

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, AUGUST 2, 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
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Patrick Bowne, Transfer Station Manager
Jeff Crosby, Road Agent
Linda Peters, Town Clerk

Members of the Public:

None

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

MINUTES OF PREVIOUS MEETINGS APPROVAL (Regular Meeting, Thursday, July 26, 2012)

MOTION:

Ron Wanner stated he had the following corrections to the minutes of Thursday, July 26, 2012:

Page 1 - Jackie Pelletier - Health Stipend Agreement: Should read as follows:

"Selectmen signed the Health Stipend Agreement with Jackie Pelletier whereby the Town will pay J. Pelletier up to 50% the cost of whatever the Town's payment would be if she were on the health coverage. This could vary depending on the Town's Personnel Plan with regard to the Town's portion".

Page 2 - Item 3 under Selectmen Discussion: Change the word boiler to burner so it reads as follows:

"Ron Wanner asked why the other three bidders did not supply the brand for the burner they would be using."

Page 2 - Item 9 - Change the word several to one so it reads as follows:

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

Page 3 - J. R. Swindlehurst response to Item 12. should read as follows: Changes because of oil heat should be changed.

At this point in the discussion, Alison Vallieres stated that she had quoted J. R. Swindlehurst with regard to this statement and this was what he said. He made a specific reference to having to have the stainless steel chimney because it was oil heat.

Page 6 - Regarding Selectmen's Discussion re Pelletier proposed agreement re Ron Wanner's comment - Change the sentence to read as follows:

“Ron Wanner stated his concern was us signing the agreement and having notification on a deed. There are other driveways in Town with similar conditions without deed notification. (Should they all have deed notifications?)”

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen accept the minutes of the Thursday, July 26, 2012 meeting as amended by Ron Wanner. Ted Vallieres seconded the motion. The motion passed unanimously.

PATRICK BOWNE, TRANSFER STATION:

Coverage for Delivery to Incinerator:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to discuss coverage for him with regard to delivering to the incinerator in Penacook. He stated that he will empty the box Thursday or Friday prior to his going on vacation. The box will be used Saturday, Tuesday and Wednesday depending on how heavy the disposal is for that period. The box will probably have to be delivered/emptied prior to the following Saturday.

This problem has arisen because Alan Sheldon, the backup driver, has terminated his employment as of August 2, 2012 and will not be available as he has been in the past.

Les Hammond noted that he had called Alan Sheldon and asked him if he would be willing to fill in this one time to deliver the box. Alan Sheldon stated he could not because of vacation plans, etc.

Patrick Bowne stated that Carl Knapp was available to deliver the box to the incinerator at a cost of \$50/trip. He stated that he was DES certified, and had his CDL license. He also works full-time for the Town of Henniker. P. Bowne did not know if the incinerator requires a DES certificate for delivering to the incinerator. Patrick Bowne will check into this.

Les Hammond noted that we need a long term solution to this problem. One option is to put someone on the Transfer Station payroll part-time who has a CDL license and is DES certified to handle waste. This would require possibly moving help around, etc.

Patrick Bowne stated the hours for delivery to the incinerator are Monday - Friday, 6 am - 6 pm and Saturday, 6 am to 5 pm.

Patrick Bowne stated it was not fair to depend on someone from the Highway Department to do this because their priority is plowing of roads, etc.

Patrick Bowne presented a letter from Barbara McCann regarding hiring Carl Knapp as an employee. (attached) The letter states we should hire him as a part-time ad hoc employee or whatever is spelled out in the present Personnel Plan.

Les Hammond stated we have to get this done now and look for a long term solution.

Patrick Bowne stated that he could call Jeff Denning Disposal who could possibly do it for us at an estimated cost of \$275 - \$300 per load.

There was discussion re hiring Carl Knapp due to recent theft issues, etc. Ron Wanner stated Mr. Knapp would be required to fill out an employment application which asks "Have you ever been convicted of a crime, etc....."

Ted Vallieres noted that this past week, the Town paid Carl Knapp \$520 for working on Fire trucks at the Dunbarton Fire Station. He stated that Chief Jon Wiggin had his highest respect and if the Fire Chief feels comfortable with Carl Knapp being at the Fire House alone, he had no problem with Carl Knapp delivering a load of waste to the incinerator with the Transfer Station truck.

