

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, APRIL 2, 2015
TOWN OFFICES – 7:00 P.M.**

The Dunbarton Board of Selectmen held the regularly scheduled 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, Selectman
Tom Groleau, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary**

Members of Boards/Committees and Town Officials:

**Judy VanKalken, Tax Collector
Dan Sklut, Police Chief
John Stevens, Chairman, Energy Committee
Donna Dunn, Historic Awareness Committee
Leo Martel, Historic Awareness Committee
Deb Urella, Welfare Director
Tiffany Dodd, Town Hall Theatre Restoration Committee
Margaret Watkins, Town Hall Theatre Restoration Committee
Clem Madden, Town Hall Theatre Restoration Committee
Shelley Westenberg, Town Hall Theatre Restoration Committee
Linda Landry, Town Clerk**

Members of the Public:

**Robert Martel
Pam Sklut
Fran Hill
David Stilson
Lori McGrath
Eric Weiss
Andrew Dunn
James Michaud**

Brian Pike, Chairman, called the meeting to order at 7:03 p.m. with a full Board present along with Line Comeau, Town Administrator, and Recording Secretary Alison Vallieres.

Approval of Minutes of Previous Meeting - Thursday, March 26, 2015:

MOTION:

Tom Groleau made a motion to approve the minutes of the Board of Selectmen's Meeting held on Thursday, March 26, 2015 as written. Ted Vallieres seconded the motion. The motion passed unanimously.

At this point in the meeting, Brian Pike, Chairman, stated that the Board of Selectmen had recently attended the School Board Meeting and the Selectmen have decided they would handle the meeting agenda similar to

the way the School Board does. The Board of Selectmen will allow Public Comment at the beginning of the meeting in the event someone has something they need to say and also at the end of the meeting. Brian Pike asked for comments from the Departments first and then the public.

Public Comment: Departments:

Judy VanKalken, Tax Collector, reported that she and Line Comeau, Town Administrator, had recently attended a day long BMSI Training Workshop Session in Franconia, NH. It was very helpful to both she and Line Comeau.

Tom Groleau, Selectman, reported that they had the first meeting of the Technology Committee on March 30, 2015 at the Police Department Conference Room. The next meeting is scheduled on Monday, April 27, 2015. Will be inviting the Dunbarton Telephone Company and Granite State Communications to that meeting.

At this point, Brian Pike, Chairman, asked if the Technology Committee could look into software to track vehicle maintenance costs and also come up with an RFP to go out to bid for the software.

There were no further comments from Department Heads.

Public Comments:

Bob Martel asked that since the Board was allowing public comment at the beginning of the meeting and at the end, would it be possible for the public to have a copy of the agenda?

Brian Pike stated that the Board of Selectmen does not even get the agenda until just prior to the meeting.

Line Comeau, Town Administrator, stated that if she has anything valid, she will put it on the calendar on the website.

DEB URELLA, WELFARE DIRECTOR:

Deb Urella, Welfare Director, appeared before the Board of Selectmen at their request to explain the reasoning for the move of the Food Pantry from her house to Goffstown along with the insurance being transferred to the Church.

Deb Urella stated the reason for the move was that she had just gone through a nasty divorce and she had to move out of the house. Until such time as this is settled, she needed to move the Food Pantry. It is now based in the downstairs of the Goffstown Hillside Methodist Church. We have a year contract with the Church. The insurance is to cover our liability in the event someone slips or falls. She stated that if the Board of Selectmen would like to see the Food Pantry at the Church, just get in touch with her.

The Board of Selectmen requested some form of documentation from the Church to the Town of Dunbarton..

Deb Urella stated her phone number was the same as previously so clients can reach her.

Brian Pike noted that the Dunbarton Congregational Food Pantry will continue as it has in the past per Patty Shearin's e-mail to the BOS.

