DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, JUNE 21, 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**

 **Dan Sklut, Police Chief**

**Members of the Public:**

 **Lori Davis**

**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 (June 14, 2012)**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen accept the minutes as written of the meeting of June 14, 2012. Ted Vallieres seconded the motion. The motion passed unanimously.**

**MOTION:**

**Ted Vallieres made a motion that the Dunbarton Board of Selectmen go into a Non-Public Session to discuss a personnel issue at 7:02 p.m. in accordance with RSA 91-A:3. Ron Wanner seconded the motion. The motion passed unanimously with the following roll call vote:**

 **Hammond - Yes**

 **Wanner - Yes**

 **Vallieres - Yes**

**No decisions or motions were made at the Non-Public Executive Session**

**The Board of Selectmen reconvened at 7:20 p.m.**

**At this point, Police Chief Dan Sklut stated that he would like to go into a Non-Public Executive Session to discuss a personnel issue at 7:20 p.m. in accordance with RSA 91-A:3.**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen go into a Non-Public Session to discuss a personnel issue at 7:20 p.m. in accordance with RSA 91-A:3. Ted Vallieres seconded the motion. The motion passed unanimously with the following roll call vote:**

 **Hammond - Yes**

 **Wanner - Yes**

 **Vallieres - Yes**

**The Board of Selectmen reconvened at 8:12 p.m.**

**The following motion was made:**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen approve a revised rate schedule for Special Duty effective July 1, 2012 as follows:**

 **Officer: $42.00/hour**

 **Cruiser: $15.00/hour**

 **Administration: $10.00/hour**

 **Total: $67.00/hour**

**Ted Vallieres seconded the motion. The motion passed unanimously.**

**DEPARTMENTS:**

**At this point in the meeting, Line Comeau, Town Administrator, brought up the following items for discussion and/or action:**

**Central New Hampshire Regional Planning Commission Representatives:**

**Both Kenneth Swayze and Michael Guiney should be re-appointed to the Central New Hampshire Regional Planning Commission as members representing the Town of Dunbarton.**

**Linda Peters, Town Clerk, presented appointment paperwork for Selectmen's signature.**

**MOTION:**

**Les Hammond made a motion that the Dunbarton Board of Selectmen appoint Kenneth Swayze and Michael Guiney as representatives for the Town of Dunbarton to the Central New Hampshire Regional Planning Commission. Ron Wanner seconded the motion. The motion passed unanimously.**

**Selectmen signed appointment papers.**

**Memo to Department Heads regarding Reimbursement for Purchases versus using Town Credit Card:**

**Line Comeau presented a copy of a memo to all Departments Heads regarding the use of the Town Credit Card instead of seeking reimbursement for purchases made on behalf of the Town.**

**SAU #19 Fuel Contracts:**

**Noted that Ray LaBore, SAU #19, had recently contacted the Town of Dunbarton with the following bid prices for #2 Heating Fuel and Propane:**

 **Low Bidder Price**

 **Fred Fuller $2.945/gallon for #2 Heating Fuel for the period 9/1/2012 - 4/30/2013**

 **Eastern Propane $1.49/gallon for propane for the period 7/1/2012 - 6/30/2013**

 **It was noted that these are the same vendors as the Town of Dunbarton has had for the past several years.**

 **MOTION:**

 **Ron Wanner made a motion that the Dunbarton Board of Selectmen accept the SAU #19 bid prices from Fred Fuller for #2 Heating Fuel at a bid price of $2.945/gallon and Eastern Propane at a bid price of $1.49/gallon as bid. Ted Vallieres seconded the motion. The motion passed unanimously.**

 **Transfer Station Caller ID:**

 **At this point in the meeting, Ted Vallieres, Selectman, read the following statement for the record:**

 **"Caller ID:**

 **It has come to the Selectmen's attention that the Transfer Station has started receiving harassment type phone calls.**

 **Therefore, we have installed caller ID with a blocked call feature to enable us to identify from what telephone number these calls are originating from. Unfortunately, this preventative measure will increase our phone bill by another $6.00/month, but we feel this is necessary to protect our employees from harassing phone calls.**

 **The Dunbarton Police Department has been notified and they have started an investigation and will be monitoring this situation on an ongoing basis."**

