

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF WORKSHOP MEETING
MONDAY, FEBRUARY 2, 2015
TOWN OFFICES – 7:40 P.M.**

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

The following were present:

Ted Vallieres, Chairman
Brian Pike, Selectman
Tom Groleau, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Ted Vallieres, Chairman, opened the Workshop Meeting to discuss the budget at 7:40 p.m. with a full Board present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary.

Budget Discussion:

Line Comeau, Town Administrator, reported that the revised final number for the unspent appropriations for 2014 was \$76,124 after encumbrances. Last year \$140,000 was set aside to offset the tax rate.

Ted Vallieres, Chairman, noted that DRA recommends Towns set aside percentages as follows but this is not mandated:

Approximate 5%	\$394,918
Approximate 8%	\$631,868
Approximate 10%	\$789,836
Approximate 17%	\$1,342,721

The Board of Selectmen reviewed the Revenue lines. It was noted that Revenues for 2014 was \$64,999 over what was expected.

The Board reviewed the Warrant Articles:

1. To choose all necessary town officers for the ensuing year.
2. To see if the Town will vote to raise and appropriate the amount of ONE MILLION ONE HUNDRED FORTY-SEVEN THOUSAND DOLLARS (\$1,147,000.00) for the purpose of constructing an addition, replacing existing roofing, and general renovations to the Dunbarton Town Hall to allow for 2nd floor community use in compliance with applicable accessibility, building, and fire codes, such sum to include cost of construction, architectural and engineering services, construction management services, related Owner's expenses, and contingencies; and to fund this appropriation as follows: by authorizing the issuance of not more than NINE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$935,000.00) of bonds or notes in accordance with the provisions of the Municipal Finance Act, (RSA 33) and to authorize the municipal official to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore to authorize the withdrawal of THIRTY-FOUR THOUSAND SIX HUNDRED DOLLARS (\$34,600.00) from Unexpended Fund Balance as of December 31, 2014; to authorize the acceptance of a contribution in the amount of SIX THOUSAND FIVE HUNDRED DOLLARS (\$6,500.00) from the Dunbarton Library Board of Trustees; to authorize the acceptance of a gift in the amount of not less than SEVENTY THOUSAND NINE HUNDRED DOLLARS (\$70,900.00) from the Dunbarton Town Hall and Theater Restoration Project, with the balance of ONE HUNDRED THOUSAND

DOLLARS (\$100,000.00) to be raised by taxation. Further to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto.

(2/3 Ballot Vote Required) (By Petition)

Estimated 2015 tax rate impact : .32¢

Recommended by the Board of Selectmen (Vote _/_/_)

- 3. To raise such sums of money as may be necessary to defray town charges for the ensuing year and make appropriations of the same in the amount as follows:**

Executive	101,558
Elections, Registrations & Vital Stats	8,616
Town Clerk (Elected Official, includes salary & benefits)	74,079
Financial Administration	84,143
Tax Collector (Elected Official salary)	16,673
Assessor	35,796
Legal Expenses	8,600
Personnel Administration	229,874
Planning & Zoning	19,900
General Government Buildings	77,065
Cemeteries	15,700
Insurance	27,555
Police	401,111
Fire	83,875
Building Inspection	62,253
Emergency Management	1,000
Highway Department	570,000
Solid Waste Expenses & Disposal	212,321
Welfare	13,562
Parks & Recreation	10,700
Library	93,610
Total	2,147,991

Less estimated revenues=\$989,550

**This appropriation to be off set with \$100,000 from unassigned fund balance*

Net to be raised from taxes = \$1,058,441

Estimated 2015 tax rate: \$3.40 for operating budget only.

Recommended by the Board of Selectmen (Vote _/_/_)

- 4. To see if the town will vote to rescind the purchasing policy of the town passed by warrant article XII at town meeting in 2002 and instead allow the selectmen to establish and modify a purchasing policy as they see fit.**

Estimated 2015 tax rate impact: . 00¢

Recommended by the Board of Selectmen (Vote _/_/_)

- 5. To see if the town will vote to authorize the Board of Selectmen to appoint a capital improvement program committee in accordance with RSA 674:5, which shall include at least one member of the planning board and may include but not be limited to the other members of the planning board, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The sole purpose and effect of the capital improvements program shall be to aid the selectmen in their consideration of the annual budget.**

Estimated 2015 tax rate impact: .00¢
Recommended by the Board of Selectmen (Vote _/_/_)

6. To see if the Town will vote, pursuant to 231:43 I, to discontinue the unmaintained Class VI portion of Rangeway Road from the northern boundary of the Town-owned Kimball Pond Conservation Area south to its intersection with Kimball Pond Road.

