DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, AUGUST 16, 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**

 **Travis James, Town Hall and Theatre Restoration Committee**

**Members of the Public:**

 **Rick, Creative Vision Flooring**

 **Lennie, Installer for Creative Vision Flooring**

 **Representative from Bailey's Carpets**

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

**MINUTES OF PREVIOUS MEETING APPROVAL (Regular Meeting, Thursday, August 9, 2012)**

**Amendment to Minutes:**

**Ron Wanner made an amendment to minutes on page 4, second paragraph should read as follows: Should be cover instead of over. (typo)**

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

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes as amended above of Thursday, August 9, 2012. Ted Vallieres seconded the motion. The motion passed unanimously.**

**WEB COMMITTEE:**

 **At this point in the meeting, Les Hammond made the following motion with regard to the Web Site Committee:**

 **MOTION:**

 **Les Hammond made a motion that Travis James be made Chairman of the Web Site Committee and that the Committee hold their next meeting on Tuesday, August 28, 2012 at 4:00 p.m. at the Town Offices. Ted Vallieres seconded the motion. The motion passed unanimously.**

**OTHER DEPARTMENTS:**

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

 **Health Officer and Deputy Health Officer:**

 **Reported that the Department of Health and Human Services has requested that the Town of Dunbarton appoint a Health Officer and Deputy Health Officer in accordance with RSA 128. Both Kyle Parker and Jon Wiggin have agreed.**

 **MOTION:**

 **Les Hammond made a motion that the Dunbarton Board of Selectmen appoint Kyle Parker as Health Officer and Jon Wiggin as Deputy Health Officer. Ron Wanner seconded the motion. The motion passed unanimously.**

 **Selectmen signed paperwork for Kyle Parker, Health Officer and Jon Wiggin, Deputy Health Officer.**

 **LGC - Re Short Term/Long Term Disability Reimbursement:**

 **Reported that LGC allows up to one year from the date of disability to submit a request for reimbursement. Barbara McCann and Line Comeau, Town Administrator, have submitted appropriate paperwork for reimbursement due the Town of Dunbarton for Barbara McCann's illness last year.**

 **Milfoil Treatment:**

 **Milfoil invoice for treatment has been submitted to DES and we will receive 50% of the invoice or $5,325 plus 50% of the deposit ($750). They are planning to do a second treatment if needed Due to the fact that treatment was made three weeks later than planned, they will be checking for milfoil recovery to see if the second treatment is needed.**

 **Training for Milfoil Inspection will be held this Saturday, August 18, 2012 at Gorham Pond. They will be testing to see if the second treatment is needed.**

 **Due to the fact that contract requirements regarding payment are unclear, the Board of Selectmen agreed to hold up paying the invoice until such time as contract terms are clearer with regard to costs, etc.**

 **Personnel Plan - Language for Personnel Plan with regard to Sick Leave:**

 **After discussion of proposed amendments to Personnel Plan, the Dunbarton Board of Selectmen agreed that the correct wording would be the motion that was made with regard to Sick Leave only be paid upon retirement as follows:**

 **"A motion was made, seconded and passed unanimously 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. "**

**CARPETS FOR TOWN OFFICE:**

 **Representatives from Creative Vision Flooring Design and Bailey's Carpets appeared before the Board to go over proposed changes in what the Board of Selectmen wanted in regard to installation of carpets. Bailey's Carpets were a new bidder and had been contacted to attend because of a possibility of putting in carpeting which was in squares, etc.**

 **Les Hammond stated this meeting was to give the carpet companies the opportunity to submit new bids which would reflect the added services which will be needed by the Town of Dunbarton. The Town of Dunbarton wants to be sure that all companies are bidding on the same criteria.**

 **It was noted for the record that Curly's Carpet Warehouse (Randy Dahl) had been at the Planning Board Meeting in error but that both Les Hammond and Ted Vallieres had gone over the proposed changes with regard to moving of furniture, etc. with him that evening because they were both present at the Planning Board Meeting.**