CROSSWALK AT ROUTE 13 IN FRONT OF DUNBARTON CONGREGATIONAL CHURCH:

Brian Pike, Chairman, reported that the Town had received a response from DOT Traffic Division regarding the requested Crosswalk at Route 13 at the Dunbarton First Congregational Church as follows:

" A site review was performed on November 14, 2014. During the review, DOT staff took an inventory of conditions with respect to accepted guidelines for pedestrian crossings. The results from the site review are:

- Speed limit is 30 mph for this section of NH Route 13, which is acceptable; however, it is our understanding that actual traffic speeds are often much greater. A formal speed study was not conducted.*
- Traffic volumes are less than 4,000 vpd.*
- The sight distance for northbound and southbound traffic approaching the crossing location exceeds the minimum standards for stopping sight distance.*
- The proposed location for the crosswalk would be a "mid block" crossing, which is generally discouraged as it is an unexpected location for a pedestrian crossing.*
- There are no formal pedestrian facilities, i.e. sidewalks, on either side of NH Route 13 at this location.*
- The approach to the crossing location does not meet published Americans with Disabilities (ADA) guidelines.*
- There are gravel shoulders on the west and east sides of NH Route 13 that can be used by pedestrians walking along the highway, unless covered by snow.*
- There is no lighting that would make pedestrians visible to approaching motorists during non- daylight hours.*

Based on our review, a marked crosswalk would not be approved at this location unless the following were addressed:

- 1. Detectable warnings (truncated domes) are added to the sidewalk approach on the west side of the crossing so that it meets current ADA guidelines.*
- 2. The crosswalk would need to be maintained with the more visible continental markings which include wide lines parallel to traffic.*
- 3. Overhead street lighting, per the "Informational Report on Lighting Design for Midblock Crosswalks" is included so that pedestrians are visible in low light conditions.*
- 4. Pedestrian warning signs (MUTCD reference W11-2) with diagonal arrows are installed at either end of the proposed crosswalk (a total of four W11-2 signs and four arrow plaques).*

The Department of Transportation would install and maintain the signs described in number 4 above. The town would be responsible for numbers 1, 2 and 3; however, the DOT would certainly provide technical support regarding the required lighting. In addition, the DOT would install the initial crosswalk markings, using a durable marking."

Brian Pike, Chairman, suggested that this response be forwarded to the Highway Safety Committee for review.

APPOINTMENT TO DUNBARTON CONSERVATION COMMISSION:

Darlene Jarvis name has been submitted for reappointment to the Dunbarton Conservation Commission. The following motion was made:

MOTION:

Brian Pike made a motion that Darlene Jarvis be appointed to the Dunbarton Conservation Commission with a term ending on March 31, 2018. Tom Groleau seconded the motion. The motion passed unanimously.

It was noted for the record that Brian Pike should formally resign from the Kuncanowet Committee.

TIFFANY DODD AND MEMBERS OF THE TOWN HALL THEATRE RESTORATION COMMITTEE:

Brian Pike, Chairman, explained that the Board of Selectmen wanted to talk with the Committee to find out their plans prior to making any appointments on this Committee. He stated he appreciated all their hard work.

Tiffany Dodd, Shelley Westenberg, Margaret Watkins, and Clem Madden, Town Hall Theatre Restoration Committee appeared before the Board of Selectmen to discuss the future of the Committee.

Tiffany Dodd reported the Committee had a meeting Wednesday, March 25, 2015. The Trustees decided they would like to continue with fund raising for this project and try to get a Bond passed either next year or the year after. Based on this, the Committee would like to be reappointed as a Committee and continue with the project to get access to the upper Town Hall.

Brian Pike, Chairman, noted that this Committee is a 501:3 -C Non-Profit and also a Town Committee. Stated from his short time on the Board of Selectmen, he had some reservations as follows:

1. The Committee is responsible to the Board of Selectmen. There was an independent shift of what the committee is going to do. Other Committees come to the Board of Selectmen with plans and advise us of what they are going to be doing, as well as ask the Selectmen for input and direction.
2. Saw a lot of advertising. They need to realize that they were a Town Committee before you were a 501:C-3 Non-Profit.

The Committee noted that it is what the Committee was supposed to be doing. They were advocating for their project. They noted that as a 501:C-3 Committee, they have the right to advocate for this project. They never said it was a Town Committee. They did note they stated, "We hope you will vote Yes".

The Committee also commented that it was in their by-laws that a member of the Board of Selectmen would also be on the Committee. Once Travis James resigned as Selectman, this did not happen.

It was noted that the Town Hall was not on the National Historic Register nor the State Historic Register. The Committee noted that they were working on getting the building on the State Historic Registry but would not pursue the National Register.

Tom Groleau expressed a concern that once we change the roof, it might affect the historical integrity of the building in getting it onto the State Historical Register.

The Committee noted that according to N. H. Preservation, the fact that we have changed the windows and will be replacing the roof will not affect the historical nature of the building.

