DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, MAY 31, 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:**

**Linda Peters, Town Clerk**

**Patrick Bowne, Transfer Station Manager**

**Daniel Sklut, Police Chief**

**Members of the Public:**

**None**

**Les Hammond, Chairman, called the meeting to order at 7:01 p.m. with a full Board of Selectmen present with Alison Vallieres, Recording Secretary. Noted that Line Comeau, Town Administrator, was on vacation.**

**MINUTES OF PREVIOUS MEETING APPROVAL (May 24, 2012)**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes as written of the meeting of May 24, 2012. Ted Vallieres seconded the motion. The motion passed unanimously.**

**GENERAL BUSINESS:**

**Cemetery Mowing Invoice - Mike Underwood:**

**An invoice for the mowing of the area between the Center Cemetery and Route 13 was given to the Town from Mike Underwood in the amount of $100.00.**

**Ted Vallieres explained the situation as follows:**

**1. At the last meeting of the Board of Selectmen, it was brought to their attention that the area between Route 13 and the Center Cemetery had not been mowed. In addition, there had been many complaints from residents about cemetery mowing in general.**

**2. After Line Comeau, Town Administrator, had contacted the Cemetery Trustees regarding this, they stated that it was not their responsibility, it was the Town's.**

**3. At this point, it was established that no matter whose responsibility it was, this area should be mowed prior to the Memorial Day Services.**

**4. At the May 24, 2012 meeting, the Board of Selectmen agreed that if it was not mowed by Friday, May 25, they would have to have Mike Underwood do it. Ted Vallieres agreed to call Mike Underwood if it was not mowed by Friday, May 25.**

**5. Ted Vallieres noted that he had seen the mowing contractors and they had stated they were told by Brian Pike, Cemetery Trustee, that they were only responsible for mowing within the cemetery fences and not outside the cemetery fence. The contractor did state that he would be perfectly willing to mow the area in question.**

**6. On Friday, May 25 at 2:00 p.m., it still had not been mowed so Ted Vallieres called Mike Underwood to do the mowing.**

**7. Due to the fact that Mike Underwood was in the immediate area when he was called, he was able to show up at 3:00 p.m. on Friday, May 25th and mowed the area in question. Mike Underwood stated it was difficult to mow because the grass was over a foot tall.**

**8. At about 4:15 p.m. the same day, the mowing contractor showed up and mowed the area in question again.**

**9. Ted Vallieres stated the only reason he agreed to coordinate the mowing of the area in question was because the Town would be having Memorial Day Services on Monday, May 28 and the area needed to be mowed. If it had not been for that fact, the situation could have waited until it got resolved between the Cemetery Trustees and the Board of Selectmen.**

**Ron Wanner stated that this was a very high bill ($100) for the amount of time spent mowing the area.**

**The Board of Selectmen noted they would like to schedule a meeting with the Cemetery Trustees at the next Selectmen's Meeting to be held on June 7, 2012 to discuss the mowing issues. Line Comeau, Town Administrator, will coordinate this meeting and contact the Cemetery Trustees regarding this meeting.**

**Use of Town Hearse:**

**Ted Vallieres reported on the Hearse Usage as follows:**

**1. Stated that in 2001, a group came to the Board of Selectmen and wanted to restore the hearse.**

**2. At some point in time, $4,000 was appropriated from the Town for the restoration of the hearse.**

**3. The hearse was worked on by the Committee consisting of the following:**

**Donna Dunn**

**Gail Martel**

**Bob Boynton**

**Nancy Frost**

**4. In 2006, Mert Mann made a motion that the only thing the Selectmen had authority over with regard to the hearse was appropriating and expending the money. ($4,000)**

**5. In 2007 once the hearse was done, the Committee wanted to turn the hearse over to the Cemetery Trustees. After some discussion, it was decided that the hearse should be stored at the Pages Corner Cemetery and not the Center Cemetery.**

**6. At some point, it was decided by the Committee that the hearse will be on display and used as an artifact at Town Parades. The only stipulation at that time was that it would not be used in inclement weather.**

**7. At an Old Home Day celebration, the hearse was scheduled to be used in the Parade but because it was raining, it was not driven in the Parade. At some point on Old Home Day, after the rain stopped, Bob Boynton drove it around the Town Common and through the Center Cemetery. It was then taken back to the Pages Corner Cemetery Hearse House via trailer.**

**8. Bob Boynton has stated that the hearse was restored with the thought that it would be in working condition and road worthy. All the wheels and hubs were rebuilt. The Committee never thought it would be just stored away and not used. At this point, we do not have a policy on the use of the hearse.**

