DES was worried that the dumpster would attract animals, but Tom said with the right type of dumpster, it could be somewhat animal proof. Selectmen asked Line Comeau to check the quote to make sure there are not any burdensome requirements added that would make their trash pick-up difficult for the DES personnel.

**Transfer Station Job Descriptions:** The Selectmen went over the draft Job Descriptions for the Transfer Station Manager with the Town Administrator. Notations were made by the Selectmen and some of the key points were: On the accountability section, it should read manager reports to Town Administrator and only ancillary to the Selectmen if Town Administrator is not available. Also try to limit the Duties and Responsibility down to 10 or 12 items by combining related duties and responsibilities. Line Comeau will make suggested changes by Selectmen to the Job Description and submit it at the next BOS meeting. Line Comeau said that the Transfer Manager time management needs to be addressed and see if we can get better utilization out of his time schedule. Selectmen agreed and suggested that Town Administrator have a meeting with the Transfer Manager and go over his time management schedule.

On the Transfer Station Attendant's Job description, Brian Pike suggested that in the section for License/certification requirements, that it should state a NH license is required to operate any mobile equipment. In the section for Duties and Responsibilities, Brian asked Line Comeau to try to reduce the number items as was suggested in the Duties and Responsibilities of the Transfer Station Manager. In the Summary of Occupational Exposures, only reference the Town Transfer Station Safety Policy. Other small notations were made and Line Comeau will submit revised copy at the next BOS meeting.

**Mailbox:**

Selectmen read from a 2016 spreadsheet from Mitchell Municipal Group Billing. Notable costs were Sowle's issues were \$3,127.06. The Kelsea Rd. cost was \$3,607.86. Total 2016 billing from the Mitchell Municipal Group was \$9516.68.

Email from Town lawyer said that the Town of Dunbarton won its suit with the Sowles on all counts.

**Public Comments:**

None

**Motion:**

Brian Pike made a motion to go into a Non-Public session per RSA 91-A:3, II (c) at 8:58 PM. Tom Groleau seconded the motion.

**Motion:**

Bob Martel made a motion to come out of the non-public session per RSA 91-A: 3-II (c) at 9:14 PM.  
Tom Groleau seconded the motion.

**Discussion:** No decisions or motions were made.

**Vote:**

Brian Pike, Chairman	Yes
Tom Groleau, Vice-Chairman	Yes
Robert "Bob" Martel, Selectman	Yes

**Motion:**

Brian Pike made a motion to go into a Non-Public session per RSA 91-A:3, II (j) at 9:15 PM.  
Tom Groleau seconded the motion

**Motion:**

Bob Martel made a motion to come out of the non-public session per RSA 91-A: 3-II (j) at 9:26 PM.  
Tom Groleau seconded the motion.

**Discussion:** No decisions or motions were made.

**Vote:**

Brian Pike, Chairman	Yes
Tom Groleau, Vice-Chairman	Yes
Robert "Bob" Martel, Selectman	Yes

**Motion:**

Bob Martel made a motion to adjourn the meeting at 9:27 PM.  
Tom Groleau seconded the motion.

**Discussion:**

None

**Vote:** (3-0)

Respectfully submitted,

Koren Maccubbin,

Recording Secretary

*BOS meeting 7/28/16*

---

Brian Pike, Chairman

---

Tom Groleau, Vice-Chair

---

Robert Martel, Selectman