Tom Groleau asked if they had met all the required annual filings for a 501:C:3 with the State and IRS?

The Committee noted they had done the required filing for IRS because they earned less than \$25,000. They file by post card. This year they will do a full report to IRS.

The Committee stated they all wanted to sign back up as Committee members. Jon Wiggin is not going to be a member of the Committee. He will be available as an advisor. We will do more fund raising. The 250th will give us an opportunity to do more fund raising.

John Stevens asked if the Town would have more control over what is happening to a Town Building if it was a Town Committee and followed the rules of a Town Committee. Would that lead to more involvement and communication?

Margaret Watkins stated she never felt that she was under the auspices of the Board when she served on the Conservation Commission.

It was noted that the Conservation Commission and some other committees are governed by separate RSA's. It is more independent.

There was considerable discussion regarding the requirements of a Town Committee versus not being a Town Committee. It was noted that if the Committee was not a Town Committee, there was no requirement for meeting postings, minutes, etc. They will not be answering to the Board of Selectmen at all. Don't know if they have to allow open meetings. If they are working on behalf of the Town, would think the Board of Selectmen would want to know what they are doing.

Shelley Westenberg stated that she felt "this smacks to me as some sort of retribution". We want to be a Town Committee. The Board of Selectmen reassured the committee that there is not intent of retribution.

Donna Dunn asked if the Board of Selectmen want to be able to use the upstairs of this building or not? I would like to know where the Board of Selectmen stands. Is the plan to eliminate this Committee and start a new Committee?

The Board of Selectmen noted there was no intention of starting a new Committee.

Brian Pike noted that if we can, we should find a way to get upstairs in such a way that would cost us less money. If we cannot do it for much less money, then he was not in favor of pursuing the upstairs.

Ted Vallieres stated his opinion was that people were against it because of the money. It was not like a lot of these other surrounding towns. You needed a 2/3 majority to pass. You lost by a 2/3 majority. You would have to convince 2/3 of the people to change their mind. If you are going to come back with a smaller project for less money, it might work. Whatever plan you come up with, you are still going to have to have an elevator and sprinkler system. The upstairs has been closed for twenty-five years. The townspeople decided this at Town Meeting. It didn't meet Safety codes. The Town spent money to build the Community Center/Gym which became a gym. Personally, don't see how you are going to convince 2/3 of a negative vote to a positive vote.

MOTION:

Brian Pike made a motion to take the names for the Town Hall Theatre Restoration Committee off the table. Tom Groleau seconded the motion. The motion passed unanimously.

At this point Brian Pike stated that this allows a motion to be made with regard to the Town Hall Theatre Restoration Committee appointments.

MOTION:

Brian Pike made a motion that the Dunbarton Board of Selectmen appoint Tiffany Dodd, Shelley Westenberg, Travis James, Margaret Watkins, and Clem Madden to the Town Hall Theatre Restoration Committee with a term ending March 31, 2016.

The motion was not seconded therefore the motion died on the floor.

JIM MICHAUD, TRUE NORTH NETWORKS, COMPUTER SUPPORT:

Jim Michaud, Computer Technician, for True North, appeared before the Board of Selectmen to discuss the upcoming contract for the replacement of the server at the Town Office. The Board of Selectmen noted that according to the present bid policy, this would have to go out to bid unless it was revised, etc. The Town would be violating the Purchasing Policy if we awarded this contract as it is.

At this point, Line Comeau, Town Administrator, stated that the server could be purchased directly by the Town on the Town Credit Card which would eliminate the cost of \$4,500. Jim Michaud stated there was no markup on the hardware and the quotes come directly from Dell.

Line Comeau, Town Administrator, also noted that the company was providing software for AVG which would be in the vicinity of \$300 - \$400.

The Board of Selectmen agreed to break out whatever purchases the Town would be making directly, thus leaving only the installation, labor and setup. This would be under the required \$5,000 in the bid policy.

The Board of Selectmen asked that the contract be sent to Town Counsel for review before finalizing it.

1. There would be one contract for services.
2. Hardware would be purchased by the Town.
3. Software would be purchased by the Town.
4. Labor would be through a contract.

Jim Michaud stated True North will break up the contract accordingly.

Ted Vallieres asked about the compatibility with the "cloud" with BMSI. Line Comeau, Town Administrator, stated that the BMSI programs will continue to be backup on the Server and not on the Cloud. This will eliminate any problems with BMSI.

