

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, OCTOBER 25, 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
Ron Wanner, Selectman
Ted Vallieres, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Travis James, Town Hall and Theatre Restoration Committee and Web Site Committee
Fred Mullen, Town Moderator
Linda Landry, Town Clerk
John Stevens, Energy Committee
Jon Wiggin, Fire Chief
Gregg Arce, Library Trustee

Members of the Public:

Enid Larson
Pat Murphy
Debra Crowley, Representative for ENH Power

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.

APPROVAL OF PREVIOUS MEETING MINUTES (October 18, 2012) :

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the October 18, 2012 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

DEBRA CROWLEY, ENH POWER, OPTIONS FOR ELECTRICITY:

Debra Crowley, ENH Power, appeared before the Board of Selectmen to present an alternative for electricity from ENH Power. She noted the following with regard to ENH Power.

1. Stated that Public Service Company of New Hampshire (PSNH) cost right now is \$.0711/kw. In addition, they are asking PUC permission to increase their rates to between \$.0759 - \$.0897.
2. Stated that ENH Power rate is \$.0699 and is a guaranteed rate for one year.
3. Basic homeowners will save between \$75 - \$200/a year by going with ENH Power.
4. Could be as much as between 10% and 20% savings over PSNH.

5. Until customers could be saving 3% of their bill by switching to ENH Power.
6. Customers that switch to ENH Power will still receive the same bill for electricity from PSNH. You will still pay PSNH and they will pay ENH Power their portion. The lines you receive your power from will remain the same. PSNH will still read your meter. ENH Power will be on the bill from PSNH. The portion of the PSNH bill where ENH Power will show up is on the "supply" side only.
7. In the event of a power outage, PSNH is still responsible for repairs, etc.
8. Customers are committed to one year in advance.
9. ENH Power buys power at the best rate they can find and in turn, give it back to the consumer.
10. PSNH is getting their power from New England Power. They are supplying power from 55% coal. ENH Power is using 70% less coal than PSNH. ENH Power is obtaining their power from natural gas and some coal.
11. At the end of the twelve month period, ENH Power lets the consumer know their contract is coming up. ENH Power waits to see what PSNH is asking because we want to be lower than PSNH.
12. ENH Power offers "green" electricity at \$.01 more than PSNH with another "green" option of \$.02 more. This gives consumers the option of a "green" product at an affordable price. The electricity is all on the same wire. Electricity is still cost effective for a "green" product.
13. They do not offer a commercial rate for customers. ENH Power works with municipalities.
14. ENH Power can do a spread sheet and tell you what the municipality might be saving.

The question was asked why PSNH can't do the same as ENH Power.

Answer: PSNH power plants are really old and infrastructure is not as efficient. ENH Power is watching the market for electricity costs and take advantage of the lowest rates. PSNH has many employees and they are well compensated. ENH Power hires people from school and they watch the market closely.

15. Noted that they have a "sister" company in Maine which has 200,000 customers.
16. The average homeowner uses between 500 and 800 kw per month. Stated she has teenage children and she uses about 800 kw per month and her savings are at least \$200.00/year.

John Stevens, Energy Committee, stated that whatever you are being billed for, one half is for the supply line. Noted that he felt the Town would probably have a savings of around \$864 a year for all the municipal buildings. He noted that buildings such as the Highway Department who use less kilowatts, pay a higher rate, etc. In addition, there are PSNH owned outside lights at the Transfer Station which are high cost.

17. Noted ENH Power has contracted with a Northfield new business and they expect to save up to \$20,000 a year in electricity costs by going with ENH Power.

John Stevens stated that Dunbarton is a relatively low user. We have done lighting retrofits and are very conscious of electricity savings, etc. The numbers pretty well speak for themselves. Depending upon what happens with natural gas prices will affect the cost of electricity from ENH Power. The price of natural gas will rise with fracking.

