

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

**DUNBARTON BOARD OF SELECTMEN  
REGULAR MINUTES OF MEETING  
THURSDAY, SEPTEMBER 4th, 2014  
TOWN OFFICES – 7:00pm**

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

The following were present:

Ted Vallieres, Chairman  
Travis James, Selectman  
Brian Pike, Selectman  
Line Comeau, Town Administrator  
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Jon Wiggin, Fire Chief  
Linda Landry, Town Clerk  
Jeff Crosby, Road Agent  
Patrick “Woody” Bowne  
Darlene Leone, Ethics Board

Members of the Public:

Robert Martel

Ted Vallieres, Chairman, called the meeting to order at 7:00 p.m. with a full Board of Selectmen present along with Line Comeau, Town Administrator, and Recording Secretary Alison Vallieres.

**Approval of Previous Meeting Minutes of the Site walks at the Transfer Station - Thursday, August 21st, 2014:**

**MOTION:**

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the site walk of the Transfer Station on Thursday, August 21st, 2014 as written.

Brian Pike seconded the motion. **The amended motion passed unanimously.**

**Approval of Regular Meeting Minutes of - Thursday, August 21st, 2014:**

**MOTION:**

Travis James made a motion that the Dunbarton Board of Selectmen approve the minutes of the regular meeting minutes of August 21st, 2014 as written.

Brian Pike seconded the motion. **The motion passed unanimously.**

**Approval of Regular Non-Public Meeting Minutes of - Thursday, August 21st, 2014:**

**MOTION:**

Travis James made a motion that the Dunbarton Board of Selectmen approve the non-public minutes of August 21st, 2014 as written.

Brian Pike seconded the motion. **The motion passed unanimously.**

**NEW BUSINESS:**

Line Comeau, Town Administrator, brought up the following item for discussion and/or action by the Board of Selectmen:

Presented the Board with an up to date revenues report, reported that this is used to complete the Department of Revenues forms; MS-1 and MS-4. These forms are completed by the town to set the tax rate. On the MS-4, the Board is required to set the amount of overlay. In past years, this form is completed with the same reported revenues as in the MS-6 at town meeting without changes. The last page requires setting an overlay amount to cover any anticipated abatements. Last year we set aside \$10,000.00 for the overlay. This year's overlay will cover any abatement for the 2014 tax year.

With the updated revenue reported from the utility appraiser, there is an overall decrease in the utility values of \$396,600. The total increase over 2013 after the decrease from the utilities is \$442,000 for 2014.

**Discussion from the Board:**

Travis James recommended we put more than \$20,000.00 in overlay.

Ted Vallieres commented on the decreases and the one increase in the utilities.

Line Comeau stated the last report from Sansoucy's office was that they were working on a formula that they could apply to all of the towns for the utility poles.

Ted Vallieres stated that this information is nothing that we can do anything about, that this is why the town voted to have a Board of Assessors; would like to have the Board of Assessor come in to explain this method of assessment.

**Overlay discussion:**

The board reached a consensus to set the overlay at \$25,000.00.

Line Comeau reported to the board that she was in the process of getting quotes to paint the columns in the front of the library.

Line Comeau also asked for clarification from the Board regarding purchasing bereavement flowers for town employees.

**Discussion from the Board:**

The Board of Selectmen reached a consensus that the town should keep these purchases of flowers for employees or immediate family i.e. spouse, child, mother father etc.

**Board Discussion:**

Travis James, Selectman, brought up the following for discussion:

Travis stated that he had received a packet from Sargent Remillard who wanted to present it to the Board but had a commitment to training. Because this is time sensitive, asked that we discuss it.

Christopher Remillard is basically requesting approval for his request to pursue his Masters in Criminal Justice. The course would include three credit courses per semester at \$1,025 each. The town's cost would be \$512.50 per course for a total of eleven courses. Total cost to the town would be \$5,637.50 spread over five to six years. This request is consistent with the towns Personnel Plan.

**MOTION:**

Travis James made a motion that the Dunbarton Board of Selectmen approve Christopher Remillard proposal so he can get moving with the course to purchase his books and other thing related to the course with the assumption that he maintain an average of C or higher for each course.