 **Ron Wanner asked when these calls started.**

 **Ted Vallieres stated they started last week.**

 **Les Hammond, Chairman, thanked Ted Vallieres for following up on this situation.**

 **Department Heads:**

 **At this point in the meeting, Ted Vallieres made the following motion:**

 **MOTION:**

 **Ted Vallieres made a motion that the Board of Selectmen promote Barbara McCann to Department Head for the Building, Planning and Zoning Department. Also, effective immediately that all Town Department Heads will report directly to the Board of Selectmen. Les Hammond seconded the motion.**

 **Discussion:**

 **Ted Vallieres stated that he had spent the last three months in the Dunbarton Town Office. Instances have come up that would indicate that the Department Heads should be reporting directly to the Board of Selectmen instead of the Town Administrator. One case in point was when Patrick Bowne, Transfer Station Manager, asked the Town Administrator for permission to work overtime on a Saturday. She immediately referred the question to Ted Vallieres, Selectman, and he said "no" due to scheduling issues, etc.**

 **Another issue is the fact that Barbara McCann, Building, Planning and Zoning Department, has been given many tasks which should remain with the Town Administrator. In addition, she has taken over the responsibility for the Joint Loss Committee which used to be under the auspices of the Town Administrator. She is becoming so involved doing extra duty projects assigned to her from the Town Administrator that she is becoming extremely frustrated in trying to get her own work responsibilities done.**

 **At this point in the discussion, Line Comeau stated that we have been trying to cross train individuals so other Departments can cover each other. The Building Department is affected by the other Departments. She needs to understand the Assessing Department. The Planning and Zoning Department has been expanded. Barbara has taken on the CIP and the Joint Loss Program along with working with the mapping company. She works with the deeds for assessing data also. She needs to understand all the additional jobs in Town that affect her.**

 **Ron Wanner stated he disagreed with the motion. How are the Selectmen going to be responsible, etc.? Are we going to sign the time sheets, etc. ?**

 **It was noted that the Road Agent and the Town Clerk are elected officials so this does not involve them. The only Departments this actually affects is the Transfer Station and Building, Planning and Zoning. The Police Chief already reports to the Selectmen along with the Fire Chief.**

 **Les Hammond called for the vote on the motion as follows:**

 **Hammond - Yes**

 **Vallieres - Yes**

 **Wanner - No**

 **The motion passed by a majority vote.**

 **John Stark Scenic By-Ways Committee:**

 **Ted Vallieres stated he had received a telephone call from Donna Dunn regarding her serving on the John Stark Scenic By-Ways Committee. She stated that she wished to resign from this Committee due to time constraints, etc.**

 **Selectmen noted that she should write a letter requesting her name be taken off the John Stark Scenic By-Ways Committee.**

 **Joint Loss Committee Revised Plan:**

 **Les Hammond, Chairman, noted there should be a reference to the amount allowed for safety steel toe shoes for certain employees.**

 **Line Comeau, Town Administrator, will notify Barbara McCann of this omission and make sure it is in the Joint Loss Revised Plan along with the amount the Town pays toward the purchase.**

 **Ron Wanner noted a spelling error on page 7 "bases". Should be corrected to "basis".**

 **Ted Vallieres pointed out that "bases" was the plural for basis, therefore the spelling was correct.**

 **Water Test:**

 **Noted that the Water Test which should had been done for the Town Office was found. The water is potable according to the test.**

 **Audit - Financial Reports:**

 **It was reported that the Auditing Company cannot go any further with the Management Letter and scheduling the Exit Interview until such time as the Selectmen approve the Financial Reports the auditors recently submitted.**

 **At this point, Ted Vallieres stated he had gotten the answers to his questions from the auditors and felt we should go ahead with the auditing company preparing the Management Letter and scheduling of the Exit Interview.**

 **Department of the Army Corps of Engineers:**

 **The members of the Board of Selectmen and others received an invitation to the 50th anniversary celebration for the Hopkinton-Everett Dam facility for Saturday, July 28, 2012.**

 **Personnel Plan:**

 **The Board of Selectmen decided to postpone work on the Personnel Plan until a later meeting. because of 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 8:55 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**