18. ENH Power's commitment is to always be the most competitive in price per kilowatt.

19. PSNH Bow Plant which is coal is now shut down and only used when there are peak demands. This is a coal plant.

A summary of municipal buildings with usage was presented for review. (attached)

The Board of Selectmen noted they would have the Energy Committee review the numbers and determine what the savings would be and give the BOS a recommendation.

TOWN HALL AND THEATRE RESTORATION UPDATE:

Travis James, Town Hall and Theatre Restoration Committee, Pat Murphy and Enid Larson appeared before the Board of Selectmen to bring them up to date on progress of the Committee and the possibility of their hosting a Dunbarton Arts Festival this coming May. Travis James noted that Tiffany Dodd was unable to attend this meeting because of a family emergency.

Travis James stated that the Town Hall and Theatre Restoration Committee would like to have a "Dunbarton Arts on the Common" Festival on May 11 and 12, 2013. (Mother's Day Weekend) This would take the place of the former Arts Festival which Pat Murphy hosted in the past. This would be on a much larger scale than what she had done. Noted the following with regard to the proposed Arts Festival:

1. Would take up the entire Town Common with tents and booths.
2. Would include a Street Dance, Beer Tent, entertainment and food booths with 50-60 arts booths. Would plan on having bands play throughout both days. Would have dancing in the streets along with a Mother's Day brunch.
3. Would also include auction items and pulling other town organizations together.
4. Would be an on-going event each year.
5. Noted that both Pat Murphy and Enid Larson would be Co-Chairmen of this event. They will manage this event.
6. Planning to have TV spots for advertising, etc.
7. Have not formed Committees yet. We are bringing in some new people. This is under the auspices of the 501-C:3 Non Profit Town Hall and Theatre Restoration Committee. Need to have the BOS find out from Town Counsel whether or not we can fall under the Town with regard to insurance. The Tulip Program through LGC was noted.

Travis James stated the Committee will keep the Board of Selectmen informed as to what they are planning, etc. The Committee would like the Board of Selectmen's blessing for them to go ahead with this project.

At this point in the meeting, Les Hammond stated he would like to set up a Committee to work on the 250th Anniversary of the Town which will occur in 2015. Would like this Committee to work along with this also if possible.

At this point in the meeting, Linda Landry, Town Clerk, stated that if Pat Murphy and Enid Larson were going to be Co-Chairmen of this event under the Town Hall Restoration Committee, they should be officially appointed members of the Committee. There should be something on paper.

Travis James stated that at this point, they were "Friends" of the Town Hall and Theatre Restoration Committee.

8. Mentioned whether or not we would need Police coverage for this event. Will speak with the Police Chief, etc.

It was suggested that the Committee get in touch with Jeff Crosby, Road Agent, regarding this event. He has access to parking cones, and other crowd control items they might require. Possibility of parking in the Highway Garage area similar to what the Arts Festival did in the past.

The Dunbarton Congregational Church parking area was discussed and noted that on Sunday, it is usually used for parking for the church services. Pat Murphy mentioned the possibility of church parking to be in the Highway garage area instead of in front of the Town Offices. There will be tents and booths set up in that area.

Fred Mullen suggested speaking with the Fire Chief with regard to blocking off buildings from emergency access along School Street. This would be a matter of concern in the event of needing of emergency access to these buildings.

It was noted that the Recreation Commission owns two large tents which could be used for this event. Would suggest contacting Lara Routhier, Chairman of the Recreation Committee.

At the end of the discussion, the Board of Selectmen reached a consensus that they would be in favor of the Town Hall and Theatre Restoration Committee hosting a "Dunbarton Arts on the Common" Festival on the weekend of May 11 and 12, 2013 and use all profits for the Town Hall and Theatre Restoration Committee.

