

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

**DUNBARTON BOARD OF SELECTMEN**

**MINUTES OF MEETING**

**Thursday, September 29th, 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, Selectman  
Robert "Bob" Martel, Selectman  
Line Comeau, Town Administrator  
Koren Maccubbin, Recording Secretary

**Members of Boards/Committees & Town Officials:**

Linda Landry, Dunbarton Town Clerk  
Dan Sklut, Dunbarton Police Chief  
Sergeant Christopher Remillard, Dunbarton Police Department  
Ralph McClellan, Dunbarton Police Department  
Patrick "Woody" Bowne, Transfer Station Manager  
Jeff Crosby, Dunbarton Road Agent  
Deborah Trottier, D.E.S. School Board  
Deborah Foster, D.E.S. School Board

**Members of the Public:**

Leo Martel  
Aleeta Szopa  
Stas Szopa

It is noted for the record that Leo Martel 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 held on September 22<sup>nd</sup>, 2016, 7:00 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Motion:**

Brian Pike made a motion to table the minutes of the BOS non-public session held on September 22<sup>nd</sup>, 2016. Tom Groleau seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Public Comments:**

Linda Landry asked if the Board of Selectmen if any actions are going to occur due to the severe drought conditions. The Selectmen said they are putting the word out to voluntarily conserve water via the web and the Town Common Bulletin board.

Brian Pike brought up an email from NHDES who are looking for all documentation on the financial impact of the drought. It was requested that the link also be put on the Town website and bulletin board.

**Town Business:**

**Public Notice per RSA 31:95-c II:** This notice is about accepting a gift from Stas and Aleeta Szopa for 2 Model X2 Tasers valued at \$1066.00 each for a total of \$2132.00.

Discussion: Chief Sklut publicly thanked the Szopa's for their donation.

**Motion:**

Brian Pike made a motion to accept the Szopa's donation for 2 MX2 Tasers. Bob Martel seconded the motion.

**Discussion:** The Board of Selectman also thanked the Szopa's for their generosity to the Town and Police Department.

**Vote:** (3-0)

**School Board update**

Debra Foster and Debra Trottier relayed to the BOS that because of a recent State Supreme Court Ruling, Dunbarton will be awarded monies in excess of \$146,000.00. They also informed the Board that the DES school board is looking at ways to upgrade the sound system with visual aids for the Community Center. School Board is also looking into possible expansion of classrooms. Kindergarten class last year (1/2 day) had 9 students and has increased to 38 students (full day) this year. A resident told the School board that the parking lots need repair or repaving.

Jeff Crosby said there were no plan for upgrades to the parking lot. He said the worst parking lot area is the one behind the police and fire department, which was primarily for use by the Police and Fire Department but has evolved to be used by the School Department.

Brian Pike said we should assess the work to be done this year and budget for next year.

Jeff Crosby stated that a ballpark estimate for patchwork repair to the parking lot behind the Police Department would be about \$15,000.00. Doing a full repair would cost around \$35,000.00.

Brian Pike brought up the subject of trash pick-up at the school, and told the School Board representatives that the Town was looking into dumpsters as an option instead of utilizing trash pick-up by the town.

School Board representatives were worried about the dumpster attracting bees and rodents. This could become a problem with students as some have allergies with bees.

The Board asked the Town Administrator to look into what the neighboring schools were doing for their trash removal.

**Quarterly budget review:**

**Expenses:**

The Board reviewed the Building and Maintenance line item for remaining funds. Brian Pike asked Jeff where he stood on the repairs to the Town Garage door installation, needed to know if any parts had been ordered to date. The Board stated that because of the circumstances related to the Town Hall Library, that funds were limited; asked if this was something that had to be done this year versus budgeting it for next year.

Jeff Crosby said he thought it should really be done this year as the plow equipment will not fit through the existing door. Jeff said he has monies left in his budget that he could afford to use as his equipment repairs have come in less to date. The work of the new door is approximately \$5,000.00, and would be willing to utilize his fund to install the new door.

The consensus of the Board was to allow Jeff Crosby to proceed with installing the new door using his maintenance line budget.

Selectmen discussed the jump in unemployment payments (\$500.00 to \$1400.00). It was noted that the Town is responsible to unemployment expenses for past employees within a certain number of months of leaving the Town.

Bob Martel asked Line Comeau if she could highlight the line items on the actual vs. budgeted expenses to point out where monies may be available for the next meeting. The Board discussed general revenue issues and noted that the building permits are on track for this year. Line Comeau noted the land use change taxes were budgeted for \$10,000.00 and came in at \$31,750.00. Brian asked if this included Overlook Estates Current Use taxes. Line stated that it did not; would anticipate an increase on this line item for the revenue estimates of next year.

Line Comeau said she was still waiting to hear from the DRA regarding the Town's tax rate.

**Score Construction:**

The Board reviewed the contract and addendum presented. After discussion, the following motion was made.

**Motion:**

Brian Pike made a motion to accept the Score Construction Contract with addendum number one for the amount of \$29,693.00. Tom Groleau seconded the motion.

**Discussion:** None

**Vote:** (3-0)

Brian asked Line Comeau to check with Joel Fisher concerning his site inspections.

**Sick Leave and Sick bank discussion:**

Line Comeau asked the Board for clarification on sick bank as worded in the Personnel Plan. Stated that the response from our Auditor was in line with the legal definition search through definition.uslegal.com. The consensus of the Board was that the Sick Leave Bank wording in the Personnel Policy needs revision. The Board stated the subject had been discussed on separate occasions with the consensus that eligible employees exhaust their personal leave prior to utilizing the sick bank. Line said she would reach out to neighboring towns for their personnel policy.

Brian Pike said we may have to look into future budgets to have a human resource person as advised by many of the professional organizations that we reach out to for assistance.

**Job description for Transfer Station Manager:**

BOS reviewed the Transfer Station Manager's job description and everyone was pleased with the draft. "Woody" Bowne asked what the Office of State Planning (OSP) is in third paragraph under the accountabilities section. Brian responded, that it was in the last job description and needs more clarification. Stated that upon his return to fulltime status, should review the Job Description in detail with the Town Administrator for recommendation to the Board.

**MAILBOX:**

Letter from John Stevens for a contribution for the Energy fair. Bob Martel stated, as the Selectmen's rep. to the Energy Committee, would get clarification from John Steven's on this contribution. Bob also stated that he would be looking into grants for energy efficient lighting at the Highway building.

The Town received a letter from NHMA regarding the 2017 calendar of events for Municipal Budgeting.

**Town Business:**

Line Comeau informed the Board that the paper bailer is down at the Transfer Station. Woody Bowne gave the Board a detail of the mechanics of the bailers.

Bob Martel updated the Board on the Boston Post Cane search. Bob Martel stated that this search is not in the Historical Awareness' charter. Bob stated that Allison Vallieres, of the Historical Society is interested in participating in the Boston Post Cane project.

**Public Comment:** None

**Motion:**

Bob Martel made a motion to adjourn the meeting at 9:03 PM. Tom Groleau seconded the motion.

**Discussion:** None

**Vote:** (3-0)

Respectfully submitted,

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Koren Maccubbin, Recording Secretary

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Brian Pike, Chairman

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Tom Groleau, Vice-Chair

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Robert Martel, Selectman