The Class VI section of Rangeway Road to be discontinued is abutted by lots D4-01-25, C5-01-04 and C5-01-10. These lots are owned by the Town and are part of the Conservation Area. The status of the Class V portion of Rangeway Road and the privately maintained Class VI portion of Rangeway Road north of the Conservation Area boundary are unaffected by this article.

Pursuant to RSA 231:46, the Town expressly reserves any existing sewer, drain, water pipe or other utility easements or any permits or licenses previously established pursuant to RSA 231:159-182, which shall remain in effect as an encumbrance upon the underlying land for so long as they remain in active use.

Estimated 2015 tax rate impact: .00¢
Recommended by the Board of Selectmen (Vote _/_/_)

7. To see if the town will vote to raise and appropriate the sum of thirty thousand dollars (\$30,000) to purchase a Heart Monitor Defibrillator with said funds to come from the Fire Department Equipment non-lapsing Special Revenue Fund created for this purpose. No amount to be raised from taxes.

Estimated 2015 tax rate impact: .00¢
Recommended by the Board of Selectmen (Vote _/_/_)

8. To see if the town will vote to raise and appropriate the sum of twenty nine thousand five hundred dollars (\$29,500) for the purpose of a statistical revaluation with said funds to come from the Revaluation Capital Reserve Fund created for this purpose. No amount to be raised from taxes.

Estimated 2015 tax rate impact: .00¢
Recommended by the Board of Selectmen (Vote _/_/_)

9. To see if the town will vote to raise and appropriate the sum of ten thousand dollars (\$10,000) to be added to the Revaluation Capital Reserve Fund established for this purpose as summarized in the Capital Improvement Plan.

Estimated 2015 tax rate impact: .03¢
Recommended by the Board of Selectmen (Vote _/_/_)

10. To see if the town will vote to raise and appropriate the sum of eight thousand dollars (\$8,000) to be added to the Highway Vehicle Capital Reserve Fund previously established. This sum to come from fund balance and no amount to be raised from taxes.

Estimated 2015 tax rate impact: .00¢
Recommended by the Board of Selectmen (Vote _/_/_)

11. To see if the town will vote to raise and appropriate the sum of twenty five thousand dollars (\$25,000) to be added to the Highway Vehicle Capital Reserve Fund previously established as summarized in the Capital Improvements Plan.

Estimated 2015 tax rate impact: .08¢
Recommended by the Board of Selectmen (Vote _/_/_)

12. To see if the town will vote to raise and appropriate the sum of eight hundred forty dollars (\$840) for payment of building insurance premium of the Dunbarton Historical Society.

Estimated 2015 tax rate impact: .002¢
Recommended by the Board of Selectmen (Vote _/_/_)

13. To see if the town will vote to raise and appropriate the sum of four thousand five hundred dollars (\$4,500) for the milfoil control at Gorham Pond and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of one thousand seventy five dollars (\$1,075), known as the Variable Milfoil Control Grant. The balance of three thousand four hundred twenty five dollars (\$3,425) to come from taxes.

Estimated 2015 tax rate impact: .01¢

Recommended by the Board of Selectmen (Vote _/_/_)

14. To see if the town will vote to raise, and appropriate a sum not to exceed ten thousand dollars (\$10,000) for the purpose of purchasing 6 defibrillators (AED's) and two storage cabinets.

Estimated 2015 tax rate impact: .03¢

Recommended by the Board of Selectmen (Vote _/_/_)

15. To see if the town will vote to raise and appropriate the sum of eleven thousand seven hundred twenty five dollars (\$11,725) for the purpose of purchasing new computer equipment and installation. This article will be non-lapsing per RSA 32:7 and will not lapse until the town office computer equipment has been installed and completed or December 31, 2020, whichever comes first.

Estimated 2015 tax rate impact: .04¢

Recommended by the Board of Selectmen (Vote _/_/_)

16. To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) for the maintenance and repair of cemetery monuments in the east, center and north cemeteries as recommended in the Capital Improvements Plan (CIP). This article will be non-lapsing per RSA 32:7 and will not lapse until the maintenance and repairs of the cemetery monuments are completed or December 31, 2020, whichever comes first.