GREG ARCE, LIBRARY TRUSTEE - LIBRARY UPDATE:

Greg Arce, Library Trustee, appeared before the Board of Selectmen and reported on recent activities of the Library as follows:

1. Friday, October 26, 2012 will be a scary story telling. Will have someone reading to children.
2. Wednesday, October 31, the Library will be open hours 5 p.m. - 8 p.m. with treats for Halloween. Will be open with refreshments.
3. Saturday, November 10, 2012, 1 p.m. - 3 p.m. - Library will be doing a Veteran's Open House. Want to invite all Veterans for a time for talking having them bring their stories and let other people know. Will be personally contacting them.
4. Thursday, November 15, 2012 at 7 p.m. - Will have a program re "Changes in Memory" put on by the Alzheimer's Association.
5. Men's Coffee Chat every first and third Friday (November 2 and November 16, 2012.)
6. Thursdays at 1:30 p.m. - Knitting Group
6. Library has new Apple System which is on-line. Can request a book on-line. There are no longer overdue book fees. You can get an e-mail reminder regarding book return, etc.

At this point in the discussion, Ted Vallieres, Selectman, stated that the Board of Selectmen were considering doing some construction in the basement of the Town Hall which has nothing to do with the Town Hall and Theatre Restoration project. This would open up an area of the Library where the old stair case has been walled approximately 10' x 10'.

It was also noted that the present system of fans in the cellar was not a good solution for getting rid of mold and mildew. Will be looking at a different way to get rid of moisture in the basement. This will be in the next budget.

At this point, Greg Arce, Library Trustee, stated that the large doors in the front of the Town Hall Building do not meet. Ted Vallieres will arrange to have this fixed.

FRED MULLEN: UPCOMING ELECTION:

Fred Mullen, Moderator, appeared before the Board of Selectmen regarding the upcoming Presidential Election. He noted the following with regard to the Election:

1. Stated that the last Presidential Election we had an 82% turnout.
2. This year it will be very busy due to the new ID requirements. Everyone must show their ID or sign a waiver. Once they sign the waiver, they will be allowed to vote. We will need a table for people signing waivers, etc.
3. In addition, there will be many absentee ballots. Last election there were 143.
4. Stated they will need considerable help with this Election.
5. All Selectmen are required to be present during Election Day.
6. Les Hammond, Selectman, will not be able to handle ballots, etc. because he is on the ballot.
7. It has been recommended by the Secretary of State that there be a Police presence at the Election.

People are going to have to wait in line and will become impatient, etc.

At this point in the meeting, Alison Vallieres stated that she would be available after 4:00 p.m. to help. She will be working at the Historical Society Raffle Table but will be able to assist if needed. In addition, Ted Vallieres, Selectman, will be sitting at the Historical Society Table during the day unless there is a job assigned to him by the Moderator. He stated he is willing to do whatever is needed with regard to the Election process.

Linda Landry, Town Clerk, stated that if Alison Vallieres is available to help, she should be sworn in as an Election Official.

JON WIGGIN, FIRE CHIEF:

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen regarding the Paramedic Agreement with the City of Concord for paramedic intercept. The cost is \$574 for each intercept. The City of Concord has agreed to keep the price the same for three years.

Requested that the Selectmen sign the agreement with the City of Concord to cover paramedic intercept.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen sign the agreement with the City of Concord Fire Department for paramedic intercept. Ted Vallieres seconded the motion. The motion passed unanimously.

Selectmen signed the agreement.

Medicare Payments:

Stated he wanted to thank Alison Vallieres for her help in going on-line to work out the Medicare payment process. It involved at least 40 pages of Federal requirements.

Command Vehicle:

Jon Wiggin, Fire Chief, stated there was a possibility of his being able to obtain a Command Vehicle from a Fire Department in Massachusetts. Would be less than \$5,000. When the opportunity comes up, he would like to be able to purchase it immediately. Asked Board of Selectmen permission to go ahead when the opportunity arises, etc.

Selectmen agreed that the Fire Chief had their permission to go ahead and purchase a used Command Vehicle if and when it became available.