**Board Discussion:**

Brian Pike asked if the education reimbursement shows up on the W-2's as income.

Line Comeau replied this was not included in the W-2's as income.

Brian Pike asked that the Town Administrator look into the IRS rules for reporting this as income.

Ted Vallieres asked if Sargent Remillard were to start taking these courses; when would the first course end.

Travis James stated he believed the first course would end next year.

Ted Vallieres stated if the Board were to approve this, this would be money that would be coming from the budget next year.

Brian Pike stated if the first course starts this year it would technically be a contract which would be encumbered from this year's budget.

If this falls within the scope of our policy or plan than we need to hold up our end of the bargain with the assumption that he maintain a C or better.

## **MOTION:**

Travis James made a motion that the Board approve Christopher Remillard proposal as presented.

Brian Pike seconded the motion. **The motion passed unanimously.**

Ted Vallieres asked the Town Administrator to be sure to incorporate the cost into next year's budget.

Ted Vallieres stated he had just received the letter from Dunbarton Fuel Services. Asked if the other Board members had a chance to read it or had any comments.

Ted Vallieres reviewed the minutes of July 24<sup>th</sup>. Stated to the other Board members that what was written in the minutes was only a one cent difference.

Travis James stated it was a typo but the motion is correct further down in the minutes.

Brian Pike read the email noting the correct price per gallon which is a difference of six cents per gallon.

Travis James also stated that the final cost was also quoted at a better price then the original quote in the contract.

Brian Pike reviewed the contract to find there would be a fixed price of \$3.23.

Ted Vallieres wanted to remind the board that the contract purchase is for 6,000 gallons which is based on what was purchased last year, which was an exceptionally cold winter. I am sure if you went back you would find that we used more gallons than we normally do. Now we are committing the town to buy a minimum of 6,000 gallons. It says at the bottom, if we do not take delivery of 100 percent of the committed gallons, you are agreeing that Dead River may charge you and you will pay liquidated damages in accordance with the following formula. The committed gallons minus the gallons delivered times the greater of \$1.00 per gallon or 50% of the contract price per gallon.

If we have a mild winter and only use 5,000 gallons then we would have to pay 50% of the 1,000 gallons that we didn't use. This doesn't make any sense.

Brian Pike stated that this is standard language.

Ted Vallieres stated that before he got sick, he thought that the Board had decided that Brian would look at the contract because one of the things that I brought up was that we had problems two years ago when we bought oil through the SAU contracted with Fred Fuller.

Brian Pike Stated he didn't remember that conversation, we need to review the prior minutes.

We ran out of oil at least five times, if this had happened on a Friday or a weekend, this contract says they're not liable for damages. I think that we are lucky that there was no damage done to any of the buildings.

## **MOTION**

Travis James stated this not comparing apples to apples, that was Fred Fuller, this is Dead River, would like to make a motion that we table this until the next meeting until we can contact Dead River regarding the contract.

Brian Pike seconded the motion for discussion. **The motion passed unanimously.**

Brian Pike asked to check if there is a grace period to utilize gallons beyond the specified period.

It was recommended that we get a history of fuel used for the last four years. For the record, the price on the contract is a fixed price in the contract is \$3.2367. This allows us to budget with certainty.

Ted Vallieres stated the following:

The Board wants to table this until the next meeting so, would like to have his say because his chances of him being here for the next meeting are slim due to his surgery tomorrow.

Ted stated that ever since he became a selectman, he's been proponent of the town favoring local businesses. In this case I have one story that I would like to share, we are talking about dollars and cents here.

Ted told his story for all to hear at the meeting.

Travis James stated that at town meeting he got a very clear message that we are saving pennies and saving cents do matter. There are some people in this room that spoke to that correct.

Travis asked Brian who mows the cemetery lawns, stated that we use tons of vendors that don't live in Dunbarton.

Ted Vallieres stated he was all for getting the best deal for the town.

Brian Pike stated that in the past the cemetery trustees have used low bid because the price was that big of a difference. My question to you is where do you draw the line. When does it become too many cents that we don't go with a business in Dunbarton and support that and go outside? If so that line will become a very wide line and muddied the waters.