Jim Michaud stated that only the e-mail will be on the "cloud". Will continue to have a tape backup. Data will also be backup on the "Cloud".

Jim Michaud was asked if he would like to be on the Technology Committee. Jim stated he felt it would be a conflict of interest for him but would be willing to be a resource to the Committee.

REVIEW OF PURCHASING POLICY:

The Board of Selectmen reviewed the Purchasing Policy as follows and made the following changes:

Page 1 - a) should read as follows:

- a) Less than or equal to \$5,000.00.....

Page 1 - b) should read as follows:

- b) Between \$5000.01 and \$10,000.00.....

The Board of Selectmen also agreed that dates of all revisions should be included on the last page of the Policy.

Selectmen's Comments:

Brian Pike noted that in signing the Accounts Payable Manifest, he noticed a charge for disposal of glass. Asked why we were paying for disposal of glass.

Ted Vallieres stated that no one takes glass now and this is an expense for glass disposal. We do not get paid for disposal of glass. This is actually cheaper than disposal of Solid Waste.

Line Comeau, Town Administrator, reported that the auditors will be in next Tuesday to collect data and invoices for the upcoming audit of 2014.

Linda Landry, Town Clerk, reminded the Selectmen that there were still some appointments that need to be sworn in. "

Ted Vallieres, Selectman, reported that on this past Tuesday, the Selectmen met with the School Board regarding trying to work out the issues with maintenance of the outside of the school building. There will be a Committee of two School Board members, two Selectmen and the Principal. They will meet on **Wednesday, April 8, 2015 at 7:00 p.m. at the School**. Will need to come up with the beginnings of an agreement for the maintenance. There presently is no formal agreement in place of what exactly the terms and the responsibility of who does what. We need to choose two Selectmen this evening.

It was noted that the meeting will be also posted as a Selectmen's Meeting.

At this point in the meeting Brian Pike made the following motion:

MOTION:

Brian Pike made a motion that Ted Vallieres and Tom Groleau be the two Selectmen to work with the School Board regarding setting up a maintenance agreement in conjunction with the school. Tom Groleau seconded the motion. The motion passed unanimously.

Public Comments:

Eric Weiss - Stated that now that the Town Hall Theatre Restoration Committee is not a Town Committee, can they still submit a Bond Article? It was noted that a Bond Warrant Article could be submitted by a Petition Article such as this past year.

Also asked what the process was for submitting a Warrant Article. It was noted that a Petition Article needs to have twenty-five registered voters signatures. The Warrant Article is then reviewed by DRA and the Town Attorney.

Eric Weiss stated he was interested in proposing that Dunbarton be a SB-2 Town. Stated his reasoning was that there was only a 36% voter turnout this year.

David Stilson - Asked about the crossing at the church and mentioned the fact that there was a Police Officer out there each Sunday. He stated it would be costly to implement the crossing. The Board of Selectmen noted that this was brought up previously by a former Selectman. It was also noted that the lights on the church are not controlled by the Town.

Town Clerk:

At this point in the meeting, the Board of Selectmen noted that it had come to their attention that the Town Clerk had sent out registration renewals which included a note attached with some language that the Board of Selectmen did not feel should be on there. The note stated as follows:

"Due to budget cuts implemented by the Board of Selectmen in the 2015 budget, there is no Deputy Clerk available for coverage in the absence of the Town Clerk. Schedule changes will be updated regularly on the town web site (calendar): <http://dunbartonnh.org/>. Please plan your needs accordingly."

Please note the following schedule change for the month of April:

*Thursday, April 2 - open 12:15 pm - 7 pm
Wednesday, April 8 closed 11:45 - 1:15
Monday, April 13 - closed all day"*

The Board of Selectmen noted that the Town Residents passed the budget so the Town owns it.

Linda Landry stated that the residents need to know that I am not just "screwing off" when I am not there so next time at Town Meeting, they know to go to the Board of Selectmen regarding putting the Deputy Town Clerk back into the budget. She stated the three Selectmen told her she was using her Deputy illegally according to Town Counsel. Asked for a copy of that e-mail but have not gotten it yet.

The Board of Selectmen noted they felt that this would be considered "Electioneering" by an elected official.

The Board of Selectmen stated they did not feel the note on the forms sent out was appropriate. The Town Clerk should just list her schedule.

There being no further comments, the following motion was made:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 8:55 p.m. Tom Groleau seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau, Selectman

