

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JULY 26, 2012
TOWN OFFICES – 7:00 P.M.**

The Dunbarton Board of Selectmen held their regularly scheduled meeting at the above time, date and place with Les Hammond, Chairman, presiding.

The following were present:

Les Hammond, Chairman
Ted Vallieres, Selectman
Ron Wanner, Selectman
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Patrick Bowne, Transfer Station Manager
Barbara McCann, Planning and Zoning Department
Jeff Crosby, Road Agent
Jon Wiggin, Fire Chief
John Stevens, Chairman, Energy Committee
Dan Sklut, Police Chief

Members of the Public:

J. R. Swindlehurst
Lori Davis

Les Hammond, Chairman, called the meeting to order at 7:00 p.m. with a full Board of Selectmen present and Alison Vallieres, Recording Secretary.

MINUTES OF PREVIOUS MEETINGS APPROVAL (Regular Meeting, Thursday, July19, 2012)

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen accept the minutes as written of the regular meeting held on July 19, 2012. Ted Vallieres seconded the motion. The motion passed unanimously.

Jackie Pelletier - Health Stipend Agreement:

Selectmen signed Health Stipend Agreement with Jackie Pelletier whereby the Town will pay J. Pelletier 1/2 the cost of the health plan that she presently has in lieu of the town providing Health insurance. She presently is covered under her husband's policy.

Letter Notifying Employees of Updating Personnel Plan:

Selectmen signed letter to all employees advising them that the Board of Selectmen is in the process of updating the Personnel Plan. All employees will be notified of any changes and a Public Meeting will be held regarding the updated plan. The Board of Selectmen do not expect it to be in final form until after the first of the year.

JOHN STEVENS, ENERGY COMMITTEE: REPORT OF HEATING SYSTEM BIDS:

John Stevens presented a spread sheet showing the four bids received with regard to price, and project description from each bidder. (attached)

John Stevens suggest that the Board of Selectmen review this spread sheet before possibly calling any of the bidders with questions regarding their bids.

The Board of Selectmen agreed that they had pretty much narrowed the award down to the two lowest bidders.

Selectmen Discussion:

1. Ron Wanner stated he had no idea what Trio P5 was under Boiler and Manufacturers and model which Total Climate Control submitted as the product they would be using.

2. Dunbarton Fuel submitted two options i.e. Buderus or Biasi Boiler.

J. R. Swindlehurst stated he would let the Selectmen determine which boiler they would choose. He would probably recommend the Biasi which is an Italian product.

3. Ron Wanner asked why the other three bidders did not supply the brand for the boiler they would be using. They only supplied the BTU's.

4. Ron Wanner asked Dunbarton Fuel if they were going to be taking out the existing burner in a condition for re-using at the Highway Garage.

J. R. Swindlehurst stated that yes, this was his plan. There was a mix up in the typing of the proposal but he has corrected it. He realizes that the Town will be using the existing furnace in another building.

John Stevens noted that there is a lot of available features on what J. R. is proposing. Is he planning on using all of the features?

J. R. Swindlehurst noted he would be using a lot of the available features.

5. Ted Vallieres asked Dunbarton Fuel if he planned on using PEX coated piping as suggested.

J. R. Swindlehurst stated he would be using Schedule 40 steel and copper lines with oxygen spray and HE PEX.

6. Dunbarton Fuel stated they would be installing a 6" stainless flue liner and this was included within the bid price.

Selectmen noted that the other three bidders did not include the chimney flue liner in their bid. One bidder requested the flue liner be done by the Town. One of the other bidders stated the bid price did not include the chimney liner.

7. Dunbarton Fuel stated they would be pouring a concrete pad and not using cement blocks. Stated he had previously done work in the basement and it is very wet. Concrete pad will hold up much better.

8. Board of Selectmen noted that only two of the bids were BBB Accredited A+. One bidder had three complaints issued, one of which had been resolved but not to the customer's satisfaction. The other two had been resolved.

9. Ron Wanner noted that several of the bidders had put a statement regarding the Town paying for overtime if necessary. This is not the Town's responsibility.

10. The Board of Selectmen asked Dunbarton Fuel what terms of payment he would expect from the Town.

J. R. Swindlehurst stated he would expect to be paid in full when the furnace was in completely and running. Would not expect payment before.

11. Ted Vallieres asked who would be deciding which boiler to use, either the Buderus or Biasi B10.

J. R. stated he would prefer the Biasi because it is higher efficiency. (91.5%) This is a "state of the art" boiler. It is also very quiet.

