

DRAFT, SUBJECT TO REVIEW, CORRECTIONS AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
REGULAR MEETING MINUTES OF
THURSDAY AUGUST 21st 2014**

TOWN OFFICES - 7:00 PM

The Dunbarton Board of Selectmen held the regularly scheduled meeting of the Dunbarton Board of Selectmen at the above time, date and place.

The following were present:

Travis James, Selectman
Brian Pike, Selectman
Line Comeau, Town Administrator also acting as minute taker

Members of Boards/Committees and Town Officials:

Dan Sklut, Police Chief
Christopher Remillard, Sargent
Ralph McClellan
Jason Patten
Mike Gorman

Patrick "Woody" Bowne, Transfer Station Supervisor

THRR Trustee Members:
Clement Madden
Mark Antonia

Members of the public:

The public attendance is generally stated due to the large number attending the Town's swearing in of the new full time Police Officer Jason Patten.

Travis James called the meeting to order at 7:02pm with Brian Pike present along with Line Comeau, Town Administrator.

The first order of business - approval of Previous Meeting minutes – Thursday August 7th, 2014.

Brain Pike made the motion to conduct the meeting out of order to accommodate the Police Chief Dan Sklut's business here for the swearing in of a new full time Police Officer Jason Patten. Travis James seconded the motion.

Selectman James asked Jason Patten to approach the front of the room to be sworn in and recite the Oath of Office. Jason's father was asked to pin Jason Patten. Congratulations were acknowledged the Oath was signed.

Dan Sklut announced that Jason Patten will begin his full time status on September 1st. (applause)

Selectman James also wanted to acknowledge another police officer at this time. Travis asked that Ralph McClellan step forward to be recognized.

Police Chief announced that the Town received a letter from Senator Shaheen's Office on behalf of the entire NH Congressional Delegation.

The following letter was read:

Dear Officer McClellan,

On behalf of Senator Ayotte, Congresswoman Kuster and Shea-Porter, I would like congratulate you for being awarded the NH Congressional Law Enforcement Award in the "Above and Beyond" category.

You had demonstrated tremendous courage and heroism during the events of August 29th, 2013, when you saved the life of a woman whose vehicle had landed in the swamp and was filling with water. Your bravery and commitment to excellence were recognized by the NH law enforcement community when they nominated and selected you for this award.

The award ceremony will take place at 6:00pm, October 3rd, 2014 at the NH Police Standards in Training Facility in Concord.

Sincerely,

*Jeanne Shaheen
United States Senator*

Selectman James stated that this is quite an honor and congratulated Officer McClellan.
(Applause from the audience)

Brain Pike acknowledged the Police department, welcomed Jason Patten and thanked Ralph McClellan for a job well done.

OLD BUSINESS:

Travis James brought up the following for discussion:

Approve the minutes of the previous meeting – August 7th, 2014.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept the August 7th meeting minutes as written.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brian Pike – yes

Travis James brought up the following for discussion:

Approve the minutes of the previous meeting – non-public August 7th, 2014.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen accept the non-public August 7th meeting minutes with the minor changes as aligned (removing the word “and” on page 3 and a “d” in the motion .

Travis James seconded the motion with corrections.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brian Pike – yes

Travis James announced the THTRC subject would be moved to the end of the meeting because we will have to go into non-public for that discussion.

The next item on the agenda is Dave Stilson, to discuss the Town Hall Library rails.

Travis James asked Dave where we stood with the lower rails.

Line Comeau stated for the record that she had sent Jon Wiggin out to look at the project that was completed. Jon reported the work was sound and met code, but did mention that it would still need to be painted.

Dave Stilson reported that the quote only included primer and would still need to be painted. Dave stated that the columns will require two coats of paint.

Travis James asked if Jon was able to check on the lower rails.

Line Comeau reported that Jon also confirmed the code for the maximum height for rails on a porch. The existing was measured at the highest point to be 18 inches which is below the 20 inch maximum height requiring rails. If the town chooses to go with the new rail system to match the upper rails, Dave was able to give us a quote which was not included with the original quote.