**a. Was noted that the hearse was turned over to the Cemetery Trustees but they do not own the hearse. It is the property of the Town of Dunbarton. The Cemetery Trustees are asking us for advice, etc.**

**9. January 2, 2012, the Cemetery Trustees had a meeting after a resident had requested the use of the hearse for a funeral.**

**10. Brian Pike made reference to some notes he had taken when he had met with Donna Dunn and Gail Martel regarding the hearse.**

**11. Recently the Cemetery Trustees contacted the Town Office regarding questions as follows:**

**a. What is the town's policy of town property being used for personal use?**

**b. If the hearse is used for personal use will the town's insurance policy cover the hearse,**

**operators, horses, and any potential legalities and liabilities relating to an accident?**

**c. Is the town hearse a historical artifact or working piece of "in service" town equipment.**

**d. What was the purpose/intent of the hearse restoration project?**

**12. Donna Dunn made notes at a meeting of the former Hearse Restoration Committee with regard to various questions and issues. (attached)**

**13. Had scheduled a meeting with the Cemetery Trustees, but Donna Dunn was called away and has been out of town regarding a family estate settlement, etc. Therefore no meeting has been held with the Cemetery Trustees at this point.**

**Les Hammond, Chairman, stated that probably we should proceed without Donna Dunn to get this issue resolved.**

**Ted Vallieres stated that Donna Dunn has indicated she would like to see the hearse used.**

**The Board of Selectmen decided that there should be a meeting of the three members of the Cemetery Trustees with the three members of the Board of Selectmen to discuss the use of the hearse, etc. It was noted that the Cemetery Trustees should be notified by Line Comeau, Town Administrator, regarding attending a Board of Selectmen's meeting on Thursday, June 7, 2012 to discuss the hearse issues.**

**BID PROCESS:**

**Les Hammond, Chairman, noted that there had been a previous discussion from the Board of Selectmen regarding the present bid policy. Discussion of the Bid Policy as follows:**

**The present Bid Process is as follows:**

**On August 12, 2007, the following motion was made, seconded and passed unanimously.**

**That the Dunbarton Board of Selectmen establish a purchasing/bid policy as follows:**

**1. $10,000 or above would be required to be sent out for competitive bids with advertisements, etc.**

**2. Between $2,000 and $10,000 will require three written quotes.**

**3. Between $1,000 and $1,000 will require three verbal quotes.**

**4. Under $1,000 does not require any bidding.**

**Board Discussion as follows:**

**1. Ron Wanner noted that if we don't follow the bid policy, we should not have one.**

**a. Noted that just because we have done business in the past with a bidder, etc., we don't take the low bid. If we do not follow the low bid policy, we shouldn't bother to have it, etc.**

**Bidders eventually know that their bid will be accepted, and they will creep up in price over time.**

**2. Ted Vallieres stated he felt the Bid Process was a good process in that it provided additional information i.e. An example was the Insulation for the Town Offices bid. If we had not gone out for bid, we would not have had a bid price which was considerably lower than the original one we were considering.**

**3. Les Hammond noted that we have had problems with some bidders and we have bidders we would like to stay with. This is an option.**

**4. Ron Wanner noted that we are not detailed enough when we go out to bid. We get all sorts of bids and we have difficulty comparing prices.**

**At this point in the discussion, Alison Vallieres stated that when she worked for the Forestry Division, they put out many Timber Sale bids on a regular basis and they followed the following procedure:**

**1. The Bid Form was very specific in how the bid should be submitted as follows:**

**10,000 bd. feet of White Pine @ a price of $\_\_\_\_/thousand board feet for a total bid of $\_\_\_\_**

**2. In addition, there would be a showing for the bid with the appropriate person at a specified time, date and place for all prospective bidders to attend with questions, etc.**

**3. Each Bidder received a bid package which included the bid form, the prospectus and an envelope clearly marked what the bid was for with the Opening Date printed on the envelope.**

**After discussion, the Selectmen decided to continue with the bid process the way it is presently with the following motion:**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen leave the present Bid Policy in place the way it was approved on August 23,, 2007. Ted Vallieres seconded the motion. The motion passed unanimously.**

**Town Office Furnace Update:**

**It was reported that the Board of Selectmen had received a quote from the Engineer which had been contacted by Les Hammond, Chairman, with regard to developing specifications for the furnace in the Town Offices at a cost of $8,700.**

