DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, JUNE 7, 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:**

 **Linda Peters, Town Clerk**

 **Kenneth Swayze, Planning Board**

 **John Stevens, Energy Committee**

 **Fred Mullen, Town Moderator**

**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 with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary.**

**MINUTES OF PREVIOUS MEETING APPROVAL (May 31, 2012)**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes as written of the meeting of May 31, 2012. Ted Vallieres seconded the motion. The motion passed unanimously.**

**Les Hammond, Chairman, stated that Michael Poirier, member of the Dunbarton Planning Board, recently passed away. The Selectmen have sent a donation to Pine Haven Boys Center.**

**At this point, Alison Vallieres, Secretary of the Planning Board, stated that she had recently spoken with Jim Marcou and Ken Swayze and it was agreed that the members of the Dunbarton Planning Board would send a perennial hydrangea that Lisa could plant at her home.**

**KEN SWAYZE, DUNBARTON PLANNING BOARD - COMMUNITY PLANNING GRANT REQUEST:**

 **Community Planning Grant Request for $10,000:**

 **Ken Swayze, Chairman of the Dunbarton Planning Board, presented a Grant request in the amount of $10,000 to develop a cluster/open-space and/or conservation-style subdivision ordinance for Dunbarton. This grant is through the Central New Hampshire Regional Planning Commission.**

 **He noted that the Town of Dunbarton will provide a match of $2,738 which covers postage, advertisements, and Planning Board members volunteer match. He also stated that over the years, the Town of Dunbarton Planning Board has received CTAP monies through the Central New Hampshire Regional Planning Commission. These CTAP monies were used in updating the Zoning Ordinance, writing a Workforce Housing Ordinance, updating Site Plan Review Regulations and other projects.**

 **Ken Swayze stated that this Grant Program is coordinated with Matt Monahan, Central New Hampshire Regional Planning Commission with Ben Frost, CPG Program Administrator of New Hampshire Housing. This is a request for the funding and is not a guarantee that Dunbarton will receive it.**

 **A brief description of the project as follows:**

 **"Dunbarton currently has a Planned Residential Development ordinance in place that is difficult for applicants to use and Planning Board members to administer (applicant must go back and forth between ZBA and PB for approvals), and it also lacks any incentives to make its use more likely. The goal is to develop a new conservation subdivision ordinance that puts the process solely in the Planning Board's jurisdiction and provides incentives for developers to create more efficient and/or conservation-oriented developments. "**

 **Ken Swayze stated that Dunbarton only has two PRD's which have been approved, one being Old Fort Estates and the Lorden Property which has not gone forward because of the economic situation.**

 **If this is passed, Dunbarton would be the only community offering this in a low density housing district. This would also help us avoid some legal law suits. Right now the applicant has to go between the Zoning Board of Adjustment and the Planning Board. This cuts the Zoning Board out of the process.**

 **Ted Vallieres asked if the Zoning Board of Adjustment had been notified that this Grant was in the works. This takes away the Zoning Board of Adjustment's Special Exception approval process. He**

 **asked if the Zoning Board was aware of this and what their comments were. In addition, he stated this was the first time the Board of Selectmen had seen this request.**

 **Ken Swayze stated that John Trottier, Chairman, Zoning Board of Adjustment, has been in attendance at most of the Planning Board Meetings regarding updating the Zoning Ordinance and was aware that the revision of the Planned Rural Development Ordinance was in the works.**

 **Ken Swayze stated that this Revised PRD Ordinance would not require it to be a Conservation Development.**

 **It was noted that the deadline for submittal for this Grant is June 15, 2012. This does not allow the Board of Selectmen to look it over until next week to make a decision, etc.**

 **MOTION:**

 **Ted Vallieres made a motion that the Dunbarton Planning Board apply for the Grant in the amount of $10,000 to be used for updating/revising the existing PRD Ordinance with a match of 20% or $2,738 for postage, advertisements, and volunteer services. Ron Wanner seconded the motion. The motion passed unanimously.**

 **The Grant request was signed by the Board of Selectmen and their signatures attested to by the Town Clerk, Linda Peters.**

 **Planning Board Appointments:**

 **Ken Swayze, Chairman, Planning Board, stated that it was up to the Board of Selectmen to make Planning Board appointments.**

 **The Board of Selectmen was looking for recommendations from the Planning Board for members.**

 **At this point in the meeting, Les Hammond stated he had recently spoken with Charles Frost and he indicated he would be willing to serve on the Planning Board again. He did note that he would be getting married and moving away probably at the end of a year.**

 **It was also noted the Mike Guiney is the only Alternate presently on the Planning Board. In addition, Travis James is interested in serving on the Planning Board.**

 **MOTION:**

 **Les Hammond made a motion that the Dunbarton Board of Selectmen move Mike Guiney up from an Alternate to a Full-Time member of the Dunbarton Planning Board. Ron Wanner seconded the motion. The motion passed by a majority vote as follows:**