Travis James stated the rails that were there had been there since the building was built.

Dave Stilson stated the \$8,500 quote would be to repair the concrete which is damaged in five places, they would have to be drilled pinned and formed. Then the rail system would be installed to match the rails installed on the second floor.

Travis James stated that he was not aware that the quote would include repairing the cement. Travis stated that where the old rails are, the cement has busted through and would like those areas patched to prevent someone from walking through and twisting an ankle. If we don't need to put the rails up then we don't need to put them up just because they were there.

Brian Pike asked how this would affect the restoration of the Library.

Travis James stated that the restoration has nothing to do with the front of the building. Had concerns regarding the sidewalks and water damage to the building and cement.

Dave Stilson stated that the damaged occurred when the existing rails failed with their age then let water into the pipe which, expanded when frozen causing the damage to the concrete.

Brian Pike stated that it would be a prudent thing to do to prevent more water from going further back in there and freezing again and expanding the cracks.

Dave Stilson stated if the rails are not necessary and money is an issue then just repair the concrete.

Travis James asked Dave if he could give the Town a quote to fix it and get it leveled to stop the leaks.

Brian Pike asked if the repair would include reforming it, pinning it and correct the pitch with concrete.

Dave Stilson stated he would probably use hydraulic cement.

OTHER BUSINESS:

Travis James brought up a letter from Dunbarton Fuel Service; we had awarded the bid two weeks ago to Dead River Company because they were the lowest bidder for heating fuel for the town buildings. Dunbarton Fuel sent a letter to us to talk about best overall value which he has specifically quoted Brian in it based on a conversation they had.

Brian responded that he had not had the time to read the letter.

Travis asked to table the discussion until Brian could read the letter.

Brian stated that he had not read the letter plus there was new information so made the MOTION to table the discussion so he could read the information to act intelligently regarding the subject.

Travis James brought up the Job Description for the Building Planning and Zoning Assistant. Travis stated that he had looked at the format that Brian had used along with the few recommended changes from the Town Administrator and did not have any issues with the changes.

Brian stated that usually in most job descriptions they usually include reoccurring duties throughout the year. The CIP is something that would only be updated once a year.

Travis James stated that he would like to see the paragraph stay in the job description because that job is pretty involved.

Brian stated that he would have no objects going one way or the other.

Brian also brought up the change of "May" be required to attend meetings.

There was the consensus to change the wording back to the original wording of “Required”

Brian stated the statement is also supported by “Required” to attend meetings as directed by the supervisor, so should you as a supervisor say that you are not needed to attend the meeting then so be it.

Line Comeau asked the question regarding the “position” code?

Brian stated if we don’t use position numbers then cross it off.

The established date would be the date of the motion.

MOTION

Travis James made the motion to accept the Dunbarton Building Planning & Zoning Job Description with the changes as noted.

Brian Pike seconded the motion.

Travis James seconded the motion with corrections.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brian Pike – yes

Line stated that she would like to move forward. With the new job description in place will post the opening in house when returning from vacation. I am recommending a two week posting period to be adequate notice. Stated because the busy time was fast approaching would like to get the position filled as soon as possible. Should there be no response to the opening then proceed with advertising the opening.

Also for discussion:

Stated that Linda Landry ask me to convey to the Board that Jo-Marie Denoncourt, Deputy Town Clerk has completed a course in the Drivers Protection Privacy Act with a score of 100.

Jeff asked that I convey his apologies for not being able to attend tonight’s meeting. Something had come up and promised to attend the next meeting on September 4th.

Travis asked the Town Administrator to draft a letter commending Jo-Marie for a job well done.

Brian Pike stated for the public that the Town had received the final version of the Business Assessment from MRI; would like to have it posted on the website.

Travis James explained to the public that the company came in and did a study of the various departments and interviewed everyone independently to see how efficient we are, privacy issues, and security issues. Stated that everything in the reported was known and there were no surprises.

