DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, AUGUST 9, 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:**

 **Jeff Crosby, Road Agent**

 **Linda Peters, Town Clerk**

 **Barbara McCann, Planning and Zoning Department**

**Members of the Public:**

 **Lori Davis**

 **Matt Monahan, Central New Hampshire Regional Planning Commission**

**Les Hammond, Chairman, called the meeting to order at 7:00 p.m. with a full Board of Selectmen present and Alison Vallieres, Recording Secretary.**

**MINUTES OF PREVIOUS MEETINGS APPROVAL (Regular Meeting, Thursday, August 2, 2012)**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes as written of Thursday, August 2, 2012. Ted Vallieres seconded the motion. The motion passed unanimously.**

**REVIEW OF PLANNING BOARD GRANT AGREEMENT:**

 **Matt Monahan, Central New Hampshire Regional Planning Commission, and Barbara McCann, Planning and Zoning, appeared before the Board of Selectmen to review the Planning Board Grant in the amount of $10,000 which will be used to develop a new Open Space Planned Residential Development Ordinance and the agreement with Central New Hampshire Regional Planning Commission and the Town of Dunbarton.**

 **The Board of Selectmen are reviewing the two documents as follows:**

 **1. Grant Agreement between the Town of Dunbarton and NHHFA in the amount of $10,000 with a match of 25%. (Exhibit A) Line Comeau, Town Administrator, signs this document on behalf of the Town of Dunbarton.**

 **2. NH Community Planning Grant Route I - Scope of Work and Letter of Agreement between the Town of Dunbarton and Central New Hampshire Regional Planning Commission which outlines the scope of work which will be done, etc. (Exhibit B) All members of the Dunbarton Board of Selectmen, Ken Swayze and George Holt sign this document on behalf of the Town.**

 **The following comments were noted:**

 **1. The $10,000 grant requires a 25% match from the Town of Dunbarton which will consist of printing and mailing costs of $738 and in-kind match for the Planning Board members and Town staff at an hourly rate of $21.79 at an estimate of $2,000 This includes members of the Planning Board who are volunteers along with paid Town employees.**

 **2. There is also $300 built in for Town Meeting Approval and Outreach which will come from the $10,000 grant monies.**

 **3. The remaining monies will be a pass-through to Central NH Regional Planning Commission from NHHFA.**

 **4. Invoices for services from the Central Regional Planning Commission will be passed through to NHHFA. No money comes from Dunbarton.**

 **5. Central Regional Planning Commission is the sub-contractor/consultant for this project which is covered by the agreement between them and the Town of Dunbarton.**

 **6. The Board of Selectmen expressed a concern that the total budget for the project was more than $12,500.**

 **7. Noted that when developing the match, used the bills from Workforce Housing postcards and mailing, etc. This is just an estimate at this point.**

 **8. The Board of Selectmen were concerned that the Town would have to set aside $10,000. It was noted that the Planning Board had $5,000 set aside in the Planning Board budget in the event that CTAP monies were discontinued.**

 **a. Ted Vallieres noted that he would expect that the Planning Board would not be expending this $5,000 due to the fact that they have received this grant.**

 **9. The grant has an ending date of June 30, 2014 in the event that we are unable to have an Ordinance ready for the 2013 Town Meeting.**

 **There was considerable discussion as to whether the Town of Dunbarton could utilize monies from the $10,000 grant over and above the $300 set aside. It was noted that the $10,000 with the exception of the $300 would be used by Central New Hampshire Regional Planning Commission in developing the Ordinance as outlined in the Scope of Work.**

 **Ted Vallieres asked if the Town needed to spend more money on this project, could they spend additional funds from the $10,000 over and above the $300. Matt Monahan stated this could be done if needed.**

 **All Selectmen were in agreement with both documents and the following motions were made:**

 **MOTION:**

 **Ron Wanner made a motion that the Dunbarton Board of Selectmen authorize Line Comeau, Town Administrator, to sign the Grant Agreement between the Town of Dunbarton and New Hampshire Housing Finance Authority (NHHFA) in the amount of $10,000 with a 25% match from the Town of Dunbarton. Les Hammond seconded the motion. The motion passed unanimously.**

 **MOTION:**

 **Ron Wanner made a motion that the Dunbarton Board of Selectmen sign the Letter of Agreement between the Town of Dunbarton and Central New Hampshire Regional Planning Commission to develop an Open Space Ordinance (Selectmen and Planning Board are signees). Les Hammond seconded the motion. The motion passed unanimously.**

 **Selectmen signed agreement.**

**DUNBARTON TOWN HALL & THEATRE RESTORATION PROJECT:**

 **Ted Vallieres explained the situation that Tiffany Dodd, Chairman, Town Hall & Theatre Restoration Project, felt the following with regard to the Town of Dunbarton Selectmen:**

 **"Taking into consideration it is the duty of the Selectmen to act in the best interest of the residents in Dunbarton, I propose that we make a motion for the following statement with favorable support for restoring town property and installing a renewed sense of community here in Dunbarton. "**

 **Ted Vallieres explained that Grants become more readably available when it can be shown that the project has the support of the Town.**

 **It was stated that according to our attorney, we do not have to dissolve the Committee and they can perform as a 501:C-3 Non-Profit.**

 **Ron Wanner stated he would like to wait to hear from Tiffany Dodd at the next Selectmen's meeting and we can discuss this. It is not for lack of support.**