**Based on this information, the Board of Selectmen agreed that they should just put the furnace out for bid with the specifications which we have from Granite Group as to heat loss, etc., and go from that point.**

**It was suggested that John Stevens had the information from Granite Group and he could work with Fred Mullen to make sure the prospectus and bids are reviewed, etc.**

**At this point, Ted Vallieres stated he felt that he wanted to make sure that all contractors of Dunbarton be given the opportunity to bid on this if they want. All Heating and Plumbing contractors in Dunbarton should be notified.**

**Re-lining of Chimney - Town Office:**

**The Board of Selectmen agreed that the re-lining of the chimney at the Town Office should be completed prior to the installation of a new furnace.**

**Painting Contractor:**

**Ted Vallieres reported he had spoken with the painting contractor and he has agreed to do touch-up work at the Police Department which was caused by a leak in the ceiling. In addition, he has completed the painting on the Town Offices which included replacement of rotten boards and a portion of the sills. He also sprayed for insect control. Selectmen looked at the work completed.**

**Notice Received from DRA regarding Copy of Audit Not being Filed:**

**Ted Vallieres brought up the fact that he had discovered a letter from DRA dated April 6, 2012 informing the Town of Dunbarton that we had not filed a copy of the 2010 Audit with the Department of Revenue therefore we are not in compliance with RSA 41:3-d, II. He noted that the Selectmen should have been made aware of this letter. How much other correspondence items are out there that we do not know about? It was not determined at this time whether the 2010 copy of the Audit has been given to DRA or not. Ted Vallieres will check with DRA.**

**PATRICK BOWNE, TRANSFER STATION MANAGER:**

**Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen and presented a listing of the Transfer Station Truck Usage as requested by Ron Wanner at the previous meeting.**

**Transfer Station Truck Usage**

**Sunday: When necessary/emergencies**

**Monday: When necessary/emergencies**

**Tuesday: School trash and recycling**

**Recyclables to vendors**

**Wednesday: School trash and recycling**

**Town office trash and recycling**

**Library trash and recycling**

**Fire Department trash and recycling**

**Police Department trash and recycling**

**Town garage trash and recycling**

**Ball field trash**

**Cemeteries trash**

**Recyclables to vendors**

**Thursday: School trash and recycling**

**Recyclables to vendors**

**Friday: When necessary/emergencies**

**Saturday: School trash and recycling**

**Truck is also used 2-4 times per month for meetings and/or trainings.**

**Market vendors include but are not limited to Schnitzel, BFI and EnviroMetal.**

**Noted that the truck was a year 2000 with 118,900 miles. Was purchased in 2007 or 2008.**

**Patrick Bowne stated that on Thursdays and Saturdays he has a full load from the school. He stated to prior to his picking up the school trash, the Town rented a dumpster for which the Town paid for. He noted the truck carries a considerable load when full when he is taking recyclables to vendors.**

**Ron Wanner asked if he needed a 4-wheel drive. He stated he has seen Ford Ranger Pickups without 4-wheel drive with low mileage for $13,000. Asked whether the work which was estimated to be $584 had been done yet on the truck.**

**Patrick Bowne noted he had changed the water pump and the two ball joints had been taken care of.**

**Patrick Bowne questioned whether a Ford Ranger would be able to carry the amount of weight he usually carries, etc.**

**Fire Extinguishers:**

**Patrick Bowne stated that Tri State LLC showed up today at around 4 p.m. with the Fire Extinguishers. He stated that the person making the delivery stated that it was a one for one exchange. Patrick Bowne stated that the extinguishers were refurbished and not new. In addition, they were not marked that they had been tested.**

**It was noted that they showed up for the Fire Department that day also but Jon Wiggin was not available so they will be returning on Monday, June 4. Jon Wiggin wanted to be present when they were putting them in the Fire vehicles.**

**Dan Sklut, Police Chief, also agreed that they showed up unexpectedly. They evidently were supposed to be delivered on Wednesday, May 30 instead of the 31.**

**In addition, it was noted that Alan Sheldon had to come back from Ray Road for the Highway ` Department extinguishers.**

**Patrick Bowne stated that they were supposed to have been taken care of last November but this did not happen. Recently Tri State LLC was given the contract to provide the extinguishers. It used to be NH Fire who provided the extinguishers in the past.**

**It was unclear at this point as to how Tri State became the vendor we deal with and what arrangements were made.**

**LINDA PETERS, TOWN CLERK:**

**Linda Peters, Town Clerk, reported that Revenues from her Department were up $17,000 from the same period as last year.**

**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 8:45 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**