At this point in the meeting, Patrick Bowne stated that no one except him has the keys to the gas. No one but him fills the trucks with gas. He will make sure the truck is filled up with gas before he leaves on vacation.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen hire Carl Knapp as a part-time ad hoc employee to deliver waste to the Penacook Incinerator with the Transfer Station truck. Les Hammond seconded the motion. The motion passed by a majority vote as follows:

Hammond - Yes
Vallieres - Yes
Wanner - No

Les Hammond and Ted Vallieres signed the Conditional Offer for Casual Part Time Employment with Carl Knapp. Ron Wanner did not sign the document.

NH CENTRAL REGIONAL PLANNING COMMISSION GRANT:

It was noted that Barbara McCann was checking on several questions regarding the grant. Matt Monahan, NH Central Regional Planning Commission, will be at the Selectmen's Meeting next week (August 9, 2012) to discuss with the Selectmen.

TOWN HALL THEATRE RESTORATION COMMITTEE:

It was reported that the Town had received an e-mail after the Selectmen's Meeting which Laura Spectra-Morgan attended. (attached)

Ted Vallieres stated that Tiffany Dodd, Chairman of the Town Hall Theatre Restoration Committee would like to make that they are in favor of this project. They will be coming to the Board of Selectmen's meeting next week. This support counts considerably when filing for grants, etc.

The Board of Selectmen needs to put something in writing regarding their support.

TOWN OFFICE HEATING SYSTEM:

It was noted that J. R. Swindlehurst has already started work on the replacement heating system for the Town Office. Patrick Bowne has picked up old duct work for disposal through the Transfer Station.

TRANSFER STATION:

New Baler:

Patrick Bowne, Transfer Station Manager, reported that he expects delivery of the new baler next Thursday, August 9, 2012. Have been in contact with Ernie's Electric regarding doing the wiring for the baler on Wednesday, August 8, 2012. The baler company will set the baler up. The baler company and Ernie have already discussed the installation.

Mulch at Transfer Station:

It was reported that William Nichols will be hauling the mulch from the Transfer Station at no cost to the Town.

It was noted that there is horse manure in the existing mulch.

JEFF CROSBY, ROAD AGENT:

Filling of Highway Department Full-Time Vacancy:

Jeff Crosby, Road Agent, appeared before the Board of Selectmen to discuss the process for filling the vacancy created by Alan Sheldon resigning.

He noted that he had copies of two job descriptions, one full-time and the other part-time. They were both considered laborers.

Jeff Crosby stated he felt they were adequate with regard to what he would be looking for.

Jeff Crosby will coordinate with Line Comeau, Town Administrator, to put employment ad in the paper, etc.

Ted Vallieres suggested that we put a large enough ad in to attract people's attention. In the past, we have put very small ads in to keep the cost down. He would recommend putting it in both the Concord Monitor and Union Leader.

Applicants will be referred to Jeff Crosby, Road Agent, for answers to questions, etc.

Jeff Crosby will present two or three final candidates to the Board of Selectmen with his recommendation for hiring.

It was suggested that Jeff Crosby have another person present during the interview process.

It was agreed that the salary should be \$19.00/hour.

Twist Hill Road:

Will be finishing up on Twist Hill Road.

Corner by Thalheimer's:

Will be starting work on the corner.

Frost Heaves under Powerline at Top of Hill:

Will be starting on this area to correct frost heave problems.

LINDA PETERS, TOWN CLERK:

Flag at Polls:

Linda Peters, Town Clerk, stated that when the polls were inspected at the last election, we were given a violation because we did not have a flag flying during the polling hours, etc. Would like to request that the Town order a flag to be flown at all elections. It will be put in the gray election box.

Selectmen agreed that the Town should purchase a flag for elections, etc.

DEPARTMENTS:

Line Comeau, Town Administrator, brought up the following items for discussion/action:

MS-1 Form:

Stated that Scott Marsh had recently updated the utility assessments by \$302,000. This is a 1.5% increase for utilities. This form is due by September 1 to DRA.

Auditor's Management Letter:

Auditors now have all documents needed for the Management letter. Will be submitting to the Town within a couple of weeks.

Request for Abatements:

Sansoucy has recommended denial of request for abatements from Fairpoint and Dunbarton Telephone.

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 9:00 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres

Alison R. Vallieres
Recording Secretary

Les Hammond
Les Hammond, Chairman

Ron Wanner
Ron Wanner, Selectman

Ted Vallieres
Ted Vallieres, Selectman