

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

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, MARCH 3, 2016  
TOWN OFFICES - 7:00 P.M.**

The Dunbarton Board of Selectmen held the scheduled regular meeting of the Dunbarton Board of Selectmen at the above time, date and place with Brian Pike, Chairman, presiding.

The following were present:

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

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

**Ken Swayze, Planning Board  
George Holt, Planning Board  
Jeff Crosby, Road Agent  
Leo Martel, Historic Awareness Committee  
Patrick Bowne, Transfer Station**

**Members of the Public:**

**Bob Martel  
Stanley Sowle  
Gayle Sowle**

It was noted for the record that Leo Martel was video taping the meeting.

Brian Pike, Chairman, called the regular Board of Selectmen's meeting to order at 7:04 p.m. with a full Board present along with Line Comeau, Town Administrator and Recording Secretary Alison Vallieres.

**Approval of Previous Meeting Minutes of Thursday, February 25, 2016:**

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the meeting minutes of Thursday, February 25, 2016 as written. Tom Groleau seconded the motion. The motion passed unanimously.*

**Approval of Previous Non-Public Meeting Minutes of Thursday, February 25, 2016:**

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the Non-Public Meeting Minutes of Thursday, February 25, 2016 as written. Tom Groleau seconded the motion. The motion passed unanimously.*

**STANLEY SOWLE -REQUEST BOND RELEASE OF SOWLE ROAD BOND:**

Stanley Sowle and Gayle Sowle appeared before the Board of Selectmen to request the return of an Exaction Fee Bond in he amount of \$4,000.

Stanley Sowle stated that a little over six years ago, he did a subdivision of his property and subdivided off a parcel for his son. The Planning Board put ten requirements on it, one of which that an Exaction fee be assessed in the amount of \$4,000. The \$4,000 was to be used for improvements necessitated by the subdivision. They paid the exaction fee and my son built his house. The road had some maintenance

scheduled before he was done. He stated he did not feel that the work was necessitated by his son's building his house. The six years has lapsed and I am now requesting the Bond be refunded. The New Hampshire Town and City Manual "Demystifying Impact Fees" was referred to.

Stanley Sowle noted that they brought the section of Old Mill Road where his son's home is located, up to a Class V standard. The Planning Board required them to upgrade it to 18' wide and that enabled them to have a subdivision on a Class VI Road with the permission of the Board of Selectmen back then.

Jeff Crosby, Road Agent, stated that he did some work on Holmes Road because it was totally dust and falling apart. There was concerns about the width of the road so when we did the work, we brought it up to 18' wide. This road was already designated as a Class V road. Jeff Crosby drew a diagram of Holmes Road and noted that he was going to realign the intersection onto Route 13 in 2015, but due to a logging job going on this past year, he decided to wait until the logging was completed before working on the intersection realignment. This coming year, we will be redoing the entrance to Route 13. He noted that he changed a culvert to a concrete 18" culvert. We were restricted by stone walls. Put under drains all the way up the road. Stated he would not just go in and put a layer of pavement on the road. We went to this level and will realign the intersection because of sight distance issues. In the beginning, when the intersection was done, there was not as much traffic as now.

Stanley Sowle stated that:

1. The repair of the road was scheduled before we did the subdivision. The repair was not necessitated by the subdivision. We have had a couple of discussions over the last six years before the Selectmen.
2. We asked Jeff Crosby a year ago if he did anything different because we had a house there and he said he would have done the same thing whether we put a house there or not.

Brian Pike stated that basically Holmes Road is a shared driveway. It is a dead end road. It was noted that Holmes Road is a Class V town maintained road.

The question is "is this routine maintenance or reconstruction of the road for the subdivision".

Brian Pike, Chairman, stated that a prior Board of Selectmen cannot bind a future board with what they promised in the past.

Ken Swayze, Chairman, Planning Board, stated this is not a unusual situation. We have other projects that were ongoing with exaction fees imposed by the Planning Board. \$4,000 in the scope of things is not a lot compared to the costs of repairs, etc. He noted there are exaction fees assessed on the Chan subdivision and the David Nault subdivision. This is the lowest around for this type of work for this type of subdivision. We wanted it to remain low and affordable.