Ted Vallieres stated that in the letter from Dunbarton fuel it states that the difference for 6,000 gallons is only just over \$300.00 savings.

Brian Pike asked the town administrator to provide a history of fuel usage for the past few years so the board can have a better understanding of the fuel usage.

There was a comment from the Fire Chief for the board to consider. The Chief supported going with Dunbarton Fuel.

Brain Pike thanked Jon for his input but stated to the Board that if we are going to follow the Chairman's cardinal rules that we instituted, that all public comment will wait until the end of the meeting when they are called upon. Then we shouldn't skip these rules if we are going to have them.

Brian Pike stated that he wanted to touch base with Jeff Crosby regarding the letter received from Alison Rees on July 15<sup>th</sup>, regarding the condition of Grapevine Road and was looking for his input .

Jeff Crosby stated he had a copy of the letter.

Brian Pike asked Jeff what the plan was for Grapevine Road.

There was further discussion of the condition of Grapevine Road.

Jeff Crosby stated that he was aware of the condition of Grapevine Road; that this is a country road. The improvements that we've done on Grapevine this year are in preparation of work for next year. Unfortunately we had a pretty severe rain stop after the work. Clearing the shoulders helps set the plan of what's there and what direction we have to go in. When reading the letter it reads as though the town doesn't have a clue of what is going on which is not the case.

I was hoping to come before the Board earlier in the year but it didn't happen. This discussion is something that all three selectmen should get involved in, for example whether or not the town should get a bond. She mentions that in her letter which is a good avenue.

Personally I believe we are behind on all of our road projects. It's a reasonable thing but bottom line is whatever we do it's going to cost the tax payers directly. If we keep plugging away the way we are which isn't the end of the world then Grapevine Road would probably be a three year project. If we bite the bullet and get a bond if the tax payers are willing to do that then we could get caught up.

Travis James asked the question of starting a CIP for road projects.

There was discussion on the definition of CIP projects and if highway improvement qualifies for CIP.

Brian Pike stated that some of the comments in the letter were based on an untimely situation with the weather.

Jeff Crosby stated that it's every body's nightmare but these washouts occur all over the town. We just keep plugging away. These are short term issues; we have to consider the long term issues.

The question of improvements to the roads is something that is up to the Selectmen working with the Road Agent. We have to ask what we want to propose to the town and give them the choice.

Brian Pike asked if we had looked into her references T-squared and CNHRP. Have we ever had a pavement management study that we could use as a tool?

Jeff Crosby responded that he has never actually invited anyone to do that, we typically only use them for traffic counts. She also references grant among other things. There really aren't any grants for maintenance of road. All grants come from the state and federal in the form of Highway Grants which is a different type of grant. The highway improvements are typically spread all over the town. We have no lack of road improvements all over town.

Jeff Crosby gave the Board a history of the Grapevine construction from past Road Agents and the fact that thirty years ago the top section near Burnham lane was a state road, updated by the state and given to the town.

Brian Pike stated that he was hoping that we could give her some kind of feedback.

Travis James asked Jeff Crosby for an update of the Stark Bridge.

Jeff Crosby stated that he did not have any information to give the Board today. The only thing I can say is that we do not currently have a permit.

Brian asked where we were in the process.

Jeff Crosby stated that once we get the permit then we can talk to the engineer who was doing the hydraulic study which basically sizes the opening of the bridge to obtain the final permit.

Brian Pike asked if this was the only thing that was holding us up was.

Jeff Crosby stated that once we get the permit then we have the precast structures made.

Travis James asked Jeff Crosby to put a sign back up to say the bridge is closed it seems to have disappeared.

Jeff Crosby stated that someone had taken it down and he would put it back up.

Jeff Crosby stated that the new truck for the highway department was in so we can expect it within the next week or two.

Brian Pike asked Jeff what was going to be done with the old Truck.

Jeff Crosby said they would attempt to sell it privately and if that isn't successful then we will sell it through the state auction.

Ted Vallieres asked if Brian Pike would draft up a letter to Ms. Rees on Grapevine.

Brian Pike stated he would do that.

