

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN

MINUTES OF MEETING

Thursday, September 8th, 2016

TOWN OFFICES 7:01 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:

Linda Landry, Town Clerk

Members of the Public:

Bob Grondin
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 7:01 PM with a full Board present.

Old Business:

Motion:

Tom Groleau made a motion to approve the minutes of the BOS public session on August 25th, 2016, 7:22 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Town Business:

Brian Pike informed the Board that Jeff Crosby, Road Agent, would not make the meeting tonight. Brian Pike expressed his concerns on completing the Stark Bridge Project. He asked Line to contact Jeff and have him present the issues delaying the project at the next meeting (September 15, 2016).

Bob Martel stated that if we knew what was holding up the completion, the Selectmen could possibly intercede and speed up the process.

Brian Pike stated that Jeff Crosby would also be present upon the request of David Jay for Ordway Road and could also give us an update on the Grapevine Road Project.

Brian Pike told the Selectmen that he still awaiting an answer from the NH Department of Transportation on the placement of the John Stark Byway sign on Route 13. Brian Pike reiterated that we do indeed need NH DOT permission to put up the sign.

Return to Work Policy: Line Comeau stated that she has forwarded the policy to Primex for their comment and when she receives their comments she will forward the policy to the Town Attorney.

Town Transfer Station Job descriptions: Brian in reviewing the duties and responsibilities of both the Transfer Manager and Transfer Attendant stated that he would like to cut back on the number of duties and responsibilities by using more general terms. He stated that he would be willing to take a stab at it and present a revised list for review at the next BOS meeting.

Mailbox:

Diagram from Rene Ouellet (Town Moderator) showing how he would like to set up the voting booths and tables for election officials. Brian Pike thought that it was different from the way the Town has been doing in the past. Line Comeau said she had a sketch of the layout from past elections and would forward it to Rene. Selectmen were concerned with the traffic flow of voters.

Old Home Day Committee: Brian Pike reviewed a letter and made a motion.

Motion:

Brian Pike made a motion to appoint Ken Korber to the Old Home Day Committee with term ending in March 2017. Tom Groleau seconded the motion.

Discussion: None

Vote : (3-0)

Scheduled Public Hearing:

At 7:15 PM Brian Pike announced a Public Hearing on Overlook Estate's Open Space - Subdivision (located off of Grapevine Road in the low-density five-acre residential district) as proposed by the Stinson Hill LLC, in accordance with the Town's Open Space Subdivision Article 6. Public hearing is pursuant to RSA 31:19 II.

Brian Pike asked for comments from the Public and members of the Board. With no comments, Brian pike closed the Public Hearing.

Mailbox continued

Brian Pike mentioned to the BOS that he sent an updated copy of "Contracting 101" from the NH Municipal Association. This example might be something that we incorporate into the towns purchasing policy which should be reviewed and updated on a regular basis.

Received correspondence from Nancy Mavville, Department of Transportation, inquiring if the Town has Engineering Plans for the Town's bridges and dams. Would like to table this until next week when the Road Agent will be present for discussion.

Town Business:

Motion:

Brian Pike made a motion that the Selectmen sign a Milfoil application for a 2017 grant from the NH Department of Environmental Services. Tom Groleau seconded the motion.

Discussion: Line Comeau stated that this puts The Town of Dunbarton in the Queue and prompts Amy Smagula from DES, to inspect the Pond Site in October for milfoil to determine how many acres will need to be treatment.

Vote: (3-0)

Line Comeau is expecting the financial report from the Auditors on Thursday, September 9th. This will be the final document required by the DRA to set the tax rate. The DRA has already begun our final review. This review will need to be signed by the BOS when it is completed by the Auditor and discussed at the exit conference. Line Comeau requested permission to export the document to the DRA and have the BOS sign it at the next BOS meeting (September 15th). Line Comeau explained that holding the report till next meeting would delay in the Town being able to set its tax rate. The consensus of the Board was to have Line to send the financial report to the DRA.

Library Roof Project Update:

Line is waiting for a proposal from Cobb Hill Construction shortly. Ross from Cobb Hill Construction stated that he had finalized the full project proposal but would provide an amended quote for just the library attic retrofit.

Line also stated that she had a schedule appointment to meet with Score Construction the following day who is interested in bidding on the project.

Transfer Station Update from Line Comeau:

Line informed the Selectmen that repairing the trash compactor would cost less than expected. Final cost for parts would run between \$1200 to \$1500.

Line informed Selectmen that the Transfer Station Staff all concur that taking caps of plastic containers and lids off jars, even if they have to do it is better than not removing the lids.

Brian Pike asked that we reach out to our liability insurance to see if they have any recommendations on the process.

Bob Martel suggested that Line contact the Department of Labor and have them comment on the Return to Work Policy rather than go through the added cost associated with legal review.

Public Comment:

Linda Landry, Town Clerk, suggested that a good way to educate the residents on removing the lids on containers is to have the School send the information when they send out their School notices.

Linda Landry wanted to follow up with the Board's question regarding the need to have officials and Committees like Old Home Day be sworn into the position. Linda read an article from the NHMA regarding questions and answers on the subject. Stated that it gives the person a sense of responsibility to perform his or her duties when sworn in.

Linda Landry informed the Board that next Monday she would be back and forth from the school to the office in preparing for the elections.

With no other public comments, Brian Pike closed Public Comments.

Motion:

Brian Pike made a motion to go into a Non-Public session per RSA 91-A:3, II (c) at 7:56 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 end the non-public session and resume the scheduled public meeting at 8:29 PM. Bob Martel 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 adjourn the meeting at 8:30 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