

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
Thursday, August 11th, 2016
TOWN OFFICES 7:02 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:

Dan Sklut, Police Chief
Jon Wiggins, Fire Chief

Members of the Public:

Mert Mann

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 7:02 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 28th, 2016, 7:03 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to approve the minutes of the BOS Non-public (RSA 91-A,3, II c) session on July 28th 2016, 8:58 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to seal the minutes of the BOS Non-public (RSA 91-A,3 II c) session on July 28th 2016, 8:58 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to approve the minutes of the BOS Non-public (RSA 91-A,3 II j) session on July 28th 2016, 9:15 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Tom Groleau made a motion to seal the minutes of the BOS Non-public (RSA 91-A,3 II j) session on July 28th 2016, 9:15 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Public Comments:

Chief Sklut made mention that Dunbarton P.D. should receive delivery of their new cruiser. Since there were no further comments Brian Pike closed the public comments session.

Town Business:

There was a request from LaMontagne Builders to call the road in their Overlook Development "Overlook Drive". Chief Wiggins signed off on the request saying that there were not any conflicts with E911.

Motion:

Bob Martel made a motion to approve the Overlook Drive name. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Jon Wiggin, Fire Chief, Forestry Truck warrant update

Chief Wiggin explained that he had planned to change “out” the old body on the Forestry truck to the new truck but found that it would require many changes to make it fit. Would like to suggest we sell the old truck and apply the money from the sale to buy a new one which is estimated at \$3085.00. Jon said he has 4 or 5 people interested in purchasing the old truck body.

Brian asked if there is a problem doing this per the warrant article. Line Comeau said it would not go against the warrant article.

Bob Martel said plan for the worst and hope for the best to get this project done.

The consensus of the Board was to have the Chief Wiggin proceed in selling old truck body and buy a new body. Chief Wiggin said he has money in the budget currently if the Board is agreeable to reimburse his budget when we sell the old truck.

Sale of the old truck will be discussed at a later meeting.

Tax Rate Setting review of 2016 Revenues (MS-434-R)

Line Comeau, Town Administrator, presented the BOS with a draft MS-434 (Revised Estimate Revenues for Dunbarton per RSA 21-J:34). This is derived from the MS-232-R that was presented to the voters at the last Town Meeting. Line Comeau explained the sources of revenue to the Selectmen and recommended that \$15,000 dollars be used as the figure to go into the requested overlay. Selectmen agreed with the Town Administrator and agreed to use the figures as presented MS-434-R.

Motion:

Brian Pike made a motion to accept the MS-434-R to include the \$15,000 dollars in the overlay. Tom Groleau seconded the motion.

Discussion: None

Vote: (3-0)

Boston Post Cane Discussion

Tom Groleau mentioned he was approached by a town person concerning the passing of the Boston Post Cane to Dunbarton’s oldest citizen in time for Old Home Day in September. BOS agreed that there is not enough time to do the research to find a candidate for the Boston Post Cane by Old Home Day in September. Line Comeau said in the past, Wendy Dailey has been involved in this project. BOS said a committee needs to be formed.

Line Comeau will reach out to the Historical Awareness Committee & Historical Society for potential volunteers to form a committee.

Library update:

Line Comeau so far has had one contractor submit an estimate for work and one estimate for steel. In reviewing the steel support estimates, some discrepancies were noted and Line Comeau. Brian Pike asked that the estimate should be kept in house.

Bob Martel said he thought we should look at supporting the roof to accept the slate and reinforce the door headers at a later date if they start to sag. This would save the Town the cost of the steel and the installation. Line Comeau said she could reach out to the locals to take a look at support for the roof only. Brian said that we

should put the plans for the attic reinforcement on our website. Brian Pike said we may need to put the structural repairs on a warrant article for next year.

Job Descriptions

Brian Pike presented to the BOS sample job descriptions from the State of NH that meets the requirements under current labor rules. He recommends that we model our job descriptions after the State's descriptions. Brian said the State of NH divides its job description into two parts, a general description and a supplemental description. Line Comeau said she would start the process to model our job descriptions after Brian Pike's examples. Brian Pike asked Chief Sklut to look at Police Department's job descriptions and revise as necessary. Chief Sklut consented.

Workers Compensation Program (WCP)

Brian Pike presented the BOS a DOT Workers Compensation procedures, policy and labor rules. Tom Groleau said we can use this information in forming our own WCP and Bob Martel concurred. Brian Pike said he would bring in a thumb drive so Line Comeau can download the information.

Mailbox

Revenue memo Flood Control Monies

Vacation leave request for Town Administrator for Last week in August. BOS granted request.

Letter from resident concerning the run down old blacksmith shop as a line of site issue at Morse Rd and Twist Hill Rd. Chief Sklut to look at the site. If it is reported as a problem, would ask that Line Comeau check with owners to see if they are agreeable to take down the structure.

Appointment Letter from Town Clerk for Mark Lang to the Old Home Day Committee. The appointment was signed by the Board.

Letter from Merrimack County Advocacy Center requested \$1000 donation be placed in the Town budget. The BOS will take it under advisement when they review the budget for 2017. Chief Sklut said the department is active with the Center in helping with sensitive cases in the town.

Transfer Station tipping fees. Brian Pike in reviewing fees feel it is better not to separate the plastic caps from containers. Tom Groleau and Bob Martel concurred. Line Comeau will check with the transfer station workers to get their opinion.

Town Business

Line Comeau informed the Board that the Stinson Hills subdivision called Overlook Estates is coming to a close. Completion of the subdivision includes deeding land to the town which will require a public hearing under RSA 31:95-e. with notification to the public and committees.

Kelsea Road update:

Brian Pike asked Line to check on the availability for the Town Attorney to meet with the Board for a non-public session to discuss Kelsea Road. The consensus was to start the meeting at 6:30 PM at the next Board meeting with a follow up meeting in September to be determined.

Ray Road Bridge update:

Selectmen need to get a written report from the Road Agent on status of the Ray Road Bridge. They Need to know when the project is going to be done. Line Comeau will contact Jeff Crosby and give him what needs to be in the written report.

Public Comment:

Chief Sklut said the new officer will start the part time Police Academy this Saturday. Chief Sklut said the Crown Vic has a coolant leak and the AWD vehicle has a mechanical problem in the transfer box. Chief Sklut advised the Selectmen that he had to swap out his spare radio to a patrol call. Radio shop said they may be able to fix. Chief Sklut praised officer Laura Cattabriga for work in the office and for filling in on some shifts.

Brian Pike closed Public Comments.

Motion:

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

Discussion: None

Vote:

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

Motion:

Bob Martel made a motion to come out of the non-public session per RSA 91-A: 3-II (a) at 9:58 PM. Tom Groleau seconded the motion.

Discussion: None

Vote:

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

MOTION:

Brian Pike made a motion to end the non-public session and resume the scheduled public meeting at 9:58 PM. Tom Groleau seconded the motion.

Discussion: None

VOTE: Roll Call:

Brian Pike	Yes
Tom Groleau	Yes
Robert "Bob" Martel	Yes

Motion:

Brian Pike made a motion to seal the minutes of the non-public meeting held on the 11th of August. Tom Groleau seconded the motion.

Discussion: None

VOTE: Roll Call:

Brian Pike	Yes
Tom Groleau	Yes
Robert "Bob" Martel	Yes

Motion:

Tom Groleau made a motion to adjourn the meeting at 10:02 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Respectfully submitted,

Koren Maccubbin, Recording Secretary

Brian Pike, Chairman

Tom Groleau, Vice-Chair

Robert Martel, Selectman