12. Question was asked as to what the cost was for the vent in the chimney.

J. R. stated the list price of the liner is \$1,100 for 35 feet plus labor of putting it in. It has to be stainless steel because of oil heat. Will be between \$1,500 - \$1,800.

At this point in the meeting, John Stevens stated that J. R. Swindlehurst is here to ask questions. Will the other vendors be allowed to ask questions if they have any issues? If the Selectmen's choice is really close, he could contact the other vendors.

Selectmen noted they had already eliminated the two highest bids because of price. This leaves it between Dunbarton Fuel and Total Climate Control. Have issues with one of the bidders because of BBB rating. In addition, he did not bid on the chimney flue.

In addition, the Town encourages awarding of contracts to Dunbarton residents instead of going out of town.

Les Hammond, Chairman, stated he would like to take a few minutes to talk about how it is going to be configured.

J. R. Swindlehurst noted the following:

1. He would be taking out the old furnace and putting in the new boiler
2. Town is going to fill holes in the floor.
3. He included a diagram of the location of the baseboard in his bid. Using a 1,000 BTU/foot due to the fact that there is not a lot of wall space. If you don't have flow, the system won't work.
4. Have included a small heater in the computer room because there is an outside door. Everything is high output.
5. Will also be a four foot section of baseboard behind the water bubbler in the Town Clerk's Room. Also a four foot section of baseboard in the small room behind the Building Department.
6. Will be putting 57 feet of baseboard in Selectmen's Meeting Room and 52 feet in the Town Office.
7. Will be using a primary and secondary piping system. This allows us to lower the boiler temperature in the spring and fall, and this also protects the boiler.
8. If all zones come on at once, it stresses the boiler. By having a primary and secondary system, it protects the boiler.

Ron Wanner noted that if you consider the price of the chimney flue, etc., the two low bids are very close.

Les Hammond asked J. R. Swindlehurst if he felt there was anything the Selectmen had left out.

J. R. stated he felt they had addressed everything.

Les Hammond asked if he would suggest doing anything about the exit door in the Selectmen's Meeting Room.

John Stevens noted that this was an R3 door and it was sufficient.

Ron Wanner noted there will be setback thermostats and if there is a power failure, they will not have to be reset.

J. R. questioned the number of years that Climate Control had been in business. He noted he had checked with the Secretary of State and they had been in business since 2008 and not 26 years.

Les Hammond asked if anyone knew why other heating contractors in Dunbarton had not submitted a bid. It was noted that Jay's Plumbing had felt there were too many serious concerns that he did not want to deal with. Felt we should try to keep work within Town.

Based on the discussion above, the following motion was made:

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen award the heating contract for the Town Office Building to Dunbarton Fuel Company. Ted Vallieres seconded the motion. The motion passed unanimously.

It was noted that whether or not the Town chooses to put antifreeze into the system will be decided at a later time. There are many pros and cons to be reviewed before making a final decision.

Also noted that the Town water has considerable minerals in it. J. R. noted that the system would only require about 55 gallons of water and he would supply the filtered water.

Ted Vallieres stated he would like to leave the decision as to whether we choose the Buderus or Biasi boiler up to Dunbarton Fuel. They are the experts in this. In addition, the Biasi Boiler is 91.5% efficient versus 87% for the Buderus. Presently the Town Office is burning about 950 gallons of oil per year. This will reduce the cost by \$150/year with a three year payback.

J. R. Swindlehurst will put together a time table for installation, etc. and will start sometime next week.

PATRICK BOWNE - TRANSFER STATION FEE SCHEDULE:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen with a revised Fee Schedule as follows and noted that he had made two changes as recommended at the Selectmen's Meeting:

- 1. With regard to 40 gallon trash can of shingles or sheet rock, he added the following statement:

"(All subsequent barrels are charged at \$10/each.)"

- 2. With regard to Electronic Disposal, changed to read as follows:

"Large <u>Projection</u> & Console TV	\$20/each
Greater than 19" to <u>60"</u> TV	\$10/each

19" or less TV (stayed the same)

\$5/each"

Patrick Bowne also stated he had contacted Jim Presher at the Coop regarding disposal of tractor tires. He was told that the incinerator only accepts a total of 50 tires from all the towns together per day. The tractor tires must be quartered and only one quarter put in the hopper per load. This means that it would take four loads to dispose of one tractor tire. We are presently taking one load per week. This means that it would take approximately one month to dispose of one tractor tire.