Fuel:

At this point in the discussion, the Board of Selectmen asked the Fire Chief if he kept some sort of log for fuel used in Fire Department vehicles. He stated he did. It lists the date the fuel was put in, the mileage when the fuel was put in, the amount of fuel. Each Fuel Key stays with the vehicle it is assigned to.

Hours for Law Enforcement Personnel:

At this point in the meeting, the Fire Chief was asked when he worked for the City of Concord as a firefighter, did he work a regular 40 hour work week.

Jon Wiggin stated they were on an average 42 hour work week. Some weeks they worked 56 hours and others less. 42 or 46 was the lowest amount of hours worked in a week. If a holiday fell on your regularly scheduled day of work, you were paid for the holiday and the actual number of hours worked. It was not double time and one half. You were required to take vacation two weeks at a time. Worked 8 hour shifts and there were three shifts around the clock. There were 20 step increases. Once you reached the top of your steps, you were given a longevity payment to make up for the fact that there were no further steps, etc.

Dispatch Fees for Fire Department:

Jon Wiggin reported that he was meeting with a Committee to work out dispatch fees. Fees are either based on property values or populations figures. It is very difficult to get accurate population figures. Have checked with Central New Hampshire Regional Planning Commission and can't get an accurate population count.

The formula used now is not equitable between Towns. . Chichester's property values are much less than Dunbarton and they have considerable commercial property along Route 4. Dunbarton only has two stores. Allentown's valuation is way down from what it has been in the past.

There is a possibility of Dispatch Fees being \$99,000. Some towns might pull out and this will make them higher. There is the possibility they could go into their own Dispatch Center. Another concern is one of our towns wants to go to Lake Region. They are trying to recruit Hillsboro. Bow might only be a half a year. Trying to also include Windsor which comes with Hillsboro. Also trying to include the Town of Weare. They are presently with Goffstown.

Don't have time to come up with a new formula by the end of the year. We are working on the next year. Could be by usage, flat fee, population, valuation, etc. Henniker gets a portion of those numbers that were mutual aid in another Town. It is not fair to charge Dunbarton for Henniker runs. Runs should be based on population. We don't have an accurate number. We can control

some costs but not all. We have no control of the labor costs for the city of Concord. We need to have some input on these fees. We are asked to come in at 1% or 0%. Hard for us to come in and increase our budget for dispatching, etc.

Tax Rate:

Line Comeau, Town Administrator, reported that the upcoming tax rate for the 2012-13 year would be as follows:

Town Portion	3.82
Local School Portion	12.46
State Portion	2.39
County Portion	<u>2.70</u>
 Tax Rate	 21.37

This is a decrease of \$.07 cents in the tax rate from the previous year.

Reconciling Accounts:

Line Comeau, Town Administrator, stated she had worked hard all week on setting up the various individual accounts in the BMSI system. This includes KTFCA, Cobbler Shop, Town Common, DARE, etc. The only ones that are not within the system yet are the Bonds and Escrow accounts. In addition, we are waiting for the Historic Awareness accounts to be turned over to the Treasurer. We are ready to include it within the system.

At this point in the discussion, Les Hammond, Chairman, asked if all Town accounts were included at this point. He stated he did not want accounts left out.

It was noted that neither the Library nor the Town Forest Account was included in the BMSI system at this point. Line Comeau stated she did not think these two accounts should be included. The Library has its own bookkeeper and Fred Mullen does the Town Forest Account.

Les Hammond stated that these accounts should be included in the BMSI system. He stated he wants a complete reconciliation of all town accounts. It all comes together. With regard to the Town Forest account, Fred Mullen will give you a statement of the Town Forest account to include within the reconciliation. He advised her to get in touch with the Library Trustees to get a statement of their account to include.

Christmas/New Year's Town Office Schedule:

Ted Vallieres stated that Linda Landry, Town Clerk, had been in touch with him regarding the Board of Selectmen's thoughts on closing the Town Office the day before Christmas and the day before New Year's which both fall on a Monday. Wanted to know if the Town Offices would be open on these days prior to the holiday. She will include the schedule in the notices that go out to residents who register their vehicles.