 **Wanner - Yes**

 **Hammond - Yes**

 **Vallieres - No**

 **MOTION:**

 **Les Hammond made a motion that the Dunbarton Board of Selectmen appoint Charles Frost as an Alternate to the Dunbarton Planning Board. Ron Wanner seconded the motion.**

 **Ron Wanner amended the motion by making a provision to the motion that Charles Frost is willing to accept the appointment. Les Hammond agreed to accept the amendment to his motion.**

 **The amended motion passed unanimously.**

**JOHN STEVENS - HEATING SYSTEM INVITATION TO BID:**

 **John Stevens, Energy Committee, presented a Proposal for the Heating System for the Town Offices. (copy attached)**

 **Changes were noted as follows:**

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 **Item 6. Add "base type and height".**

 **Item 7. Add "Price as option. The Town will fill and repair the floor where ductwork and hot air registers were removed."**

 **Item 8. Add " Perform a system efficiency test prior to issue of final payment."**

 **Les Hammond noted we want to make sure it PASSES the system efficiency test.**

 **Item 10. Add "Suitability of chimney used to vent boiler."**

 **Noted that the Fire Chief must approve the chimney to make sure it meets CODE. He had stated the chimney needs to be lined.**

 **ELEMENTS**

 **\* Change Number of years the proposer has been a licensed electrician to "a licensed heating contractor and certifications held."**

 **Board of Selectmen Comments:**

 **1. Would require that the contractor be bonded.**

 **2. Require a "turn key" installation.**

 **3. Have a showing date when all potential bidders can come and do a walk through with John Stevens and Fred Mullen. At this point, they can ask questions.**

 **4. Need a total installed price for the bid.**

 **5. The contractor will be responsible for building a cement pad to place the boiler on. Cement blocks are not sufficient because of the weight of the boiler.**

 **Suggested that Leo Martel be contacted to assure that cement pad/diamond steel plate is sufficient for weight of boiler.**

 **6. What about air conditioning?**

 **Fred Mullen stated a wall unit would be just as effective as trying to put an outside unit in. There is the problem of putting a structure within 25 feet of the cemetery with the outside unit. In addition, the holes in the wall are already there.**

 **John Stevens mentioned the possibility of putting up awnings which would help in the summer.**

 **7. There is heat loss from the cellar way outside door. It is single pane glass. Possibility of changing the outside door to cut down on heat loss.**

 **8. It was established that the bids would be advertised for June 15, 16, and 17, with a scheduled walk through for June 21, 2012.**

 **9. Bid Closing would be July 18, 2012 at 3:00 p.m.**

**OTHER BUSINESS:**

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

**Mowing Invoice from Mike Underwood for Area Between Cemetery and Route 13:**

**The Board of Selectmen reached a consensus that the $100 invoice be taken out of the Cemetery Maintenance budget line.**

**Sale of Old Police Explorer at White Farm:**

**Noted that the Explorer from the Police Department was sold for $4,000 netting the Town $3,520 after fees.**

**Microsoft Package Licensing Available to Town Personnel:**

**Reported that there are licenses available to Town Employees at a cost of $10 each for Microsoft for home computers. This would upgrade Word and Excel to Microsoft 2010 for six people.**

**Audit Report:**

**Reported that the Town had received the draft Financial Report from the auditing company.**

**SAU #19 - Ray LaBore - Fuel Contracts:**

**Ray LaBore requesting a person from Dunbarton be authorized to make a decision as to whether or not to accept fuel oil and propane bid prices on short notice. This is for the new bid year.**

**Selectmen will agree on the bid price once it is accepted by SAU #19.**

**Fire Extinguishers:**

**Noted that the Town Library Fire Extinguishers have not been replaced. Waiting to hear from the representative. Fire Department is all set with the exception of one unit that will be returned to them.**

**Trustee of Trust Funds:**

**Norm Roberge, Trustee of Trust Funds, has asked to be on the Selectmen's agenda for next week, Thursday, June 14, 2012.**

**OTHER ITEMS DISCUSSED:**

**Town Hearse:**

**The Town Hearse was discussed as follows:**

**1. Noted that the Town of Dunbarton owns the Hearse and Hearse Building.**

**2. If the Cemetery Board of Trustees do not want to work with the Selectmen on this issue, the Selectmen can make the rules for the use of the Hearse.**

**3. Noted that Donna Dunn, Hearse Committee, has stated that the hearse was restored to be in working condition for Parades, Old Home Day, etc.**

**Police Chief:**

**Police Chief will attend Selectmen's Meeting next week, Thursday, June 14, 2012.**

**Flintlock Farm Road:**

**Ted Vallieres stated he had received a telephone call from a resident who was unable to drive out onto Route 13 because of the dip in the road which was caused by additional paving recently done by the State DOT.**

**Ted Vallieres was advised to check with the State DOT District #5 Office to try to resolve the situation.**

**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 9:45 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**