Mr. Gee gave me a copy of his list for disposal of tires. He charges what it costs to dispose of the tractor tires. It is between \$30-\$65 per tractor tire. Am assuming he sends them to recycling.

Stated it is the Selectmen's call as to how they want to handle this. If residents are willing to quarter their tractor tires, we still have to only put one quarter per load. This will involve a storage problem. If you feel we should add tractor tires to our list, we will. We have to do what the Coop wants with regard to disposal of tractor tires. They are the "guardian of the gate". Don't believe we are going to get a lot of tractor tires.

P. Bowne stated before we go ahead with the changes in the Fee Schedule, he would like to give the residents at least a month's notice. Would suggest putting the revised Fee Schedule in effect as of September 1, 2012. Will post a notice accordingly at the Transfer Station so residents are aware of the changes.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the revised Fee Schedule for the Transfer Station as presented this evening by Patrick Bowne effective September 1, 2012. Ron Wanner seconded the motion. The motion passed unanimously.

JON WIGGIN, FIRE CHIEF, COMMAND VEHICLE:

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen to discuss a Command Vehicle for the Fire Department as follows:

1. Noted that the Town of Bow had recently offered the Town of Dunbarton Fire Department, a used 2003 Command Vehicle with 60,000 miles for \$1,000.
2. Jon Wiggin noted that he could handle this within his Fire Department budget.
3. Would only have to put in a radio and a red light.
4. He received a call last night and evidently the Town Manager might want to give the vehicle to the Highway Department in Bow instead. Town Manager is on vacation until Monday so will not know the answer until next week.
5. They will make the decision next week, and if Dunbarton is offered the vehicle, he will be back next week for the Board of Selectmen to accept it, etc.
6. Town of Londonderry recently purchased a Command vehicle from the Town of Canterbury for \$6,000 and it had 100,000 miles on it. This one from the Town of Bow would be a good thing for Dunbarton. It would be definitely worth the money.

BARBARA MCCANN, PELLETIER RELEASE AGREEMENT DECISION:

Barbara McCann, Planning and Zoning, noted that the Board of Selectmen had requested the opportunity to look at the documents regarding the Pelletier issue. In addition, the Selectmen had the opportunity to read Jon Wiggin's letter regarding the issue.

Jon Wiggin, Fire Chief, stated the Zoning Board of Adjustment, asked him to give them a letter regarding the Pelletier easement/driveway off Clinton Street in Bow. (attached)

He noted that there are many instances in Dunbarton where emergency vehicles cannot get up steep driveways. This is a problem. He stated that the Town's emergency vehicles would not be able to get up the proposed Pelletier driveway unless a couple loads of gravel were put in by the culvert to bring the grade of the driveway up. Stated he wants to make sure that Mr. Pelletier knows that in the wintertime, we are not going to be able to get in there. There presently is no agreement signed by Mr. Pelletier. We can't get our main apparatus up there. We will make every attempt to get in there but cannot guarantee we will make it. There are other driveways that we can't get in either. Some people don't understand that. Our trucks are big and can't get in there. Sometimes the Highway Department tries to plow the driveway if necessary. Run into this problem with the oil truck all the time. If he wants to sign the letter I have prepared, that would be very good. He doesn't want to put the gravel in.

Noted that in the past, we have had medical emergency calls in the middle of the winter and we are unable to get up the driveways (owners are parking at the bottom of the driveways) and walking up. In the past, Peter Montgomery tried to plow the driveway so we could get in but was unsuccessful.

Selectmen's Discussion:

Ted Vallieres stated he would like to make sure that the Town has no liability. At least if you are telling him that emergency vehicles might not make it up the driveway and if Mr. Pelletier is agreeable to signing the agreement, I feel we should do it.

Ron Wanner stated his concern was us signing the agreement and then having it show up on a deed. There are other driveways in Town with similar conditions.

It was noted that this is a unique situation in that the access is through Bow but the land is in Dunbarton. In addition, this was granted a Variance to build one house and the condition was that the Fire Chief give his approval. It was noted that Mr. Pelletier will probably sign the letter but that it does not have to go in the deed.

Chief Wiggin noted there is an additional problem in that trying to assign a 911 street number for Pelletier. He has gone back and forth between the Town of Bow and the Goffstown Post Office. It has ended up that the driveway should be named (not a person's name). We are waiting to hear the outcome.

Board of Selectmen agreed that Mr. Pelletier be given a copy of Jon Wiggin's letter and he sign off that he read it and a copy be attached to the Notice of Decision from the Zoning Board and included in the Lot file. There is no need for the document to be recorded in the deed.