At this point in the meeting, Brian Pike stated that \$33,303.31 has been put into Holmes Road to date.

Jeff Crosby noted there are three subdivisions that had this i.e. the Chan subdivision on Gile Hill Road, which Mr. Chan improved his Class VI road as required. There was another subdivision where there is other land that is going to be subdivided and will increase the amount of traffic on the road. We were trying to make a plan that was acceptable.

Ken Swayze stated that before we started this method, there was a history by the Planning Board to have the developer kick in money up front. One kicked in blasting money because they were building one more house.

Stanley Sowle stated he did not feel it is fair to do an impact fee on this lot. This exaction fee was modeled after the Chan subdivision. I am talking about a single family house on a family farm. The exaction fee has to be necessitated by the development. We did not necessitate any improvements on that road.

Ted Vallieres noted that the road has to be improved within a certain number of years after they have the subdivision. If the road was only ten years old, the changes on the road would not be as great. Just because they built a house on a road that should have been repaired ten years ago, they have to pay an exaction fee? The road already existed. Holmes Road was already paved. Stated he used Holmes Road in the past and had a hard time going up it with a pickup truck. Noted that the Planning Board required him to improve Old Mill Road and he did. Whether he built his house or not, Holmes Road needed to be improved.

Jeff Crosby stated Holmes Road is not a traffic road and it does not go anywhere.

Stanley Sowle stated he paid for the widening of Old Mill Road to 18'. The Town should at least improve the Town Road to the same standard.

George Holt stated that everyone agreed that the road needed to be fixed up. There are three existing homes on the road. They have been paying taxes.

Gayle Sowle stated her son has been paying taxes at the same rate as everyone else.

It was noted that the land value would be lower than land on a Class V road because they are on a Class VI road and because the landowner has to maintain the road.

After considerable discussion, the Board of Selectmen agreed to table this request until such time as Tom Groleau had an opportunity to research the project.

The following motion was made:

*MOTION:*

*Brian Pike made a motion that the Dunbarton Board of Selectmen table the request from Stanley Sowle for a return of the exaction fee bond until such time as Tom Groleau, Selectman, has a chance to review the situation. Tom Groleau seconded the motion. The motion passed unanimously.*

**JEFF CROSBY, ROAD AGENT:**

The Board of Selectmen asked Jeff Crosby, Road Agent, about the arrangements for snow plowing Kelsea Road with David Nault.

Jeff Crosby stated that he hired him to plow Kelsea Road. It was a "pain in the butt" to plow. I was talking with him and asked how much would he charge for plowing this road. He gave me a price which we agreed upon. The Town is responsible for the plowing of Kelsea Road.

Brian Pike stated he felt this might be a "conflict of interest" due to the fact that we have a Warrant Article for Town Meeting regarding Kelsea Road. He asked if David Nault had provided proof of insurance.

Jeff Crosby stated that the agreement was David Nault would plow Kelsea Road at a rate of \$100 per storm. He felt this was the best solution. It has been working out fine.

Brian Pike stated the Board of Selectmen would have appreciated knowing of this arrangement.

**OTHER TOWN BUSINESS:**

Tom Groleau, Selectman, brought up the following issues:

1. Job Descriptions - Would suggest that they all be done on the same format. Noted various changes and recommendations for the Town Administrator, Transfer Station Manager and Transfer Station Attendant. Noted that there are no physical requirements for the Transfer Station Manager.

*Line Comeau, Town Administrator, will work on the revisions to the Job Descriptions.*

**BOARD OF SELECTMEN MAILBOX:**

Brian Pike, Chairman, went through the Board of Selectmen's mailbox as follows:

1. Request for an "Employees Only" sign to be put in Town Offices. It was noted that private individuals should not be in the work space of employees.

Line Comeau, Town Administrator, proposed an "Employees Only" sign to be put in the Town Offices.