 **Ted Vallieres and Les Hammond agreed that they would sign the agreement at this time. Ron Wanner will not sign the agreement until he talks with Tiffany Dodd at the next Selectmen's meeting.**

**JOINT LOSS COMMITTEE:**

 **Barbara McCann, Planning and Zoning, presented a revision to the Joint Loss Plan as follows:**

 **"Foot Protection: Employees are required to wear safety shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazards pose an increased risk that foot injuries may occur. Please refer to the Dunbarton Personnel Plan for further details. "**

 **"Hygiene & Sanitation:**

 **Accordance with New Hampshire Labor Rule - LAB 1403:28**

 **a A supply of potable water shall be provided in all places of employment.**

 **b. Potable drinking water containers shall be capable of being tightly closed**

 **and be equipped with a tap.**

 **c. The above shall not apply to mobile crews or normally unattended**

 **locations, as long as employees working at these locations have**

 **transportation immediately available to nearby locations that provide water**

 **and sanitary facilities."**

 **Line Comeau, Town Administrator, was directed to arrange for water testing for the Highway Department. Transfer Station and Town Offices. Can be the basic test for arsenic and contaminates.**

 **Selectmen agreed with the above additions to the Joint Loss Plan.**

**OTHER DEPARTMENTS:**

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

 **Dan Sklut, Police Chief:**

 **Reported that the Police Chief had no further information at this time to provide to the Board of Selectmen regarding items previously discussed.**

 **Reported that he had decided not to take the extended warranty on the new cruiser because it does not over the electronics. Will take the basic warranty.**

 **Carpet - Town Offices:**

 **Reported that contact had been made with one of the bidders for the carpet for the Town Offices and their quote was still valid. The others had not responded to date.**

 **Due to logistics, the Selectmen requested that all the carpet bidders come to a Selectmen's meeting to discuss the logistics of how the carpeting could be handled, etc. This way they will all have the same information.**

 **Options were discussed as follows:**

 **1. Renting pods to put furniture in.**

 **2. Doing one room at a time. Putting furniture into Selectmen's Meeting Room and going from there.**

 **3. Possibility of laying down a sub-floor, etc.**

 **4. Patching of holes to be done by Kyle Parker.**

 **5. Noted that the beam in the Town Clerk's Office is cracked and needs to be repaired prior to replacing carpet.**

 **6. Linda Peters suggested that Jim Michaud would have to be involved because of wiring for computer equipment, etc.**

 **MS-1 and Setting of Tax Rate:**

 **Only missing a couple of documents necessary for the setting of the tax rate, i.e. Town Meeting Minutes and information from the school.**

 **Highway Department - Vacancy and Job Posting:**

 **Presented a copy of the job posting to be put in the paper for this coming Friday, Saturday and Sunday.**

 **Selectmen suggested that it be put in the paper for five days instead of three. In addition, it should go in both the Concord Monitor and Manchester Union Leader.**

 **The following suggestions were agreed to be added to the job description:**

 **1. Working hours are a 40 hour week Monday through Friday with a half hour lunch period.**

 **2. There will occasional weather related mandatory overtime.**

 **3. Suggested putting a notice at the New Hampshire Employment Office and the LGC Office.**

 **4. The employment application and job description will be put on the Dunbarton Web Site.**

 **5. Questions will be directed to Jeff Crosby, Road Agent.**

 **6. Selectmen question why it states "Examples of work for summer, fall and spring." What about winter? These duties also apply to winter.**

 **CIP:**

 **Barbara McCann asked if the Board of Selectmen would like her to continue to spearhead the CIP again as in years past. She stated she would like to get the applications out in early September and have the first meeting in mid October. Previously had Jon Wiggin, Fire Chief, the Police Chief, Patrick Bowne, Transfer Station Manager, and Jeff Crosby, Road Agent and Les Hammond, Selectman. They all have done a good job but we still have a hard time in getting other people to serve on this Committee.**

 **Board of Selectmen agreed that Barbara McCann should continue to be responsible for the CIP as in the past.**

 **Web Site Committee:**

 **It was noted that the Web Site Committee had cancelled the recent meeting scheduled for last Tuesday because the Committee did not have any information to present to Dan Troy at this time. Will be postponed until the first week in September.**

 **It was suggested that the Committee appoint a Chairman to keep things moving in a forward direction.**

 **Linda Peters, Town Clerk:**

 **Reported that training for the new Deputy Town Clerk is going very well. She has started training with the State. Should be certified by the following week.**

 **Town Office - Furnace:**

 **Ted Vallieres reported that J. R. Swindlehurst has the old furnace all apart ready to take out. The heat exchanger has a crack in it. It was a good decision to get a new furnace instead of trying to work with the old one. He has already ordered the baseboard. He will be pouring a concrete base. Have stored the old parts (blower assembly and burner) in the storage trailer at the Highway Garage.**

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

**MOTION:**

**Ted Vallieres made a motion that the Dunbarton Board of Selectmen go into a Non-Public Session to discuss a personnel issue at 8:15 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**

**The regular meeting reconvened at 9:00 p.m.**

**The following motion was made:**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen change the present Personnel Plan effective this date, August 9, 2012, that we pay sick leave upon retirement only at 1/3 the accumulated hours. This will apply to new hires only. Ted Vallieres seconded the motion. The motion passed unanimously.**

**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 9:05 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**