

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

**DUNBARTON BOARD OF SELECTMEN  
REGULAR MINUTES OF MEETING  
THURSDAY, DECEMBER 18, 2014  
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 Ted Vallieres, Chairman, presiding.

The following were present:

Ted Vallieres, Chairman  
Brian Pike, Selectman  
Ron Wanner, Selectman  
Line Comeau, Town Administrator  
Alison Vallieres, Recording Secretary

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

Tom Groleau, Cemetery Trustee  
Patrick Bowne, Transfer Station Manager  
Linda Landry, Town Clerk  
Tiffany Dodd, Town Hall Theatre Restoration Committee  
Travis James, Town Hall Theatre Restoration Committee  
Mark Antonia, Town Hall Theatre Restoration Committee  
Jeff Trexler, Town Hall Theatre Restoration Committee

**Members of the Public:**

Robert Martel  
Leo Martel  
Larry Peterson

Ted Vallieres, Chairman, called the meeting to order at 7:00 p.m. with a full Board present along with Line Comeau, Town Administrator, and Recording Secretary Alison Vallieres.

**Approval of Minutes of Previous Regular Meeting - Thursday, December 11, 2014**

***MOTION:***

*Brian Pike made a motion to approve the minutes of the Thursday, December 4, 2014 Board of Selectmen's regular meeting with an amendment as follows:*

*On page 3 when Brian Pike recused himself, it should read as follows:*

*"Brian Pike recused himself from the Cemetery Trustee Budget, but did not excuse himself as a Selectman from the budget discussion."*

*Bob Martel asked that the minutes be amended as follows:*

*On page 8 should read in addition: "Bob Martel asked if the Historical Awareness Committee needed historical documents copied, could the Town Clerk copy them?"*

*Ron Wanner seconded the motion. The motion passed unanimously.*

**Approval of Minutes of Previous Non-Public Meeting - Thursday, December 11, 2014**

**MOTION:**

*Ron Wanner made a motion to approve the minutes of the Thursday Non-Public Meeting on Thursday, December 11, 2014. Brian Pike seconded the motion. The motion passed unanimously*

At this point in the meeting, Ted Vallieres, Chairman, stated that Ron Wanner, Selectman, would like to address the public at the meeting as follows:

Ron Wanner stated he had recently been diagnosed with pancreatic/liver cancer. Based on this he would be stepping down as Selectman after the first of the year in all fairness to the taxpayers of Dunbarton. He stated it would be up to Ted Vallieres and Brian Pike to find someone who can do the job. Stated he will not be running for the position in March due to his illness.

**TOWN HALL THEATRE RESTORATION CONSTRUCTION MANAGER CONTRACT:**

**Construction Manager Contract:**

Tiffany Dodd appeared before the Board and noted that they had the final contract ready for the Selectmen's signatures. She noted that the contract had been approved by Andrew Dunn and Town Counsel.

She noted there will be a meeting on December 30, 2014 at 7:30 p.m. with the Construction Manager. They are trying to reduce the amount of money estimated for the project. They have gone from a three stop elevator to a two stop elevator. This will require a slab instead of digging down a foot in the basement.

*The Board of Selectmen had no concerns with the contract and therefore signed two copies of the Construction Manager contract as presented.*

**Bond:**

Tiffany Dodd reported that they had decided to pursue a Bond for the project. Have contacted Citizen's Bank re a bond and the rates are 3.75% for a bond. Have not determined yet whether it will be a ten, fifteen, or twenty year bond.

Jeff Trexler noted that the school has had two bonds in the last fifteen years. There are also bond expenses connected with the bond process. Need to know if these expenses should be included in the bond request.

The Board of Selectmen agreed that any expenses connected to the bond would not be considered an operating expense. They are part of the project expenses.

Tiffany Dodd requested that they be given permission to contact Town Counsel with a list of questions relating to the Bond.

The Board of Selectmen agreed that the Town Hall Theatre Restoration Committee would be able to provide a list of questions for Town Counsel. They will include the Board of Selectmen members in the e-mail to Town Counsel.

**Bond Public Hearing:**

Jeff Trexler stated that a Bond Public Hearing must be fifteen days prior to the Town Meeting and no later than February 23. The last day the Town can have a hearing for the bond is February 13, 2015.

At this point, Line Comeau, Town Administrator, stated that the Town is planning on having their Budget Hearing on February 5, 2015. This allows time if there are any changes. The absolute final date would be Thursday, February 12, 2015. It was noted that the School would be doing their Public Hearing Wednesday, February 4, 2015.

After discussion, it was decided to hold the Public Hearing for the Bond on the same date as the Public Hearing for the Town Budget, Thursday, February 5, 2015.