*The Board of Selectmen reached a consensus to approve the "Employees Only" sign.*

At this point in the meeting, Line Comeau, Town Administrator, stated that sometimes residents cannot access the tax cards online and come to the office for help. It is easier for the staff to show the residents the forms on the computers in the Town Office. In order to see the screen, they must come into the work space of the employees.

The Board of Selectmen noted that this was not an issue. These are people requesting particular information which the town employees are providing.

2. Communication from legal counsel regarding the Cemetery Warrant Article.

3. Communication from NH Municipal Association regarding RSA 31:95 and 31:19 regarding donations and gifts.

4. Correspondence from Town Administrator, Goffstown regarding the possibility of coordinating training classes put on by the New Hampshire Municipal Association. The cost is \$475/per class but the cost could be divided among two or three towns with employees attending from each town.

5. NRRA Dues sticker - Given to the Transfer Station Manager

6. Dunbarton School Newsletter

7. NHRS upcoming audit

8. Planning and Land use Regulations Handbook

9. March 24 - DRA Audit

10. Aquatic Agreement - tabled until after Town Meeting

11. Brian Pike received a telephone call from members of the Board of Assessors regarding the applicants that have submitted their names for the Board of Assessors. They would like to meet with the Board of Selectmen regarding this appointment.

**BOARD OF SELECTMEN COMMENTS:**

**Brian Pike, Chairman:**

1. Stated that he would like to include a list of "Action Items" with the minutes of the Board of Selectmen's meetings which would include the names of parties who would be acting on particular items. This way project and/or items would not get forgotten, etc.

2. Noted he had mentioned two or three weeks ago to Jon Wiggin, Fire Chief, that he would like a plan of future needs, etc. for the Fire Department. This should apply to all Departments. Would incorporate this information into the CIP.

**Tom Groleau:**

1. Reported that the Town Hall Roof RFP had gone out to vendors this past week.

**COMMENTS FROM DEPARTMENTS:**

Patrick Bowne, Transfer Station Manager, stated he was merely seeking clarification on an item. He stated that Fred Mullen had mentioned that the Board of Selectmen had stated at a recent meeting that he was not to have any more repairs done on the Transfer Station pickup truck. He noted that the muffler needs five bolts and was questioning whether he should have it done or not.

The Board of Selectmen agreed that this conversation was referring to the Roll Off Truck and not the pickup truck. It was done during the discussion of the Warrant Article for \$18,000 - \$20,000 for repair to the Roll Off truck.

**COMMENTS FROM THE PUBLIC:**

Bob Martel - None

Leo Martel - Stated that they would like to get in the Transfer Station early on Saturday. Is this possible?

The Board of Selectmen referred the question to Patrick Bowne, Transfer Station Manager, who stated that he always gets there early around 7:30 am or so. The gate will be open at that time.

**JEFF CROSBY, ROAD AGENT:**

At this point in the meeting, Jeff Crosby, Road Agent, returned to the meeting. He stated the reason he returned was because he wanted to make sure the Board of Selectmen understood that David Nault was plowing the entire Kelsea Road and not just the section that is in dispute. He is charging \$100 per storm for the entire length of Kelsea Road. To date, there have been no issues between the landowners.

It was noted for the record, that the Board of Selectmen would be going into a Non-Public Executive Session in accordance with RSA 91:A-3 II (c) to discuss a personnel issue.

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session in accordance with RSA 91:A-3 II (c) at 9:10 p.m. Tom Groleau seconded the motion. The motion passed unanimously.*

The regular Board of Selectmen's meeting resumed at 9:46 p.m.

***MOTION:***

*Brian Pike made a motion that the Dunbarton Board of Selectmen seal the Non-Public Minutes of this evening, Thursday, March 3, 2016 until they are voted by the Board of Selectmen to be released. Tom Groleau seconded the motion. The motion passed unanimously.*

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

***MOTION:***

***Brian Pike made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 9:47 p.m.  
Ted Vallieres seconded the motion. The motion passed unanimously.***

**Respectfully submitted,**

**Alison R. Vallieres  
Recording Secretary**

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**Brian Pike, Chairman**

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**Ted Vallieres, Selectman**

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**Tom Groleau, Selectman**