DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, JULY 5, 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:**

 **NONE**

**Members of the Public:**

 **Lori Davis**

 **Alan Rockenbach**

**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 28, 2012)**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen accept the minutes as written of the meeting of Thursday, June 28, 2012. Ted Vallieres seconded the motion. The motion passed unanimously.**

**GENERAL TOWN BUSINESS:**

 **Line Comeau, Town Administrator, brought up the following items for discussion and/or action:**

 **Civil Forfeiture Warrant for Unlicensed Dogs:**

 **Presented a memo to the Board of Selectmen from Linda Peters, Town Clerk, noting that there are presently fifty-nine unlicensed dogs in town. The owners have been notified in writing of their obligation to license their pets and have failed to do so by the stated deadline of June 30, 2012.**

 **Request that the Selectmen issue a Warrant to the Dunbarton Police Department directing them to issue a civil forfeiture of $25 for each unlicensed dog per RSA 466:14.**

 **Selectmen stated that Line Comeau is to work up a Warrant for the Selectmen's signature for signing at next week's meeting.**

 **Letter from Army Corp of Engineers re Dedication of 50th Anniversary of Hopkinton Dam:**

 **Reported that the Army Corp of Engineers hand delivered a communication inviting Les Hammond, Chairman, Board of Selectmen to read a Proclamation at the 50th Anniversary Celebration to be held on Saturday, July 28, 2012 at 10:00 a.m. at the Hopkinton Dam.**

 **Les Hammond has already RSVP that he will be in attendance.**

 **MS-5:**

 **Auditors cannot finalize the paperwork until the Selectmen approve the MS-5 which Line Comeau gave the Selectmen to look over at last week's meeting.**

 **Selectmen all agreed that it looked good to them and go ahead and send back to the auditors.**

 **Reconciliation:**

 **Stated she was 99% reconciled. Pam Milioto recently gave her the May report on the Management account. Martha Rae, Tax Collector, is in the process of collecting $1 million dollars in tax revenue and can't reconcile until she gets all the June payments recorded.**

 **Alison Vallieres is presently reconciling the May regular checking account.**

 **Les Hammond stated that the Selectmen want to see the reconciliations done in a timely fashion each month. Copies should be submitted to the Board of Selectmen on a regular basis.**

 **Once the reconciliation is completed for the month, there should be no changes made.**

 **Town Office Heating System Bids:**

 **Stated that the bids for the Town Office Heating System are due July 18 to be opened on Thursday, July 19, 2012.**

 **Stated there were five walk throughs and one negative feedback. One other person would like to schedule time with John Stevens on this coming Monday or Tuesday.**

 **Public Hearing - Updating Fee Schedules:**

 **Reported that the Public Hearing for Updating Fee Schedules will be held on Thursday, July 19, 2012. Noted that Ted Vallieres had helped her look up the RSA which applies to posting requirements. The Public Notice will appear in Sunday Concord Monitor.**

 **Update of Dunbarton Web Site:**

 **Reported that the Web Site Committee will be meeting this coming Tuesday, July 10, 2012 at 3:30 p.m. Line Comeau reported that Dan Troy has almost completed the design of the new website.**

 **Les Hammond stated he would like to see two other members from the public to be placed on the Committee to make sure it is what the public would be able to access and would meet their needs.**

 **The names of Travis James, Tiffany Dodd and Thomas Cusano were suggested to also be on the Committee.**

 **Ted Vallieres will call Travis James.**

 **Single Stream Committee:**

 **Ron Wanner reported that Peter Hecker has dissolved the Single Stream Committee as it was formed by the Town. The Coop is out of the Single Stream business. The Coop has cancelled all contracts.**

 **It was noted for the record that according to Linda Peters, Town Clerk, the appointments for all members of the Single Stream Committee expired at this past Town Meeting and they have not been reappointed due to the Coop withdrawing from Single Stream, etc. Therefore there is no need for letters of resignation, etc. from the Single Stream Committee.**

 **Police Chief:**

 **Health Insurance Stipend:**

 **Reported that one of the officers of the Police Department has decided to take advantage of the stipend in lieu of health insurance.**

 **Police Chief would like to come before the Board of Selectmen next week to discuss this matter in a Non-Public Executive Session. It was suggested that there should be something in writing which is signed and states that this is a percentage of what the Town would normally pay in a given year for health insurance and it could be changed depending on our policy. It should state that this is a 50-50 share.**

 **Extension for Police Chief:**

 **Ron Wanner reported that a written extension recently came in on the physical testing of the Police Chief. The extension is good through the end of September on the physical part and the end of the next session of the Academy on the law portion. Would like to test out. He can still sit in on law courses and take the test at the end of the session.**

