DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**THURSDAY, AUGUST 23, 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:**

 **J. R. Swindlehurst, Town Office Furnace Installer**

**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 MEETINGS APPROVAL (Regular Meeting, Thursday, August 16, 2012, Workshop Meeting, Tuesday, August 14, 2012, and the Non-Public Minutes of Thursday, August 16, 2012)**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of Thursday, August 16, 2012 as written. Ted Vallieres seconded the motion. The motion passed unanimously.**

**MOTION:**

**Ron Wanner made a motion to approve the Workshop Meeting Minutes of Tuesday, August 14, 2012 as written. Ted Vallieres seconded the motion. The motion passed unanimously.**

**MOTION:**

**Ron Wanner made a motion to approve the Non-Public Meeting Minutes as written. Ted Vallieres seconded the motion. The motion passed unanimously.**

**CARPET BIDS FOR TOWN OFFICE:**

 **The Board of Selectmen reviewed the bids received as follows:**

 **Bidder Product Total Bid**

 **American Flooring 28 oz. nylon $8,592.00**

 **270 Amory Street #6**

 **Manchester, NH 03102**

 **Bidder Product Bid Price**

 **Curly's Carpet Warehouse 28 oz. nylon $6,020**

 **62 Elm Street**

 **Manchester, NH 03101**

 **Creative Vision Flooring 28 oz. nylon $6,705**

 **749 Mast Road**

 **Manchester, NH 03102**

 **Bailey's Custom Carpets, Inc. 26 oz. nylon $9,081**

 **44 Hall Street**

 **Concord, NH 03301**

 **Dean's Carpet One 28 oz. nylon $6,739.20**

 **186 Granite Street**

 **Manchester, NH 03101 26 oz. nylon $6,607.20**

**Board Discussion:**

**The Board of Selectmen reached an agreement that the product they would require would be a 28 oz. nylon carpet. Based on this information, the three lowest bids were:**

 **Curly's Carpet Warehouse $6,020**

 **Creative Vision Flooring $6,705**

 **Dean's Carpet One $6,739**

**Ted Vallieres stated that as far as he was concerned, both he and Les Hammond had met with Curly's Carpet on Wednesday evening, (Planning Board Meeting) and gone over all the items with the owner and was very impressed with his professionalism. He agreed to moving of the furniture, etc. In addition, he is the lowest bid by over $700. He would vote for Curly's Carpet to be the successful bidder for carpeting the Town Offices.**

**Les Hammond stated he agreed with Ted Vallieres.**

**Ron Wanner stated he had no problem with awarding the bid to Curly's Carpet Warehouse as it is the low bid.**

**MOTION:**

**Ted Vallieres made a motion that the Dunbarton Board of Selectmen award the bid for the carpeting of the Town Offices to Curly's Carpet Warehouse at a bid price of $6,020 to install 28 oz. nylon. Ron Wanner seconded the motion. The motion passed unanimously.**

**At this point in the meeting, the Selectmen asked J. R. Swindlehurst if the furnace installation would be completed enough for the carpeting to go down the second week in September. J. R. Swindlehurst agreed that this would be fine.**

**Ron Wanner asked about the area in the entranceway where there is no wallboard, etc. and how will this space between the floor and the bottom of the heat vent be handled. It was suggested that the carpet installer put a strip along the carpet or have Kyle Parker put a small molding over the carpet and the wall, etc.**

**Line Comeau, Town Administrator, was advised to call Curly's and have him bring some samples of the 28 oz. nylon carpet for color selection. She was advised to include all employees who work in the Town Office in the final decision of color.**

**OTHER DEPATMENTS:**

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

 **MS-4 Form:**

 **Presented copies of the completed MS-4 Form to the Board of Selectmen for review. She noted that the only figure that needs to be put in is the Requested Overlay (RSA 76.6). She stated that last year the figure was $18,000 and we only used $4,718.94. In the past we have budgeted $2,000. Noted this is due to DRA by September 1, 2012.**

 **The Board of Selectmen agreed to put in $5,000 for the Overlay.**

 **AUDITOR'S DRAFT MANAGEMENT LETTER:**

 **Presented a draft copy of the Auditor's Management Letter for the year ending December 31, 2011 to the Board of Selectmen for review.**

 **After discussion, the Board of Selectmen decided to invite all parties involved in the Management Letter be in attendance at the meeting when the Auditors will be doing their final interview with the Board of Selectmen. This would include the Town Treasurer, Tax Collector, Town Clerk, etc.**

 **In addition, the Board of Selectmen stated they would like some direction from the Auditors as to how to handle the issue with the checkbooks for Cobbler Restoration, Town Common, and Historical Awareness Committee. These are all operating under the Town of Dunbarton's Tax ID number.**

