DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, JANUARY 12, 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**

**Ron Wanner, Selectman**

**Charles Graybill, Selectman**

**Line Comeau, Town Administrator**

**Alison Vallieres, Recording Secretary**

**Members of Boards/Committees/Town Employees:**

**Linda Peters, Town Clerk**

**John Stevens, Energy Committee**

**Ted Vallieres, Single Stream Committee/Energy Committee, Treasurer, Town Hall Theatre Restoration Committee**

**Ken Swayze, Chairman, Dunbarton Planning Board**

**Brian Pike, Cemetery Trustee**

**Mark Wamser, Recreation Committee**

**William Johnson, Recreation Committee**

**Lara Routhier, Recreation Committee**

**Members of the Public:**

**None**

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

**RECREATION COMMITTEE BUDGET:**

**Mark Wamser, Lara Routhier, and William Johnson, members of the Recreation Committee appeared before the Board of Selectmen to present the Recreation Committee's proposed budget as follows:**

**2011 2012**

**Account Name Budget Proposed**

**Rec-Basketball 400 1,000 Increased $600**

**Rec-Softball 1,000 500 Decrease $500**

**Rec-Halloween 500 500 Same**

**Rec-Christmas 100 100 Same**

**Rec-Easter 250 250 Same**

**Rec-Excursions 700 700 Same**

**Old Home Day 4,450 6,950 Increase $2500- Fireworks**

**Memorial Day 800 800 Same**

**TOTALS $ 8,200 $ 10,800 Increase $2,600**

**1. Presented a Pie Chart showing percentage budget items in relation to the total Recreation budget. (attached)**

**2. Requested that they be able to put in a Warrant Article for Town Meeting to allow them to have a non-lapsing account for the Recreation Committee. This way they could build up funds to be able to expend for large ticket items in the future such as a new scoreboard, etc. They presented the suggested wording to the Board of Selectmen. (attached) They noted that the Warrant Article would stipulate who is responsible for the monies. It was suggested that Lara Routhier make the presentation at Town Meeting.**

**Selectmen noted that because it was a non-money warrant article, they would not make a recommendation.**

**3. Noted that the largest part of their budget was for Basketball which is the area where most of the activity is.**

**4. Goffstown is now responsible for the softball program. They use Dunbarton's field and pay for the Porta Potty, etc.**

**5. Would like to have the Town look into the possibility of parents being able to pay via credit card on-line.**

**Selectmen suggested that the Recreation Committee coordinate with the Town's Computer Technician in setting up payment via credit card.**

**Brian Pike noted that parents have to sign off on liability for children's injuries and this would be difficult to do on-line.**

**6. Are not able to operate the Snack Bar at this point. In addition, there are regulations that prevent selling hot dogs or meals, etc. Would have to have running water and septic system.**

**7. Have increased the Memorial Day budget line in order to provide more concerts at the Bandstand.**

**Nevers Band charges $7500-$800. Residents have expressed an interest in more concerts. The extra $500 would be for a concert on the Common.**

**8. Donations for Old Home Day were shown as $1,400. Don't know if this is a true figure. This could include monies collected for table fees for Old Home Day.**

**9. It is difficult to guess how much donations would be for Old Home Day. Need to know in advance in order to schedule, etc. Can't wait until two or three days before the event because need to get vendors in place.**

**Charles Graybill asked what the checkbook balance is at this point. It was noted that it is around $7,000. They used $2,500 for fireworks from the checkbook as requested by the Selectmen last year.**

**10. Noted they purchased softball stands for $3,500 and the Marquee sign for $4,000 last year from the checkbook. In addition, the Dunbarton sign was repaired free of charge by the vendor who built the Marquee sign.**

**11. This year, they would like to purchase tables which are light weight and can be used for events including Old Home Day. It was suggested they could be stored in the Town Hall basement.**

**12. Noted the cost for just a Controller for the Score Clock is in the vicinity of $800. It would probably be around $4,000 for a completely new Score Clock.**

**13. Suggested that possibly more monies could be put into Fireworks. Last year the display was much less than previous years due to the increased cost for fireworks. We are lucky that JR Swindlehurst is able to get a better price for fireworks. Possibly we should ask for donations towards the fireworks as many other towns are doing.**

**14. Noted that in the 2010 year, the Recreation budget was $10,700.**

**Selectmen noted that this was the year that the Selectmen dropped out the cost of the fireworks and asked the Recreation Committee to pay for them from the checkbook, etc.**

**15. William Johnson stated that this past year, they were able to purchase 100 basketball shirts and 100 pairs of shorts.**

**Public Comment:**

**None**

**OTHER BUSINESS:**

**Request from Verizon for Building Permit:**

**Line Comeau, Town Administrator, stated that Ken Swayze, Planning Board Chairman, was present to discuss the request from Verizon for a building permit to set up a co-location at the U. S. Cellular Tower.**

**U. S. Cellular has not repaired the branches on the Cell Tower as requested by the Planning Board. This was a condition of the original permit. Verizon has stated if U. S. Cellular does not repair the branches, they will.**

**Ken Swayze stated he felt this is the only way we will be able to get the U. S. Cellular tower in compliance is to hold the Verizon permit until such time as the tower is brought into compliance.**

**At this point in the meeting, Ron Wanner stated there was a question as to whether he should vote or not because he owns a small amount of Verizon stock. Les Hammond stated he had no problem with Ron Wanner voting on this issue.**

**Both Ron Wanner and Charles Graybill agreed to give the Building Permit to Verizon to locate their antennae, etc. Les Hammond stated he was completely and entirely against giving the Building Permit to Verizon because this is the only way we have to get the tower into compliance. This has gone on a long time with no results.**

**Ken Swayze suggested issuing a Conditional Permit stating they (Verizon) will put the branches up.**

**The following motion was made:**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the issuance of the permit for Verizon for their co-location antennae on the U. S. Cellular Tower at Richard/Nicole Hecker's property on Powell Lane with the condition that Verizon not be allowed to hook up electricity until the branches issue is corrected. Charles Graybill seconded the motion. The motion passed by a majority vote as follows:**

**Graybill - Yes**

**Wanner - Yes**

**Hammond - No**

**TOWN CLERK PROPOSED 2012 BUDGET DISCUSSION:**

**Linda Peters, Town Clerk, appeared before the Board of Selectmen to present the Election, Registration and Vital Stats budget for the 2012 budget year as follows:**

**2011 2012**

**Account Name Budget Proposed**

**Town Clerk 39,527 40,113 Includes 1.5% raise**

**Deputy Town Clerk 9,270 9,409 " "**

**Elec.Admin-Ballot Services 508 2,095 4 Elections & 1.5%**

**Elec. Admin-Ballot Clerks 348 1,508 Includes 1.5% raise**

**Election Expenses/Meals 250 1,000 4 Elections @ $250**

**Animal Population Control Fees 1,366 1,281 Estimate**

**Dog License Fees to State 366 343 Estimate**

**Marriage Licenses 1,290 1,215 Estimate**

**Vital Statistics 990 890 Estimate**

**Advertising/Elections -- --**

**Fees & Services -- --**

**Voting Booths & Equipment 935 950 Quote(2 booths)**

**TOTALS 54,850 58,804 ($3,954 increase)**

**Record Preservation 700 700 Same**

**Linda Peters, Town Clerk, noted the following with regard to her budget:**

**1. The Deputy Town Clerk has decided to retire this year. This will mean training a new**

**Deputy Town Clerk which will involve more hours, etc.**

**2. State Law requires that the Town Clerk and the Deputy Town Clerk both be residents of the Town.**

**3. Noted that we are continuing in our Record Preservation. Looking into possibility of training on- line from Northeast Document Center in Massachusetts. They have a class but the cost is $600 to attend. Can do on-line free. Involves three hour modulars for 8 sessions for a total of 24 hours training free.**

**4. Also looking into possibility of microfilm being converted to discs. Only as good as the quality of the film.**

**Public Comment:**

**None**

**POLICE DEPARTMENT BUDGET:**

**Line Comeau, Town Administrator, presented the Police Department budget which was based on an e-mail from the new Police Chief, as follows: It was noted that Chris Connelly had left a proposed budget for the new Police Chief to consider.**

**2011 2012**

**Account Name Budget Proposed**

**Crime Control-Full Time 181,058 169,498 Includes 1.5%**

**Crime Control-Part Time 27,633 31,834 Includes 1.5%**

**Secretary-Police Dept. 29,713 30,032 Includes 1.5%**

**Vehicle Lease 6,000 6,000 One more year**

**Supplies/Exp-Police 4,500 4,500 Same**

**Training Police Dept. 4,000 5,500 Increase $1,500**

**Prosecution Fees/Police 7,497 7,762 Increase $265**

**Computer Hardware-Police 3,500 3,500 Same**

**Gasoline-Police 10,000 16,000 Increased $6,000**

**Police Dispatch 21,041 21,041 Same**

**Computer Software-Police -- --**

**Education Costs -- --**

**IMC Contract-Police 4,050 4,200 Increase $150**

**Physical Plant-Police 450 450 Same**

**Telephone-Police 5,000 5,000 Same**

**Vehicle Maint.-Police 3,500 4,500 Increase $1,000**

**Dept.-Equip-Police 1,200 2,000 Increase $800**

**Fees & Services-Police 1,200 1,200 Same**

**Radio Repair-Police 550 550 Same**

**Crime Prevention-Police 300 300 Same**

**Uniforms - Police 2,500 3,000 Increase $500**

**Accreditation-Police 1,500 2,500 Increase $1,000**

**Criminalistics-Police 250 250 Same**

**TOTALS 315,442 319,617 Increase $4,175**

**Line Comeau noted the following with regard to the Police proposed budget:**

**1. Added $5,000 for overtime based upon Overtime Calculation for the past year. Overtime was $3,548 for 2011. (attached)**

**2. $1,500 Increase in training.**

**3. Gasoline increased due to increase in price, etc.**

**4. Vehicle Maint.- Increased by $1,000**

**5. Dept. - Equip - Increased by $800**

**6. Uniforms - Increased $500**

**7. Accreditation - Increase $1,000**

**New Police Chief - Daniel Sklut:**

**Ron Wanner stated that the Official Swearing in Ceremony (Oath of Office) of the new Police Chief will be held at 10:00 am at the Community Center on Monday, January 16, 2012. There will be at least 40 people present.**

**Official paperwork has been received from Sheriff Craig Saltmarsh for the psychological testing. Daniel Sklut passed this very successfully.**

**Les Hammond asked if the two corrections on the original offer paperwork had been resolved involving the date for starting to accumulate leave and the retirement costs of which the Town will be responsible for.**

**Ron Wanner stated these had been corrected in the final contract, etc.**

**The starting salary will be $70,000/year instead of $67,500 because at the time the new Police Chief comes to work for the Town of Dunbarton, he will be certified for six months to perform law enforcement in the State of New Hampshire due to his certification status in Massachusetts. He has six months to complete New Hampshire certification.**

**It was suggested that the Board of Selectmen send a Thank You letter to the Sheriff's Department (Craig Saltmarsh) for their help along with the full-time and part-time Police Officers.**

**Public Comment:**

**Brian Pike asked if part of the changes in the Police budget were because of the salary of the new Police Chief.**

**Selectmen noted that the new Police Chief salary was $70,000 which was about $9,000 less than the previous Police Chief**

**WELFARE PROPOSED BUDGET FOR 2012:**

**Line Comeau, Town Administrator, presented the proposed Welfare Budget for 2012 as given to her by the Welfare Director:**

**2011 2012**

**Account Name Budget Proposed**

**Visiting Nurse Assoc. 1,576 -- No charge this year**

**Community Action Program 2,000 2,000 Same**

**Admin.-Overseer of Welfare 5,250 6,350 Includes 1.5% +$1,000**

**Direct Assistance-Vendor Other 6,000 6,000 Same**

**TOTALS 14,726 14,350 Decrease $376**

**1. Presented a letter stating there had been savings of $24,000+ over the past year.**

**2. Based on the above, requested an increase in salary of $1,000.**

**LIBRARY PROPOSED 2012 BUDGET:**

**Tiffany Dodd, Library Trustee, was unable to attend this week's meeting but will be at next week's Selectmen's meeting (Thursday, January 19, 2012) to discuss Library Budget.**

**JOHN STEVENS AND TED VALLIERES, ENERGY COMMITTEE TO DISCUSS BUILDING MAINTENANCE PROJECTS FOR 2012:**

**John Stevens and Ted Vallieres appeared before the Board of Selectmen to discuss proposed upcoming maintenance projects for the Town during 2012 as follows:**

**Item # Location Type/Task Cost/Quote Comments**

**1 TO-Basement Replace damaged ductwork $7,600 Add $500 Incid.**

**1A TO-Basement Replace existing furnace with 13,000 Add $2,000 for**

**hot water system zone controls**

**Noted that would only be doing one or the other for the above. Selectmen to make a decision as to which way to go.**

**2 TO-Basement Insulate domestic water pipes $40 Materials only**

**Volunteer labor**

**3 TO-Basement Install vapor barrier $180 Materials only**

**Volunteer labor?**

**4 TO-Basement Insulate underside of first floor $3,300 2" Insulation Bd**

**Volunteer labor?**

**5 TO-Basement Insulate furnace area if #4 selected $1,000 Reduce cooling Volunteer labor? plennum**

**6 TO-Attic Add ventilation to attic $1,000 Materials only**

**Volunteer labor?**

**7 Safety Lighting retrofit entire building $6,183 Includes add. Complex (Est.cost saving $1,101.64 or 21% of bills) wiring needed**

**8 Town Hall/ Lighting retrofit Library $4,767 " "**

**Library (Not upstairs)**

**(Est.cost saving $346.09 or 16% of bills)**

**Selectmen's /Public Comments:**

**Les Hammond stated we really need to replace the existing furnace. The hot air system cannot be zoned.**

**John Stevens stated that if we replace the existing furnace with a hot water system, we can abandon the whole basement system. The efficiency with the hot water system would be greater than the existing hot air system.**

**Charles Graybill stated he would like to see a quote from JR Swindlehurst for the hot water system before he makes a decision as to which way to go.**

**John Stevens asked the Board of Selectmen if they were okay with volunteer labor on the roof to install the roof vent. In addition, they would be enlarging the existing vents on the west and east sides of the building.**

**Line Comeau stated that according to our Liability Policy, volunteer labor is covered by our insurance.**

**John Stevens stated that he had spoken with Donna Dunn and she would be in favor of replacing the bulbs in the Bandstand with LED bulbs. He had suggested possibly putting in a Solar Panel to cover the lighting of the bandstand.**

**Les Hammond suggested the possibility of putting in the heating system in the Town Office this year, and doing the lighting next year.**

**John Stevens noted the possibility of any grant monies drying up before next year. There presently is a 50/50 rebate for the lighting.**

**Brian Pike asked how long the Town plans to stay in the Town Office.**

**Selectmen noted there are no plans on moving out of the Town Office. In addition, it was noted that the Town Office Building will always remain a building, etc.**

**It was noted that the furnace that would be taken out of the Town Office would probably be put in either the Fire/Police Dept. or the Highway Garage. The Selectmen noted that the Highway Garage furnace was used much less than the Fire/Police Dept. By utilizing the furnace in another Town Building would save $3,000.**

**At this point, the following 2012 Budget Town Building Repairs list was presented.**

**Town Office/Library Buildings:**

**Heating System**

**Attic ventilation - Town Offices**

**Revisit fans in Library basement**

**Paint for Town Office Building (north side peeling)**

**Website updates (Dan Troy quote $2,000 + $90/month support)**

**(New) Replace new bulletin board at Town Office**

**Transfer Station/Highway Department:**

**Siding for Transfer Station & Highway Department (Kyle Parker to get quotes)**

**Seamless Gutters - Transfer Station (It was noted that that has been completed in 2011)**

**Glass crusher for Transfer Station (Should be in Transfer Station budget)**

**Safety Complex (FD/PD):**

**Aluminum trim (Contact Mike Poirier for quote)**

**OTHER BUSINESS:**

**EMS Billing Agreement:**

**Line Comeau, Town Administrator, presented an agreement with Com-Star Inc., Raleigh, Massachusetts to cover EMS billing for Ambulance Services. This previously has been taken care of by Concord Hospital Billing, etc.**

**Jon Wiggin, Fire Chief, has asked that the Selectmen sign the agreement as presented. There needs to be an authorized vote taken by the Selectmen and dated as such.**

**The Selectmen asked that Jon Wiggin, Fire Chief, come to the Board of Selectmen's Meeting next week to explain the situation, etc. so they have an understanding of what they are signing and how it will work before they sign the agreement.**

**Planning Board Appointee:**

**MOTION:**

**Les Hammond made a motion that the Dunbarton Board of Selectmen appoint Dawn Buker as an Alternate to the Dunbarton Planning Board with a term ending in March 1914. Ron Wanner seconded the motion. The motion passed unanimously.**

**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 9:36 p.m. Charles Graybill seconded the motion. The motion passed unanimously.**

**Respectfully submitted,**

**Alison R. Vallieres, Recording Secretary**

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**Les Hammond, Chairman**

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**Charles Graybill, Selectman**

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**Ron W. Wanner, Selectman**