The Board of Selectmen asked what the number was they would be looking for a Bond.

Tiffany Dodd stated it was \$1,000,000 at this time. The issue of the generator still needs to be resolved. Have approximately \$100,000 in donations, etc.

There was discussion regarding the possibility of "buying down" on the bond to lower the principal. Need to know the tax impact of the bond and include this as part of the Warrant Article.

**Replacement of Town Hall Roof:**

At this point in the meeting, Ted Vallieres, Chairman, stated that the Board of Selectmen will be putting a separate Warrant Article in for replacement of the Town Hall Roof in the event that the Warrant Article for the Town Hall Restoration Project does not pass.

Stated that he had heard that there was a possibility that the Town Hall Roof would have to be reinforced if they decided to put a slate roof on the building.

At this point, Jeff Trexler stated that if the Town used the same thickness slate as previously, the Code allows that there be no more than a 5% increase in weight without reinforcement. It was noted that the old roof slates were 1/4" thick and the new replacement slates would be the same thickness.

**CIP:**

It was noted there is \$25,000 in the CIP for the year 2015, to be put into a Capital Reserve Account for the Town Hall Theatre Restoration project.

**PATRICK BOWNE, TRANSFER STATION, BIDS FOR SOLID WASTE AND C&D:**

Patrick Bowne, Transfer Station Manager, appeared before the Board to discuss the awarding of the bid for Solid Waste and C&D.

Stated that before he started the discussion, he wanted the Board of Selectmen to know that his wife's cousin works for Casella but that he has had no contact with her, etc.

Presented a spread sheet with the bids as follows:

	<u>NRRA Epsom,NH</u>	<u>Naughton &amp; Son Rec. Bradford, NH</u>	<u>Bow Recycling Bow, NH</u>	<u>Casella Salem,NH</u>
<b><u>Year 1</u></b>				
1/1/15-	MSW-\$67.50	MSW-\$70.00	MSW-\$59.50	MSW-\$65.00
12/31/15	C&D -\$ 66.50	C&D-\$75.00	C&D-\$63.50	C&D-\$72.00
<b><u>Year 2</u></b>				
1/1/16 -	MSW-\$67.50	MSW-\$70.00	MSW-\$61.25	MSW-\$67.00
12/31/16	C&D-\$66.50	C&D-\$75.00	C&D-\$65.40	C&D-\$74.00
<b><u>Year 3</u></b>				
1/1/17-	MSW-\$67.50	MSW-\$70.00	MSW-\$63.00	MSW-\$69.00
12/31/17	C&D-\$66.50	C&D-\$75.00	C&D-\$67.36	C&D-\$76.00

After discussion, the following motion was made:

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen award the bid for Solid Waste and C&D Disposal to the Bow Recycling Company, Bow, NH. Ron Wanner seconded the motion. The motion passed unanimously.*

Patrick Bowne, Transfer Station Manager, will get in touch with Bow Recycling regarding the contract. The Board of Selectmen should sign the contract before the end of the year because the new contract will take effect on January 1, 2015.

The Board of Selectmen reached an agreement to meet at the Board of Selectmen's Office on Tuesday, December 23, 2014 at 6:00 p.m. to sign the contract for Waste Disposal with Bow Recycling.

**LINE COMEAU, TOWN ADMINISTRATOR, DISCUSS BIDS FOR AUDITING SERVICES:**

Line Comeau, Town Administrator, presented a fact sheet on the auditing bids as submitted. (attached)

At this point in the discussion, Ron Wanner recused himself from the decision and left the room.

Based on the reasons as presented, the Board of Selectmen agreed to award the bid for auditing services to Melanson Heath & Company with the following motion:

**MOTION:**

*Ted Vallieres made a motion that the Dunbarton Board of Selectmen accept the bid from Melanson Heath & Company as presented for a total of \$41,250 for a three year period for auditing services. Brian Pike seconded the motion. The motion passed by a majority vote as follows:*

*Vallieres - Yes  
Pike - Yes*

**OTHER BUSINESS:**

**Planning Board Appointment:**

Line Comeau, Town Administrator, stated that Kenneth Swayze, Planning Board Chairman, had requested that Jeff Crosby, Planning Board Alternate, be moved to a full-time member of the Dunbarton Planning Board with a term ending in 2016.

Based on the recommendation of the Planning Board Chairman, the following motion was made:

**MOTION:**

*Brian Pike made a motion that Jeff Crosby be appointed as a full-time member of the Dunbarton Planning Board with a term ending in 2016. Ron Wanner seconded the motion. The motion passed unanimously.*

**Kelsea Road:**

Line Comeau, Town Administrator, reported that after review of the Merrimack County Registry of Deeds, there has been no recording of a plan relating to the layout of Kelsea Road in Dunbarton, NH.