Jeff Crosby offered to stop and talk to her if it would be easier for the Board.

Ted Vallieres brought up for discussion the email regarding the THTRC and who can sign contracts.

Travis James stated that the decision was made that the Selectmen would sign the contract.

Ted Vallieres stated that the email had a lot more to do than just signing contracts. Was willing to play devil's advocate on this because the THTRC is going out for a bond and if all your I's are not dotted and t's crossed then all this can be voided. So you want to make sure that everything that you do is done properly.

Travis James read the email from legal inquiry.

Ted Vallieres asked Brian Pike for an update on the Fire Department renovation project.

Brian Pike stated that he was approximately 98% done. There was just some minor working to update regarding the door and the language for scheduling notice with the police department.

Travis James asked that we not discuss the email until he was able to discuss it with the THTRC and the Library Trustees.

Brian Pike asked that we invite the Trustees to a Board meeting to discuss their duties.

Ted Vallieres asked for an update on hiring the building department clerk.

Line Comeau stated that we just approved the job description at the last Selectmen's meeting. Having just returned from vacation will post it internally through the different departments that there is an opening available and a job description is available to review for the position for a two week period. If I don't get any response internally then I will follow up and post the job in the paper and NHMA.

Ted Vallieres asked how we were doing on filling the part time building inspector.

Line Comeau reported that we currently have a job description on file that will be forwarded to the board for review and acceptance. Once done I will do the same and post the position internally followed by inquires with neighboring town to see if there is anyone willing and available to share their inspectors. Again if there is no response then I will post it in the newspaper.

Ted Vallieres stated that he read in the last meeting that the Board had discussed a problem with the pay for the part time employees at the transfer station.

Brian Pike stated that this would have been discussed in nonpublic.

Ted Vallieres stated that the Board had made the motion to give a \$25.00 stipend to any employee who works greater than 10 hours per week. Stated you have one employee who works 12 hours a week so it averages to be a \$2.00 per hour increase. Then you have another employee who has been there forever and works 30 hours per week with this \$25.00 stipend will average .80 cents per hour. Can someone explain to me how this is fair?

Brian Pike stated that there is such a pay inequity that this was a temporary fix until we can look into the pay scale at the transfer station.

Travis James stated it was something put in place temporarily to help with the staffing issues to encourage retention.

Ted Vallieres stated he had talked to Dave Nickerson to find out why he was leaving. Dave had stated that from the start it was only going to be a temporary job and that this was not in his career choice. Stated that he agreed that these employees are not getting anywhere near the amount of money they probably should be getting for the type of job that they are doing. So I don't see where this temporary fix is any way a solution.

Travis James stated we had the money in the budget because Woody wasn't able to hire an assistant. Us doing this has nothing/or little to do with Dave Nickerson. It has to do with the bigger picture which is retention. This was to offer extra incentives. Over the years the transfer station just doesn't retain their employees.

Brian Pike stated he agreed with Travis that this was created for the employees that are staying there not the ones that are leaving. We've lost two people and are down to three people.

Woody stated he had a couple employees that are leaving that they could be an on call but won't be available every week.

Brian Pike stated he wanted to look into the average wage scale. This stipend also has an end date so we can work it all out.

Ted Vallieres asked if we were only looking at the Transfer Station.

Brian Pike stated that the wage scale will have to be reviewed for all part time employees.

Ted Vallieres stated that he felt that this stipend was not equitable. It would have been more equitable to take a look at how much someone was making, how long they have been working and adjust their pay accordingly.

Travis James stated that we will look at the part time pay scale at the budget time.

Ted Vallieres stated that the last question he had was the subject of the Library roof. Travis mentioned that the Restoration Committee wants to change the roof line. The concern I have is that the roof is going to have to be replaced. Two things are going to have to happen.

1. Get a price to replace the roof and put it on a warrant article.
2. Then if the Restoration Committee wants to replace the roof then they should price that into their cost of renovation. We can give the voters a choice. If they vote to go ahead with the restoration then part of that will be to redo the roof. But if they vote it down then we have to have a plan B. That the roof can't stay that way forever because it's going to start leaking.

Travis James asked why we have to have a warrant article on the roof. We already have the money for it.