 **Les Hammond noted the following:**

 **1. Carpet companies would have to move furniture**

 **2. Have to rip old carpet up**

 **3. Town will be responsible for repairing one structural problem**

 **4. If needed, would include putting a sub- floor down.**

 **5. Files will be emptied by Town of Dunbarton**

 **It was noted that there were different grades of carpet available as follows:**

 **1. 26 oz. Olefin**

 **2. 26-oz. Nylon**

 **3. 28 oz. Nylon**

 **Bidders were advised to bid on all grades of carpeting.**

 **Curly's Carpet Warehouse should be notified to bid on all grades of carpets due to the fact that he came on the wrong evening and was not here this evening to hear this discussion regarding grades, etc.**

 **Creative Design stated they could not move or dismantle the stationary desks which are bolted together. (Tax Collector, Accounts Payable, Building Department)**

 **Selectmen noted that the Town would be responsible for the dismantling of these desks.**

 **Selectmen took carpet vendors around the building and pointed out areas of concern, etc. so all bidders are on the "same page" when bidding.**

**OTHER BUSINESS:**

 **Letter to LGC re Changing Probationary (Waiting) Period for Health Insurance:**

 **Line Comeau, Town Administrator, presented draft letter to LGC regarding changing the waiting period for Health Insurance for new employees from 30 days to immediately so it is in agreement with the Personnel Plan. If this letter is received no later than August 31, 2012, it will be effective October 1, 2012. This is due to the fact that they need thirty (30) days notice for changes, etc.**

 **Selectmen noted that the letter needed to be revised before sending.**

 **Fuel Assistance:**

 **Fuel Assistance representatives will be using the Town Office every other Tuesday starting the first of September.**

 **LCHIP Grant:**

 **Ted Vallieres stated that Margaret Watkins, Town Hall and Theatre Restoration Committee, has been working on a $50,000 grant from LCHIP for the Town Hall Project. One of the stipulations is that the Town must acknowledge that it understands the guidelines and procedures. Failure to do so may result in withdrawal of funds. Selectmen may need to sign off on signed language. Ted Vallieres passed out the Criteria, Guidelines and Procedures for the Selectmen to review in the upcoming week.**

**At this point in the meeting, Les Hammond, Chairman, made the following motion:**

**MOTION:**

**Les Hammond made a motion to go into a Non-Public Executive Session in accordance with RSA 91-A:3 to discuss a personnel issue. at 8:05 p.m. Ted Vallieres seconded the motion. The motion passed unanimously with the following roll call vote:**

 **Hammond - Yes**

 **Wanner - Yes**

 **Vallieres - Yes**

**The meeting reconvened at 8:50 p.m.**

**OTHER BUSINESS:**

 **Personnel Plan Workshop Meeting:**

 **A Workshop Meeting for the Personnel Plan was scheduled for Tuesday, August 21, 2012 at 4:00 p.m. in the Town Offices.**

 **Performance Review - Line Comeau, Town Administrator:**

 **A Performance Review for Line Comeau, Town Administrator, was scheduled for Thursday, September 13, 2013 at the scheduled regular Selectmen's Meeting as a Non-Public Executive Session.**

 **Work Week:**

 **Line Comeau, Town Administrator, asked for clarification for weeks in which she worked over her salaried 40 hour work week. This past week her hours were 44 hours. Is this something new? The work week is 42 hours with no overtime including the Selectmen's meeting on Thursday evenings. Is she allowed to move her hours within the 40 hour work week? Have to make the meeting if there is one.**

 **There was discussion as to Salaried employees versus Non-Exempt employees and the requirements for both.**

 **No decision made at this point.**

**There being no further business, the following motion was made:**

**MOTION:**

**Les Hammond made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 9:05 p.m.**

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

**Respectfully submitted,**

**Alison R. Vallieres**

**Recording Secretary**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Les Hammond, Chairman**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Ron Wanner, Selectman**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Ted Vallieres, Selectman**