JEFF CROSBY, ROAD AGENT, DEPARTMENT UPDATE:

Jeff Crosby, Road Agent, appeared before the Board of Selectmen and reported the following:

1. Noted that Alan Sheldon, Highway Department employee, had recently given his resignation effective August 3, 2012.
2. Would recommend getting together with the Board of Selectmen at some point in the near future to discuss requirements for the position and a job description. Unknown at this time, if there is a Job Description. Will check with Line Comeau, Town Administrator, when she returns from vacation.

3. Should discuss pay rate, etc.

4. Stated he did not feel that we needed to have a Committee to hire such as for the Police Chief. He will make a final recommendation to the Board of Selectmen.

OTHER DEPARTMENT BUSINESS:

Transfer Station - Need for Backup Driver for delivering to Coop:

Patrick Bowne, Transfer Station Manager, stated the resignation of Alan Sheldon brings up a problem for him in that Alan Sheldon is his backup driver for delivering loads to the Coop. P. Bowne is planning on going on vacation in two weeks and this means there is no one to deliver to the Coop.

Stated that he had a person who would be interested in doing this for us on a per trip price of \$50/load. This would be a little bit more than what Alan Sheldon was making. It takes about two hours per load. He would not be an employee but a contractor. Stated this person is qualified to do this and has a CDL license, a DOT Class A license, has been drug tested, etc. and works full-time for the Town of Henniker.

The Board of Selectmen noted they would like to be assured that he would be covered under the Town's liability policy. Will wait for Line Comeau to call the Local Government Center to find out if he would be covered under the Town. We need to make sure he is covered if he is driving the Town's vehicle.

Patrick Bowne stated the other option is to hire a company who does this at \$275/haul.

Selectmen will wait to see outcome of LGC Liability question before making a final decision.

Dan Sklut, Police Chief - Police Department:

At this point in the meeting, Police Chief Dan Sklut requested a Non-Public Executive Meeting to discuss a personnel issue. The following motion was made:

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Meeting to discuss a personnel issue in accordance with RSA 91:A-3. Ted Vallieres seconded the motion. The motion passed unanimously with the following roll call vote:

Hammond - Yes
Vallieres - Yes
Wanner - Yes

The regular meeting of the Dunbarton Board of Selectmen reconvened at 9:30 p.m.

Donation of Used Baler:

Ted Vallieres reported that the Town has been offered a donation of a used baler. Both Ted and Patrick Bowne have looked at it and it is the exact same baler as the ones at the Transfer Station. The used baler is 18 years old but runs well. Patrick Bowne has called Philadelphia and they would pay \$4,000 sight unseen. It has not been used for eight years. The only item ever baled in it was cardboard. The Transfer Station can hook this up in conjunction with one of the other balers (only

can operate one of them at a time). If the baler does not work out, we can always use it for parts. The donator will haul it to Dunbarton on a trailer.

It was noted that the Transfer Station will plan to run the new plastic they have been talking about. The market has recently opened up for this product..

Have checked with Ernie's Electric and it will only cost \$250 to get it hooked up into the three phase system.

Ted Vallieres stated they are requesting the Dunbarton Board of Selectmen accept this baler as a gift at no cost to the Town.

The following motion was made:

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen accept the gift of a used baler from Tom Cusano. Ron Wanner seconded the motion. The motion passed unanimously.

Letters of Commendation to Employees:

Ted Vallieres presented two letters of Commendation for Selectmen's signature to employees Patrick Bowne and Barbara McCann in appreciation for work well done.

Selectmen signed letters.

Town Counsel:

Ted Vallieres stated that at the last meeting, Town Counsel was requested to attend and give the Board of Selectmen and the Town Hall Theatre Restoration Committee guidance with regard to a 501:C-3 and also being a Town Committee.

He stated that he was not satisfied with the response from Town Counsel. She stated immediately that she knew nothing about 501:C-3 Non-Profits but could refer them to a lawyer who did. He stated she knew prior to coming to the meeting what it was about but was not prepared at all to answer any questions regarding the situation. In addition, the Town Hall Theatre Restoration Committee got no answers to their dilemma.

He would like the Dunbarton Board of Selectmen to write a letter to Mitchell Law Services requesting the Town of Dunbarton be assigned another attorney.

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

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn the meeting of the Dunbarton Board of Selectmen at 9:50 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,



**Alison R. Vallieres
Recording Secretary**



Les Hammond, Chairman

Ron Wanner, Selectman



Ted Vallieres, Selectman