The Board of Selectmen agreed to revisit this next week at the regular Selectmen's Meeting.

Overtime - Transfer Station (Patrick Bowne):

Ted Vallieres reported that Patrick Bowne has requested he be approved for overtime for this week because he has had one person out for at least two days. Would require between 3-5 hours overtime for him.

The Board of Selectmen reached a consensus that Patrick Bowne be approved for overtime for this week up to 5 hours.

Town Buildings - Furnace Maintenance:

Ted Vallieres reported that the Town Buildings furnaces have not been cleaned for at least three years. This is a maintenance issue that should be addressed now. It is important that furnaces be maintained. He has been trying to get in touch with J. R. Swindlehurst regarding cleaning them. Would like the Selectmen's approval to go ahead and tell him to clean all the furnaces that have not been done.

Selectmen agreed that the furnaces should be cleaned on a yearly basis and to go ahead and schedule the cleanings.

Time Sheets:

The subject of time sheets for all town personnel was discussed. The Town needs to have a standard time sheet for all employees to complete. At this point in time, all employees complete a standard time sheet with the exception of the Police Department.

Because of the complexity of the Police Department time sheet, it was decided to wait until the Police Chief is present and we have developed some sort of time sheet to present before discussing further.

Cemetery Trustees:

Ted Vallieres stated the Cemetery Trustees are looking into purchasing a laptop computer. This started in 2006 when they came to the Board of Selectmen requesting permission for the purchase. At that time, two Selectmen told them they felt this item should be put in the budget as a line item. Feel we have gone through this discussion already. Would suggest that they come to the Selectmen to discuss their plans. Ted Vallieres will have Barbara McCann get in touch with the Cemetery Trustees to see if they can attend a Selectmen's meeting to discuss their plans, etc.

Town Clerk:

Linda Landry, Town Clerk, suggested they contact Jim Michaud, Computer Technician, to see what is available through the Town Offices. If they are plotting the cemeteries, this information would be beneficial to the rest of the Town Offices, etc. If the program is only on the Cemetery Trustees laptop and it became corrupted or destroyed in some way, no one would have access to it and we would lose all the information. Should be able to put the information on the Town Server.

Police Chief Contract:

Ted Vallieres reported that during the process of looking at the Police Chief's contract regarding the 45 hour work week, he discovered that according to the contract, the Town should be paying 50% of the 80% for Health coverage which the Town offers its employees. Instead, we are paying 50% of 100% of the bill for Health coverage. (The Town is paying a Stipend of \$942/month instead of \$753.98).

It was suggested that the Board of Selectmen talk with the Police Chief regarding this issue at the same time they discuss the time sheets, etc.

Mileage/Fuel Logs:

Ted Vallieres suggested that all Town vehicles maintain a fuel log showing the quantity of fuel used, the date the fuel was put in, and the mileage at the time of fueling. At this point, both the Fire Department and probably the Police Department are already doing some sort of fuel log.

MOTION:

Ted Vallieres made a motion that all Town vehicles will have a fuel log showing the quantity of fuel used, the date the fuel was put in, and the mileage at the time of fueling. Ron Wanner seconded the motion.

Discussion:

It was asked if Town would be providing a log book. Should be a standard log book for all departments. Will this log be turned in to the Town Offices on a regular basis or stay with the vehicle. At this point, the Fire Department fuel logs go to the Fire Chief. Each vehicle is assigned a fuel key which is kept in the vehicle.

Fred Mullen stated that if a Fire truck is just idling while pumping, etc., it will still be using fuel but will not create mileage. You should take this into consideration when you are analyzing the fuel logs.

It was also noted that Police cruisers are also idling with lights on traffic details and not creating mileage.

MOTION:

Ron Wanner made a motion to table the above motion regarding fuel logs until such time as we have sample logs, etc. 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 at 10:00 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