Brian Pike read some of the recommendations from the report. (Will post the entire report online) Informed the public of the safety issues and privacy issues etc. CIP should be updated etc.

The first CIP meeting is scheduled for next Wednesday 6pm at the Police Department. Also the Efficiency Committee will be utilizing this report and meeting next Tuesday at 7pm here at the Town Office.

Brian Pike also brought up the following:

This pertains to the Road Agent but unfortunately he is not present but wanted read the items for the record.

We signed a check for locks for a truck, these locks were fairly expensive. Asked the Town Administrator if she knew which truck this was for.

Patrick "Woody" Bowne asked the question regarding the vendor name. Was able to confirm that those locks were for the pickup truck at the Transfer Station. Stated that the locks in the truck were all electronic which failed.

Travis James stated that we had put more than \$1,000.00 into that truck in just over one month. Asked if it was worth putting more money into it.

Brian Pike asked about an invoice paid to Chapel Tractor and if we knew what part that was for.

Woody stated that it was probably for the skid steer.

Brian Pike stated he thought it was signed off by Jon Wiggins.

There was further discussion on the invoice breakdown. Asked the Town Administrator to look into the expense and report back to the Board.

Asked the Town Administrator about the following expenses.

Brian Pike read the following invoices paid: Advanced Paving for \$7,600; Mt William for \$2,700 and one for Crack Sealing for \$7,000. I don't recall seeing any contracts for any of these services. The policy states anything over \$2,000 requires following the policy.

Discussion that the paving and crack sealing was had a two year extension.

Brian Pike did mention that Mt. William did hold the contract for the state so we would be covered for that services but we need to make sure that following the Bid Policy.

The Bid Policy was discussed further.

Brian Pike asked that we make sure that we follow the policy.

Brian Pike asked for the salary guide from NHMA to be sent to him to use with the part time pay scale.

Woody asked if the report from MRI included bonding the staff from the Transfer Station.

Brian Pike stated these were questions that the efficiency committee will be asking.

Woody asked if the Town had looked into accepting credit cards.

Travis James stated that there are towns that are in the testing stage of using credit cards and that Linda is looking into e-reg.

Brian Pike stated that there are departments within the state that do accept credit cards and would look into what they are using.

Woody asked the Board what he should do regarding the truck at the transfer station. The Board has touched on the truck several times now over the last few weeks. Would like to know what the Board is expecting him to do for future repairs. How does the Board want me to handle future repairs?

Travis James asked Woody to discuss any large expenses to the truck with the Town Administrator so she can communicate to us.

Brain Pike stated that he would expect life safety be addressed immediately.

Line Comeau wanted to remind the Board that she would be on vacation next week. Thursday is the only day that has no coverage. Jon Wiggin said he would work in the Building Department for as many hours as he could. The Assessing Office will be posted that we are closed.

Travis James announced that the Board will be entering into non-public with no further business other than swearing him in for the Town Hall & Theatre Restoration Committee.

MOTION

Brian Pike made the motion for the Board to go into non-public in accordance with RSA 91-A: 3 II (h)

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brian Pike – yes

The Dunbarton Board of Selectmen came out of non-public at 8:25pm, to enter into the regular meeting at 8:26pm.

MOTION

Brian Pike made the motion that we accept the Town Hall & Theatre Restoration Committee recommendation to accept Miles Stone Construction from Concord as the successful bidder.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brian Pike – yes

The THTRC thanked the Board and left the building.

Travis James asked Brian Pike to swear him in to the Town Hall & Theatre Restoration Committee. The Oath was read.

MOTION

Brian Pike made the motion for the Board to adjourn the meeting.

Travis James seconded the motion.

The motion passed unanimously with the following roll call vote:

Travis James – yes

Brian Pike – yes

The Dunbarton Board of Selectmen meeting adjourned at 8:35pm.

Respectfully submitted,

Line Comeau

Travis James, Selectman

Brain Pike, Selectman