

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, July 14th, 2016
TOWN OFFICES – 7:08 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 7:08 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:

Jeff Crosby Dunbarton Road Agent
John Stevens, Energy Committee Chair

Members of the Public:

Mert Mann
Mark Lang
Howard “Gary” Maccubbin

It is noted for the record that Mert Mann was videotaping the regular Selectmen meeting.

Brian Pike, Chairman, called the regular Board of Selectmen’s meeting to order at 7:08 PM with a full Board present.

Old Business:

Motion:

Bob Martel made a motion to approve the minutes of the BOS regular meeting on June 16th, 2016 at 7:02 PM. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Bob Martel made a motion to table the minutes of the BOS non-public session on June 16th 2016, at 8:16 PM. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to approve the minutes of the BOS public session on June 30th 2016, 7:02 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Public Comments: None

New Business:

Accept a grant from “New Hampshire the Beautiful”, in the amount of \$3,000; per RSA 31:95-b III. (b) (Appropriation for funds made available during the year less than \$5,000; notice on agenda). This money was the results of a grant applied for on behalf of the new Transfer Station roll off containers.

Motion:

Brian Pike made a motion to accept a \$3,000 grant check from NH the Beautiful per RSA 31:95-b II (b). Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

The Selectmen inquired with Line Comeau as to what account the check should go into. Line Comeau said she felt that it should go into the General Fund and during the budget process, then these funds could earmark for a specific purpose.

Brian was of the opinion that where we spent tax dollars before the money in the capital reserve fund (as by law) for the purchase of the roll off containers, that the money should go into the general fund

and be ear marked for reducing taxes in the next budget. Consensus was to take that thought up during budget time later this year.

Road Agent, Department update:

Bob Martel asked Jeff Crosby, Dunbarton Road Agent on the status of the Ray Rd. Project (Stark Bridge). Jeff Crosby said still waiting for final on permit processing and that it is in the works. Bob Martel was concerned that the delays may run up the cost. Brian Pike asked Jeff Crosby if he thought the process would be complete by fall of this year. Jeff Crosby said he would hope so.

Jeff Crosby, in response to Dana Lavoie's letter about the damage to the pavement edge, said he will fix the edge but has no plans to cut the tree that was also damage.

Brian mentioned another dead tree issue. Jeff Crosby stated he would check into it.

Jeff Crosby, with further updates to the selectmen. Jeff Crosby stated he was still waiting for one more bid on the Town Garage door and as of today he still needs to find another snowplow person.

Town Business:

Hazard Mitigation Plan agreement was presented and signed by the Selectmen. Dunbarton will receive \$6000 from FEMA and the Town has to supply \$2000 matching funds in labor. Brian Pike said this closes the deal that the Selectmen agreed to about 6 weeks ago. The Selectmen signed the agreement.

Policy for Volunteer's

Town of Dunbarton Volunteer Policy (Draft) was discussed among the board with emphasis on the following: Volunteers shall work under the direction of the Town and the request for volunteers have a complete description of duties. Brian Pike mentioned that we might want to have an individual description of duties that pertain specifically to exactly what that person would be doing. Having a sign-in roster will list the authorized duties for each person. Line Comeau said Phil from Primex³ (NH Public Risk Management Exchange) said this a necessity.

John Stevens asked if town committees needed to apply for a 501c3. Selectmen said it was not necessary because the committee falls under the umbrella of the Town's tax-exempt status.

John Stevens recommend naming the project the "Jim Stone's Wood Bank" proposal, there was discussion among the Selectmen. Tom Groleau said that we should get in touch with the Town Welfare Officer since that Office would be issuing vouchers. Brian Pike wants a policy in place before any work on the wood in the Transfer Station. Tom Groleau and Bob Martel said we could start moving the wood but no cutting until safety and policy issues are ironed out. Line Comeau said the volunteers who are going to move the wood should sign the volunteer roster. Tom Groleau said we should set a day in the fall for the opening of the Wood Bank.

Old Home Day Committee:

John Steven's made a recommendation to the Board to appoint Mark Lang as an Old Home Day Committee member. John stated that Mark was willing to step in on behalf of Nancy Lang who is no longer with us in order to segment some of her ideas into the 2016 Old Home Day event.

Motion:

Bob Martel made a motion to appoint Mark Lang on the Old Home Day Committee. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Parking Light Discussion:

Brian mentioned to John that the sensitivity of the new parking lot light motion sensor needs work. John Stevens said he would work on the issue.

Emergency Management Plan (EMP)

Chief Wiggin, requested the Board update the signature page of the Emergency Management Plan (EMP). Has not been signed since the adoption of the plan.

Motion:

Brian Pike made a motion to accept the updated EMP. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Selectmen signed updated EMP.

Library Roof Update:

Line Comeau gave a Library roof update. Stated that she was still having trouble getting qualified bidders with interest in the project. Line Comeau has asked Jeff Trexler if he knew any contractors that would be interested in bidding this project. It was recommended that Line ask Joel Fisher if he has names of any contractors that do this kind of work. The BOS suggested contacting Mr. Tepe the architect, and see if he had recommendations of contractors qualified to do the work involved.

Job Descriptions:

Line Comeau handed out job descriptions to the Selectmen for Transfer Station Manager and Transfer

Station Attendant. The Selectmen asked that the subject be tabled to the next meeting so the Board could review the information. Will put on the agenda for discussion at the July 28th selectmen meeting. Line Comeau gave a recap on the Transfer Station operations, which is operating well in Woodie's absence.

Town Audit almost finished except for a few minor adjustments. MS-535 (Combined Financial Report for Towns) is due to State by September 1st.

Mailbox:

FYI letter received from the Town of Merrimack concerning the placement of a Verizon cell phone tower. They are required to notify all towns with in a 50-mile radius.

Conservation Committee notified the selectmen of a fire in the Town Forest.

Property Liability and Trust is having a meeting at Triangle Park on July 21st, 9:30 AM. The meeting is to go over the minutes and by-laws. The letter was quite long and Brian asked Line Comeau if she could attach a little synopsis of the future mailbox letters.

Line Comeau had applicants for the Transfer Station but would like to table the discussion. Was expecting a third application (outstanding).

Public Comment:

Jeff Crosby asked if they were any new developments in the Kelsea Road issue.

Brian said the Selectmen were going to meet with the Town lawyer and go over the latest Kelsea Road documents. Brian said the Selectmen after going over the documents owe the concerned parties a decision.

Brian mentioned that the Transfer Station pickup is coming up for inspection and probably will not pass without costly repairs. Brian Pike asked Jeff Crosby if his truck was available for metal runs. Jeff said it would be difficult because their pick-up is used often and in the winter months it has a sander installed, however if necessary something could be worked out. In further discussion Line Comeau will explore the possibility of using a local trash remover to remove the Town and Schools trash. Brian Pike asked Line Comeau to find out how much we are getting for certain metals. Bob Martel said that knowing what the numbers are to fix the truck and knowing how much we make in turning in special metals could be a deciding factor of whether to fix the truck.

Brian closed public comments.

Motion:

Bob Martel made a motion to adjourn the meeting at 9:07 PM. Tom Groleau seconded the motion.

BOS meeting 7/14/16

Discussion: None

Vote: (3-0)

Respectfully submitted,

Koren Maccubbin,

Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman