DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, MAY 17, 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, arrived at 7:55 pm due to a Coop Meeting**

**Line Comeau, Town Administrator**

**Alison Vallieres, Recording Secretary**

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

**Linda Peters, Town Clerk**

**John Stevens, Chairman of Energy Committee**

**Phil Kimball, Library Trustee**

**Daniel Sklut, Police Chief**

**Members of the Public:**

**None**

**Les Hammond, Chairman, called the meeting to order at 7:01 p.m. with two Selectmen present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary. (Ron Wanner, Selectman, arrived at 7:55 p.m. )**

**MINUTES OF PREVIOUS MEETINGS APPROVAL (April 26, 2012, May 3, 2012, and May 10, 2012):**

**MOTION:**

**Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes as written of the meetings of April 26, 2012, May 3, 2012 and May 10, 2012. Les Hammond seconded the motion. The motion passed unanimously.**

**JOHN STEVENS: UPDATE OF LIGHTEC LIGHTING CONTRACT:**

**John Stevens, Chairman, Energy Committee, presented documentation on the Lightec Contract for the Fire/Police Lighting Retrofit. (attached) Stated he had reviewed these add ons with both the Dan Sklut, Police Chief and Jon Wiggin, Fire Chief.**

**The Selectmen reviewed the add ons , discussed them with both John Stevens and Dan Sklut, Police Chief and agreed with the following changes:**

**Add ons -- Cost Decision**

**1. Replace an additional exterior "jelly jar" type at the Police Conference room exit - $29.93 YES**

**2. Add 3-way switch to control lights inside elevator, switches at entry & main floor levels $250 NO**

**3. Add sensor inside elevator to control light - $200 NO**

**4. Add one switch in Police Conference room to control the outer 4 of the 6 ceiling $100 YES**

**fixtures. The existing 3 switches would control the center 2 fixtures for walk-thru**

**lighting.**

**5. Add 3-wy switch to control lights at the top and bottom of the Police basement $ 75 YES**

**stairwell**

**6. Add switch for the Police basement supply room. Current is pull-string socket $75 YES**

**switch**

**The cost to the Town of Dunbarton including the above add ons would be $5,401.89.**

**Lift Expense:**

**John Stevens brought up the cost for the lift which will be used at the School for at least two days and only one and half to two hours for the Fire/Police Department. The cost for the lift is written into each contract at a cost of $460. This means that the actual cost for the lift for the two jobs is $460 x 2 = $920 x 2 (includes the match) = $1,840. John Stevens stated this is a requirement of Public Service that the lift charge be included within each contract. . The cost for the lift has to be included in each contract. The possibility of having the lift being paid from only one contract for $460 and being able to utilize it for both jobs was discussed.**

**The School has already signed their contract which includes $460 for their use of the lift. If the Fire/Police Department job is scheduled for the same week as the school, it would seem logical that the Fire/Police job could utilize the lift for two hours once the School job is completed if we schedule both jobs for the same week. The School is scheduled for the week of June 25-29. The Town should try to get Lightec to agree to only one charge of $460 for the lift.**

**John Stevens noted that we need to get the order confirmation to Lightec no later than June 1, 2012.**

**Due to the fact that John Stevens will be out of town next week, Ted Vallieres will look into this issue regarding the lift charges before the contract is signed for the Fire/Police Department.**

**Fire Department Lighting:**

**John Stevens noted that he had done a walk through with Jon Wiggin, Fire Chief, and had agreed on the number of lights. There are a lot of fixtures in the basement that are being retrofitted instead of being replaced. There will be the same number of fixtures as there presently is.**

**Town Office New Heating System:**

**Les Hammond, Chairman, reported that he had been in contact with Wayne Whipple, Keene, NH who is a Mechanical Engineer who works with the architect that is doing the Town Hall Renovation Project. It was noted that the Town received a communication that he had recently resigned from the company he was working for. Also Charles Herr, PE, sent a communication that they will continue on the work they are doing for the Town of Dunbarton and will take care of their needs, etc.**

**Les Hammond noted he had also spoken with Jeff Trexler regarding recommended Mechanical Engineers.**

**John Stevens noted that this was the Mechanical Engineer who was in charge of the design for the School System. He also noted this could become an issue when the contractors do not design the system, etc. as he had previously note.**

**Ken Swayze also gave him two names and neither one worked out.**

**DANIEL SKLUT, POLICE CHIEF RE GRANT FOR RADIOS:**

**Radios Grant:**

**Dan Sklut, Police Chief, appeared before the Board and presented a Grant Agreement for Radios from Homeland Security. Noted the following with regard to the Grant:**

**1. Homeland Security has provided monies through a Grant of up to $6,000 for portable radios for Dunbarton Police Department.**

**2. Police Department will be able to obtain two radios at a cost of $5,377.13. The extra money not expended will remain with Homeland Security for other towns. Instead of purchasing one STS 7000 radio unit at a cost of $3,200 would recommend purchasing two units for a total cost of $5,377.13 which will meet our needs more than the more expensive radio.**

**3. Noted the cost would be coming out of the Police Department budget but would like it to be reimbursed.**

**4. Will replace two older radios with the new ones and keep the older ones as spares.**

**Selectmen noted the reimbursement would be going into a Revenue account and would not be able to be reimbursed to the Police Department budget. The Selectmen would allow the Police Department budget to go over because the monies would be going into the Revenue Account.**

**Selectmen signed Grant Request.**

**Bullet Proof Vests Grant:**

**Dan Sklut, Police Chief, reported that he was in the process of purchasing Bullet Proof Vests through a Partnership Grant which cost shares at 50% back to the Town. Noted that the body armor that the Police Department has now is outdated. Plans to replace everyone's body armor. Noted that his body armor was up-to-date and would not need replacing.**

**1. Noted that the total cost of the vests was $2,400 and the Town will be reimbursed $1,200.**

**OTHER BUSINESS:**

**Geese at School:**

**Les Hammond, Chairman, reported that he had received a call from the School Principal that there were geese nesting on the School property and were making a mess of the area.**

**Dan Sklut, Police Chief, noted that he had received a call from the School Janitor and he recommended blowing a large air horn at 6:00 am to scare the geese away. The Selectmen did not know if this was the best solution to the problem.**

**Building Repairs:**

**Kyle Parker has completed the work of installing aluminum over facia boards of the Safety Complex. Painting contractor will look at repainting the entrance area, etc.**

**Has noted that the job of installing wall partitioning in the downstairs of the Police Department would be a cost of $200.**

**Selectmen agreed that this should be done. Should take into consideration the fact that eventually shelves would be put up and make sure extra strong plywood is installed.**

**Roof Leak:**

**Kyle Parker has been able to find the roof leak in the Fire House. It is a vent pipe and elbow was crushed and water was leaking.**

**DEPARTMENTS:**

**Line Comeau, Town Administrator, brought up the following issues for discussion/action by the Board of Selectmen:**

**Auditors Questionnaire:**

**Stated that the Auditor has asked that certain people associated with Management, etc. complete a questionnaire. Because Ted Vallieres was in the office, he was given a questionnaire to complete.**

**She stated she called the auditors and asked Pat Monahan who is Brian McDermott's supervisor. He stated this is an auditing tool and that RSA99 requires it be completed. This was created after the Enron incident, etc. They need it filled out and returned. It should be filled out by one of the Selectmen.**

**Ted Vallieres stated he had only been a Selectman for six weeks and felt it should be someone who had been on the job for more than six weeks. Les Hammond stated he was not interested in completing the form.**

**Ron Wanner agreed to take the form home and complete it.**

**Telephone Bill Reductions:**

**Stated that Ted Vallieres and she had been going over the telephone bill charges and had decided on taking certain charges off the bill resulting in a saving of $23.83/month or $285/year. (attached)**

**At this point in the discussion re telephone bill charges, Ted Vallieres stated that Verizon was in the process of changing their billing to take away unlimited calls on their mobile phones. The Town should be aware of this in the coming months. Presently, the Town has unlimited calling for their mobile phones.**

**Postage Meter Replacement:**

**After research by Barb McCann and Line Comeau at the request of Ted Vallieres, it is recommended that the Town replace the existing Postage Meter with a Neopost Meter at a cost of $239/year instead of $650/year. Would save $410/year.**

**MOTION:**

**Ted Vallieres made a motion that the Dunbarton Board of Selectmen purchase the Neopost Postage Meter at a rental contract cost of $$19.95/month or $239.40/year. Les Hammond seconded the motion. The motion passed unanimously.**

**Cemetery Mowing:**

**Noted that there had been many complaints regarding the cemeteries not being mowed. At this point, the grass is almost over the gravestones. Have e-mailed Cemetery Trustees regarding this issue. They have contacted the contractor and he has agreed that the mowing will be done this week.**

**Ron Boynton Letter:**

**Noted that the Selectmen had agreed that changes should be made to the letter to be written to Ron Boynton. Line Comeau will rewrite the letter.**

**LINDA PETERS, TOWN CLERK - COPIER/PRINTER REPLACEMENT:**

**Copier/Printer Replacement:**

**Linda Peters, Town Clerk, presented a Copier Replacement Comparison between the existing copier in the Town Clerk's Office and a Konica Minolta Bizhub and Kyocera (attached).**

**She stated that she felt the Konica Minolta Bizhub would meet the needs of the Town Clerk's Office and would recommend purchasing it at a cost of $549.**

**Selectmen agreed with the purchase of the Konica Minolta Bizhub at a cost of $549.**

**Supervisor of Checklist Records:**

**Reported that Janet Casey, Supervisor of the Checklist had recently brought four large boxes of voter registration cards to the Town Office. They were previously stored at Ron Slocum's house.**

**Will need space to store these four boxes.**

**Selectmen requested that she research the retention list to find out how long we are to keep these records before looking for space to store them.**

**June 5, 2012 Last Date to Change Party Affiliation:**

**Noted that June 5, 2012 is the last date to change party affiliation prior to election.**

**PHIL KIMBALL, LIBRARY TRUSTEE:**

**It was noted that he was present but had nothing to report for the Library.**

**MEMORIAL DAY AND SINGLE STREAM/COOP MEETING:**

**Memorial Day:**

**Ron Wanner, Selectman, stated he and Fred Mullen would be putting flags out on the graves of Veterans on Friday, May 18.**

**There will be a Memorial Day Service on Monday, May 28, 2012 with a brief ceremony at the Town Common at 11:00 am. The Hopkinton Band will be playing at the school at 1:00 p.m. There will be awards made for the winning essays from the school and the home schooled children.**

**Single Stream/Coop Meeting:**

**Ron Wanner, Selectman, reported he had attended the Coop Operating Committee Meeting held this evening between 5:00 - 6:30 pm. They reviewed the recent decision of the City of Concord to pull out of the Single Stream and discussed the impact of continuing with the Single Stream Program. Cassella tried several options but unsuccessfully. Concord is not going along with Single Stream.**

**Second meeting called to order at 6:30 p.m. and carried on until 8:00 p.m. A motion was made to terminate contracts with outside communities that had pledged to send material to the plant. The board also voted to rescind construction agreements to three companies that were to build the facility, provide equipment and build a road to the site off Whitney Road.**

**Motion was made to notify and release all the RFAM communities that were not members of the Coop.**

**By getting rid of all the contractural agreements, nothing can go on right now. Jim Presser will continue a dialog with private and public Single Stream. Cassella might consider building their own facility only smaller. They will go find a vacant warehouse and run waste through it for Single Stream. Solid waste facilities are just waiting to see what goes on in the recycling business.**

**With regard to the City of Concord Waste Management, there is a paragraph in the existing agreement that says if the community taxes exceed $724,000 that the Coop will pick up the additional costs. Concord has said that if that paragraph is in the new contract, they will pull out of the Coop completely. The Coop will have to re-negotiate with Wheelabrator. The agreement with Wheelabrator is coming due in 2014. Presser would like to work the contract with or without. Started seven years ago and has been in the mill that long. Nothing is going to happen quickly.**

**The Board of Selectmen decided to postpone work on the Personnel Plan and a revised bid policy until next week due to the lateness of the hour.**

**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 8:50 p.m. Ted Vallieres 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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**Ron Wanner, Selectman**

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**Ted Vallieres, Selectman**