 **The Auditors are also recommending that all accounts be put into the BMSI General Ledger System, including:**

 **Cobbler restoration - (originally set up in conjunction with the Historic Awareness Committee and the Dunbarton Historical Society)**

 **Recreation - (Warrant Article voted in at last Town Meeting to authorize this account)**

 **Town Forest - (This is managed by the Town Forest Committee)**

 **Library - (Town gives monies to the Library monthly and they do their own accounting)**

 **Town Common - (This was originally monies from the Bandstand account)**

 **Conservation - (Conservation Commission has authority to spend, etc. with approval of Town Meeting)**

 **Fire Department Equipment - (This is handled by the Concord Hospital, etc. )**

 **Historical Awareness Committee - (Town appointed Committee)**

 **DARE Account - (This is a Police account)**

 **Escrows - (For Planning Board Restoration Bonds, etc. )**

 **The Selectmen agreed that this has been in the Auditor's recommendations three years in a row. It is time the Town/Board of Selectmen addressed this issue.**

 **Town of Bow/Dunbarton Perambulation:**

 **Reported that she received an e-mail from the Town Manager of Bow, David Stack, that the Selectmen of Bow were eager to schedule a meeting for the Perambulation of the Bow/Dunbarton Town Line. Will follow up with Fred Mullen.**

**OTHER BUSINESS:**

 **Transfer Station:**

 **Ted Vallieres brought the Board of Selectmen up to date with regard to the status of the baler situation at the Transfer Station as follows:**

 **1. This past Wednesday, Patrick Bowne, Manager of Transfer Station, asked the Board of Selectmen for advice on whether to purchase a new motor for the baler at a cost of $953 or have the old motor rebuilt, etc.**

 **At this point, the Selectmen had agreed to purchase a new motor for single phase for the baler instead of having the old motor rebuilt. (The final cost of the new motor ended up being $1153.) The new motor will be available on Friday, August 24 and Patrick Bowne will install it at this time. This way it will be operable on Saturday.**

 **2. The new baler quit. After calling Atlantic, they noted that this was a common problem. The baler needs to be set up once it is in place, etc. They will be coming tomorrow to adjust the new baler.**

 **3. Ernie's Electric was told by the company for the baler to use 30 amp wire instead of 50 amp. Now they are telling us we need 50 amp. Ernie's Electric is not happy about this. He will be there on Friday along with Atlantic to do the electrical changes.**

 **4. Patrick Bowne has overtime for this week because he was working to clean out the basement of the Town Offices along with Brad Jobel and Ted Vallieres in order to have room for the furnace and room for Kyle Parker to do repairs on the beam which is split.**

 **underneath the Town Clerk's Office .**

 **At the time this overtime was earned on Monday, August 20, we did not know that the baler was going down and would need emergency repairs this week also. The baler repairs will require Patrick Bowne to work on Friday, August 24 as overtime also.**

 **Ted Vallieres stated when he found this out, he immediately called Les Hammond to make sure this overtime would be approved.**

**Exempt and Non-Exempt Employee Status:**

 **Les Hammond, Chairman, brought up the fact that with the change in Line Comeau's duties and responsibilities, the Board of Selectmen would be looking at the requirements as to hourly versus salaried status. (This was brought about by the fact that two employees which were previously**

 **reporting to the Town Administrator were now Department Heads and not under her supervision.**

 **Ron Wanner will check on the requirements for Exempt and Non-Exempt Employees.**

 **At this point, Line Comeau, Town Administrator, stated some employees have been coming to her advising her of their schedule with regard to doctor's appointments, etc. Stated she felt uncomfortable about this, etc.**

 **Selectmen advised her that these employees are advising the Town Administrator for information purposes only and not asking permission to leave, etc.**

**Town Office Basement:**

 **Thermostat:**

 **Ted Vallieres reported that J. R. Swindlehurst has put a large board up on the wall by the furnace for installation of the Honeywell thermostat controller. It will be controlled in the basement. We can adjust how low or high we want the thermostats to be set upstairs.**

 **Ron Wanner suggested that the Fire Chief be notified re the board to make sure its meets the Fire Code.**

 **Sump Pump:**

 **Ted Vallieres reported that one of the sump pumps was not working. It should be replaced. J. R. Swindlehurst has said he can replace the sump pump and install a large plastic container for the sump pumps which would contain the water, thus cutting down on the humidity in the basement. With electronics, etc. in the basement, this would be a good move. The cost for this would be no more than $400 according to JR.**

 **Selectmen agreed to go ahead with the purchase of a replacement sump pump and contain the water, etc. at a cost of not more than $400.**

 **MS-1 Form:**

 **Line Comeau, Town Administrator, reported that the MS-1 Form is now available on-line through DRA but there are problems with it. DRA stated they have had complaints and are working on it.**

**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 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**

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