*The Board of Selectmen reached a consensus that they will wait until after January 2015 to review the situation.*

**LINDA LANDRY, TOWN CLERK:**

Linda Landry, Town Clerk, reported that John Stevens, Chairman, Energy Committee, has requested that Brad Connelly be appointed as a member of the Energy Committee with a term ending in 2015.

Based on the recommendation of John Stevens, Chairman, Energy Committee, the following motion was made:

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen appoint Brad Connelly as a member of the Energy Committee with a term ending in 2015. Ron Wanner seconded the motion. The motion passed unanimously.*

**Public Comments:**

Tom Groleau reported that the Cemetery Trustees had met recently and discussed putting gates on the Center Cemetery. They would like to encumber funds from the 2014 budget for this purpose. Are in the process of getting bids for the gates. As soon as they receive the bids, they will be contacting Line Comeau to request the encumbrance.

The Board of Selectmen noted that the quote requested half payment in advance. The Board of Selectmen have a policy of not paying in advance for any services. Ron Wanner suggested there is the possibility of purchasing materials and have them on the premises which could be paid in advance of the work being done.

Bob Martel requested an amendment to the minutes regarding the discussion about the Historical Awareness Committee, etc.

In addition, he asked if the auditing company was doing a certified audit or a compilation audit. He noted that a certified audit is significantly more.

**Patrick Bowne, Transfer Station Manager:**

Patrick Bowne, Transfer Station Manager, reported that after reviewing his budget, he had determined he would have sufficient funds remaining to purchase a propane heater for the Transfer Station recycling building. He had received quotes as follows:

**Bow Plumbing and Heating**  
**3 Bow Bog Road**  
**Bow, NH**

**\$5,484.0 Soloronics Propane Heater**

**Stu's Plumbing & Heating**  
**PO Box 116**  
**Contoocook, NH**

**\$3,525.00 Modine Propane Heater**

After discussion, the following motion was made:

**MOTION:**

*Brian Pike made a motion that the Dunbarton Board of Selectmen award the bid for the purchase of a heater for the Transfer Station to Stu's Plumbing & Heating for the bid price of \$3,525. Funds to be taken from the Town Government Building Account. Ron Wanner seconded the motion. The motion passed unanimously.*

**Budget Review:**

Ted Vallieres, Chairman, stated he wanted to review the following proposed budgets as requested by Departments:

<u>Department</u>	<u>Changes in Budget</u>	<u>Selectmen Comments</u>
1. Cemetery Trustees	Increase of \$200 to \$15,700.	<i>The Board of Selectmen agreed with this increase.</i>
2. Building Department	Increase of \$700	<i>Includes CPI and updated Code Books The Board of Selectmen agreed with this increase.</i>
3. Recreation Com.	Increase in budget line of \$200	<i>Noted that the Basketball line had only requested \$2,000 and the budget line was \$200 more. Recreation Commission is anticipating encumbering funds for bleaches, etc. from 2014 funds.  Discussion regarding checkbook expenditures versus budget.  Board of Selectmen reached a consensus that they would like to discuss the Recreation budget in relation to the checkbook, etc. in the near future.</i>
4. Welfare Budget	Increase of \$600 for 11% raise requested by Welfare Director	<i>Noted all other employees received a 1.5% CPI.  Board of Selectmen reached a consensus that the Welfare Director should receive a 1.5% CPI the same as all other employees.</i>

**Bob Martel:**

At this point, Bob Martel noted that employees should NOT be working "off the clock" because of liability and other issues. Board of Selectmen should make sure this is not happening.

There being no further business, the following motion was made to go into a Non-Public Executive Session at 8:55 p.m.

**MOTION:**

*Brian Pike made a motion to go into a Non-Public Executive Session in accordance with 91-A:3, II (a) to discuss a personnel issue at 8:55 p.m. Ron Wanner seconded the motion. The motion passed unanimously with the following Roll Call Vote:*

*Vallieres - Yes*

*Pike - Yes*

*Wanner - Yes*

**The regular Board of Selectmen's meeting reconvened at 9:30 p.m.**

**MOTION:**

*Ted Vallieres made a motion to adjourn the Board of Selectmen Meeting at 9:30 p.m. Brian Pike seconded the motion. The motion passed unanimously.*

**Respectfully submitted,**

**Alison R. Vallieres  
Recording Secretary**

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**Ted Vallieres, Chairman**

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**Brian Pike, Selectman**

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**Ron Wanner, Selectman**