Ted Vallieres stated he would have to think that a new roof eight years after the original is going to be more money. So we can have a warrant article to replace the roof with so much money coming out of surplus because the money was returned to us. But I don't think that we will be able to replace the roof for the same amount of money that it cost us eight years ago. Another thing that we will have to decide would be to take a chance and get a fake slate roof like we did seven years ago. Or do we go back to an original slate roof that lasted one hundred years. I think we should get roofing companies to give us some prices.

Brian Pike agreed that we should contact roofing companies to find out what our options are. Then put it out to bid.

Brian Pike asked Travis James if the restoration included replacing the roof.

Travis James stated yes, that this is one of the many options that we are going to discuss with the architect and the construction manager together. That meeting hasn't happened yet.

Brian Pike agreed with Ted that we have to have a backup plan to get the roof done.

Ted Vallieres asked the Town Administrator to look into getting prices from roofing companies.

**Public Comment:**

Jon Wiggin stated he had heard that at the last meeting the Board had discussed a bill from Chappel Ford as an implication that it charged for my personal account, wanted to know if this was true.

Brian Pike stated that we had a check for that and wanted to know what the agreement was for your mowing, if the town pays for your parts if something breaks. No one knew the answer to that, whether it was for your tractor or something else.

Jon Wiggin stated that he took offence to that.

Brian Pike stated that no one had a clue as to what the bill was for.

Jon Wiggin asked that the Board ask Alison if there is a question on a bill.

Brian Pike stated that Alison wasn't there so no one truly had a clue.

Travis James stated that no one implicated anything. He had made the comment, did not know who owned the tractor, if it was the highway departments, and we saw a bill and the question came up wanting to know what the bill was for.

Jon Wiggin stated that it was fire departments bill the same as when he makes a purchase from Sanel or Goffstown Hardware.

Brian Pike stated that was all we wanted to know.

Line Comeau stated that in order to avoid this problem in the future I will request that all departments are specific on the invoices to explain what the purchase is for whether it's for a compressor or a specific vehicle.

Jon Wiggin stated that sometimes it's for routine maintenance.

Line Comeau stated that if you are specific with that explanation then there won't be any questions.

Brian Pike stated that by the time it got to Jon the tone probably changed.

Brian Pike apologized if somehow it got back to him in the wrong but that was not the intent.

Bob Martel stated that several months ago the Board developed a bid policy because of an issue with a warrant article, which I will call a procurement policy because it's for goods and services. One of the consequences of that is sometimes the local business vendors get left out because they're not low bid. I would just like the Board to consider adopting or amending the current policy so you can show preference to a local contractor or vendor if their within a percentage. Not sure what percentage you would want to use but include the word "may". A lot of them use 5% as a guide because if it's a big project 5% could be big.

Ted Vallieres stated that it is worded in the current policy.

Brian Pike stated that there it doesn't give any limits.

Bob Martel stated a lot of them have a fixed amount allowing the board discretion.

Jeff Crosby had one statement for the Board. Asked if the part time employees were at least entitled to the CPI.

Brian Pike stated that the CPI is given to all part time employees.

Jeff Crosby asked the Board if there was still money in the budget to paint the Highway Garage.

Linda Landry presented the Board with a telephone pole permit.

Brian Pike asked the Road Agent if the location of the pole met to his satisfaction.

Ted Vallieres stated he thought the town was going to be reviewed prior to signing them to approve the location.

Linda Landry stated that the other thing she had was regarding Election Day. Asked Travis if he was going to be there most of the day.

Ted Vallieres said he would not be there because he would be in the hospital.

Brian Pike stated he had spoken to Fred Mullen at the training would be available.

Travis James stated he would be there a four pm.

There being no further business, the meeting adjourned with the following motion at 9:08pm:

***MOTION:***

***Ted Vallieres made a motion to adjourn the regular Board of Selectmen's meeting.***

***Brian Pike seconded the motion. The motion passed unanimously.***

**Respectfully submitted,**

**Line Comeau  
Recording Secretary**

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**Ted Vallieres, Chairman**

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**Travis James, Selectman**

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**Brian Pike, Selectman**