Estimated 2015 tax rate impact: .06¢

Recommended by the Board of Selectmen (Vote _/_/_)

17. To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be added to the Fire Department emergency vehicle Capital Reserve Fund previously established as summarized in the Capital Improvements Plan.

Estimated 2015 tax rate impact: .06¢

Recommended by the Board of Selectmen (Vote _/_/_)

18. To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be added to the Transfer Station vehicle or equipment Capital Reserve Fund previously established as summarized in the Capital Improvements Plan.

Estimated 2015 tax rate impact: .06¢

Recommended by the Board of Selectmen (Vote _/_/_)

19. To see if the town will vote to raise and appropriate the sum of fifty seven thousand dollars (\$57,000) for the purpose of purchasing seven (7) roll off containers and to authorize the withdrawal of twenty thousand dollars (\$20,000) from the Transfer Station vehicle or equipment Capital Reserve Fund. Any funds received from the sale or trade of the old boxes will be used to lower the purchase price. The balance of thirty seven thousand dollars (\$37,000) to come from taxation.

Estimated 2015 tax rate impact: .12¢

Recommended by the Board of Selectmen (Vote _/_/_)

20. To see if the town will vote to raise and appropriate the sum of fifty eight thousand four hundred forty dollars (\$58,440) for the purchase and installation of the Town's Municipal Community Solar Electric. And to authorize the selectmen to accept and apply a Renewable Energy Rebate in the amount of thirteen thousand four hundred forty dollars (\$13,440), with the balance of forty five thousand dollars (\$45,000) to come from taxation. This article will be non-lapsing per RSA 32:7 and

will not lapse until the town's solar electric has been installed and completed or December 31, 2020, whichever comes first. This warrant is contingent on receiving the Renewable Energy Rebate.

Estimated 2015 tax rate impact: .15¢(taxes)

Recommended by the Board of Selectmen (Vote _/_/_)

21. To see if the town will vote to raise and appropriate the sum of sixty one thousand dollars (\$61,000) for a new roof on the Town Hall/Library Building, with the sum of thirty four thousand six hundred dollars (\$34,600) to come from fund balance and the remaining twenty six thousand four hundred dollars (\$26,400) to come from taxation. This article will be non-lapsing per RSA 32:7 and will not lapse until the town hall roof has been installed and completed or December 31, 2020, whichever comes first. This article is contingent on article 2 not passing.

Estimated 2015 tax rate impact: .09¢(taxes)

Recommended by the Board of Selectmen (Vote _/_/_)

22. To see if the town will vote to raise and appropriate the sum of two hundred thousand dollars (\$200,000) to reconstruct a section of Grapevine Road (phase I) approximately 6,000 feet. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the construction is completed or by December 31, 2020, whichever comes first.

Estimated 2015 tax rate impact: .64¢

Recommended by the Board of Selectmen (Vote _/_/_)

23. To hear the reports of agents, auditors, committees and other officers heretofore chosen and pass any vote relating thereto.

24. To transact any other business that may legally come before this meeting.

Warrant Articles - Board Discussion:

Operating Budget Discussion:

It was noted that the total of all Warrant Articles was \$466,890. If all Warrant Articles were passed, it would be a tax impact of \$1.50 per thousand.

After discussion, the Board of Selectmen reached a consensus to apply \$100,000 of the unanticipated fund balance to the Operating Budget. This would make the Town Tax Rate \$3.42/thousand for the Operating Budget. The total Town Tax rate, if all Warrant Articles are passed, would be \$4.92/thousand.

Deputy Town Clerk:

After considerable discussion regarding the Town Clerk's hours in relation to other towns of similar populations, it was determined that the Deputy Town Clerk budget line should be reduced accordingly. The amount for the Deputy Town Clerk budget line was reduced to \$3,500.

Police Department:

The Police Department budget was reviewed regarding Holiday Pay and Overtime. It was noted that the Board of Selectmen had required "level services" budgets from the Departments. The Board discussed "level services" in relation to the Police Department Holiday and Overtime budget lines. It was also noted that the cost of the new Police Officer was \$45,552 and that there was an increase in the Police budget of \$60,576.

No decision was made to reduce the Police Department budget.

There being no further business, the meeting adjourned with the following motion:

MOTION:

Brian Pike made a motion that the meeting adjourned at 9:35 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Ted Vallieres, Chairman

Brian Pike, Selectman

Tom Groleau, Selectman