 **Transfer Station - Use of Pickup:**

 **Ron Wanner brought up the subject of the use of the Transfer Station Pickup for trash pickup, etc.**

 **He noted that trash is being picked up at the school on Tuesday, Wednesday, Thursday and Saturday. Patrick Bowne's salary is in the vicinity of $23.00hour. Overtime is more. There are other employees at the Transfer Station that can be doing this at about $10.00/hour without incurring overtime. When he is on vacation, these employees do the trash pickup.**

 **Board of Selectmen agreed to have Patrick Bowne, Transfer Station Manager, come to the Board of Selectmen to discuss this issue.**

**OTHER BUSINESS:**

 **Restoration Committee - Arts Festival:**

 **Ted Vallieres bought up the subject of the possibility of the Town Hall Theatre Restoration Committee taking over the Art Festival which Pat Murphy has hosted in the past. This would be a fund raiser for the Restoration Committee and a huge project.**

 **The Restoration Committee is asking the Selectmen for permission to go ahead with the planning process. They would be requesting the use of the Town Common with as many as 100 vendors. In the past, Pat Murphy has had 52 vendors.**

 **Before they get into the planning stage too deeply, they are requesting what the Town's policy is with regard to insurance coverage for liability for a function such as this. The Restoration Committee has their own 501-C:3 number but they are a Committee appointed by the Board of Selectmen. How does this affect the situation? Are they a separate legal entity or under the umbrella of the Town?**

 **After discussion, pros and cons, it was suggested that Paul Sanderson, Legal Advisor for LGC appear before the Board of Selectmen along with representatives of the Town Hall Restoration Committee to try to work out the details, etc.**

 **Another question is who is going to hold the funds and what will happen to them. They will eventually be turned over to the Town but what happens in the interim.**

 **Ron Wanner will contact Paul Sanderson, LGC, to see if he can attend next week's Board of Selectmen's meeting.**

 **Question re Policy/Procedure re Board of Assessors:**

 **Ted Vallieres stated he had a question with regards to what the policy/procedure was for residents requesting information on property cards and tax issues. When do we refer them to the Board of Assessors?**

 **Ted Vallieres stated he was recently in the Town Office when a resident came in to get a copy of his property card. The Town Administrator gave him the card and explained various questions the resident had. At some point in the conversation, the questions became very complicated. The resident was told that if he was not happy with his assessment, he could file for an abatement.**

 **Ted Vallieres asked if the resident should have been directed to the Board of Assessors with his questions instead of immediately advising him to request an abatement.**

 **At this point in the discussion, Les Hammond explained that years ago, the Selectmen were responsible for the assessments, etc. At some point, it was decided that something was going on and the Town needed a separate Board to handle the assessments and not the Selectmen. The Town created the Board of Assessors. This took the assessments out of the Selectmen's Office completely.**

 **Beyond that, it should not be done here. The Board of Assessors is the one they should go to. We do not need to get into the middle of that. If there are further questions from the residents, they need to go to the Board of Assessors.**

 **Ted Vallieres stated at the time this resident was in the office, he mentioned that he felt they should go to the Board of Assessors instead of seeking an abatement. Why do we want them to file for an abatement instead of trying to get their answers from the Board of Assessors?**

 **It was noted that April 1 is the cutoff for filing for an abatement. After that date, they would have to wait until the next year. The following process was noted:**

 **1. Residents come in to get a copy of their Property Tax Card.**

 **2. They sometimes ask questions about the codes and their meanings, etc. This can be explained.**

 **3. Any technical questions should be referred immediately to the Board of Assessors. The Board of Assessors are the people who know the answers. If they cannot satisfy the resident's questions, etc., the resident can then file for an abatement.**

 **Les Hammond noted that the Town gets in trouble when people give out incorrect information, etc. We should be letting the Board of Assessors handle this. They were elected to do it. We should be letting them do their job.**

 **The Board of Selectmen agreed with this process. Aggrieved tax payers should be referred to the Board of Assessors and not encouraged to file an abatement at this time.**

**PERSONNEL POLICY:**

 **Selectmen noted that they had been unable to work on the Personnel Policy since May. It was suggested that the Personnel Policy be gone over during a Scheduled Work Session during the week.**

 **Workshops were set up as follows:**

 **Wednesday, July 11, 2012 - 9:00 a.m. - Town Office**

 **Wednesday, July 18, 2012 - 9:00 a.m. - Town Office**

**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 8:25 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**