

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, NOVEMBER 1, 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
Alison Vallieres, Recording Secretary

It was noted that Line Comeau, Town Administrator, was absent due to being on Vacation.

Members of Boards/Committees and Town Officials:

Travis James, Town Hall and Theatre Restoration Committee and Web Site Committee
Linda Landry, Town Clerk
Dan Sklut, Police Chief
Deb Foster, Dunbarton School Board
Patrick Bowne, Transfer Station Manager

Members of the Public:

Mark Landry

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.

APPROVAL OF PREVIOUS MEETING MINUTES (October 25, 2012) :

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the October 25, 2012 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

CIP Plan:

At this point in the meeting, Ron Wanner, Selectman, brought up the fact that Barbara McCann has asked that the Board of Selectmen make a motion if they decide they do not want to update the CIP Plan this year.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen agree that the CIP Plan for this year will not be updated but the Board of Selectmen will review the projects for 2013 included in the municipal and school schedule from the 2012-2017 CIP. Ted Vallieres seconded the motion. The motion passed unanimously.

Cemetery Trustees:

The Board of Selectmen reviewed the e-mail response from the Cemetery Trustees to Barbara McCann regarding the purchase of a laptop computer. The Cemetery Trustees noted they were unable to open the e-mail from Barbara because they did not have the appropriate software.

At this point, Travis James stated that they can download the appropriate software for opening the .xls e-mail free from the internet.

The Board of Selectmen agreed that they would like to have the Cemetery Trustees come in and explain exactly what their needs were, etc. The Board of Selectmen noted the following:

1. The Cemetery Trustees record the sale of cemetery plots in a log book, etc.
2. Several years ago, the Board of Selectmen asked them to check on the interest they were accumulating with the Trustees of the Trust funds. There is now over \$12,000 of interest accumulated in one account. There are certain things that need to be done. Stones are leaning over, corner markers are underground and there are damaged fences. Selectmen would like to know what their plans are.

Ron Boynton - Commercial Hauler:

Ted Vallieres reported that this week Ron Boynton, Commercial Hauler, had come in to the Town Office to find out about bringing a load of trash to the Transfer Station. He was told he could bring it this time but that he should be paying the fine which was assessed for bringing bags from other towns, etc. before he brought any more trash. He asked for the bags and went to the Transfer Station to pick them up. He then paid the \$68.00 fine at the Transfer Station.

LINDA LANDRY, TOWN CLERK:

Ballot Clerks Appointments:

Linda Landry, Town Clerk, reported that all the Ballot Clerks terms were up as of yesterday. The only one that did not want to be renewed was Nancy Sherman. Richard Morin has agreed to be an Alternate Ballot Clerk. Have not heard from Susan Johonnete yet. Selectmen signed the following appointment paperwork for the following Ballot Clerks:

Richard Morin, Alternate Ballot Clerk
 Barbara Wanner, Ballot Clerk
 Eleanor Swindlehurst, Ballot Clerk
 Pamela Milioto, Ballot Clerk
 Diana L. Driscoll, Ballot Clerk

Absentee Ballots:

Reported that we have 120 Absentee Ballots out currently. Still have Monday, November 5 at 5:00 p.m. to receive Absentee Ballots.

Town Clerk Collections:

Reported that revenues for the Town Clerk were up from last year by \$27,000. More people seem to be registering new cars, etc. Also registrations are up.

TRAVIS JAMES, TOWN HALL AND THEATRE RESTORATION COMMITTEE AND WEB SITE COMMITTEE:

Stinson Hill Trail System:

Travis James appeared before the Board of Selectmen and reported that last Sunday they had worked on the Stinson Hill Trail System. Have gone through about half of it so far. Someone has pulled the bound out of the ground. There is a lawn created on the trail at this point. It is about 3/4 of a mile to the Brown Forest. The trail goes from the Brown property to Williams Court onto Stinson Drive and into the Winslow Town Forest. We want to connect it to Clough State Park.

DEB FOSTER, SCHOOL BOARD:

Deb Foster, School Board, appeared before the Board of Selectmen to discuss the time line for getting the school portion into the Town Report. She presented a time line for the school as follows:

Time Line:

February 5, 2013	Posting notice date for the February 12, 2013 Budget Hearing (7 clear days before the 2/12/13 Budget Hearing Date)
February 12, 2013	Budget Hearing Date (may hold additional budget hearings earlier or later with a 7 day notice) (2/12/2013 = 32 days before the 3/16/2013 School District Meeting)
February 19, 2013 (snow date)	Budget Hearing Snow Date (2/19/2013 = 25 days before the 3/16/2013 School District Meeting Date)
March 1, 2013	Last day to post warrant and budget form for annual meeting (14 days before the 3/16/2013 School District Meeting)
March 8, 2013	Annual report to voters, if applicable (at least one week before School District Meeting)
March 16, 2013	School District Meeting Day @ 1:00 p.m.

Deb Foster stated she had received Line Comeau's Time Line for the Town Report and it stated that reports must be in by February 11, 2013. This would be impossible as the meeting is not scheduled until February 12, 2013. The best we could do would be get them to the Town Offices by February 13, 2013. There is always the possibility of a snow storm cancellation which will throw the whole schedule off. The School District Meeting is being held the week AFTER Town Meeting instead of the usual week before. This complicates the whole situation.

It was noted that Town Meeting/Election Day is scheduled for March 12, 2013.

Deb Foster will report back to the School Board to see what can be worked out.

Public Hearing - Bow/Dunbarton-Goffstown-New Boston Agreement Proposal:

Reported that there will be a Public Hearing at the Community Center on Thursday, November 8, 2012 on the AREA Agreements for (Bow and Dunbarton - Goffstown-New Boston) There will be additional Public Hearings before the Budget Hearing. Will be starting work on the budget this coming Wednesday.

Last year the School had to put in a draft budget. We are trying to avoid that this year. We need to have the right warrants in the Town Report this year. There will be many reports because there will be reports from each Committee, etc. These are required by the SAU.

Plaque for Harlan and Betty Ann Noyes at the Community Center:

Reported that they would like to get the Harland and Betty Ann Noyes Plaque up on the Community Center before the end of this year. Will be a bronze/metal plaque which will be permanent. Would like to know how much the Town would like to contribute towards this project.

Selectmen will discuss how much money the Town will contribute and notify Deb Foster.

Mike Underwood - Re Snow Blowing School Walkways:

Les Hammond, Chairman, reported that he had received a telephone call from Mike Underwood who snow blows the school walkways. He stated the children have been throwing rocks onto the walkway which will make it difficult to use the snow blower.

Selectmen noted they would let the Road Agent know about this and see if there is some sort of solution.

Lights at the Rear of the Community Center:

Linda Landry, Town Clerk, stated that when they are coming out of the Community Center after the Election late at night, it is very dark by the back door. Is there a way that the school could keep the outside lights on either all night or very late into the evening?

Deb Foster will check with the School.

DANIEL SKLUT, POLICE CHIEF:

Daniel Sklut, Police Chief, appeared before the Board of Selectmen to discuss the following items:

45 Hour Work Week for Police Chief:

Stated when he took the Police Chief position, 45 hours was listed on the time sheets. He stated it didn't matter to him but he wanted to know if when he took Vacation Time or Sick Time, he was being charged for a nine (9) hour day.

The Selectmen noted there was no mention in his contract of working a 45 hour work week. He is a salaried employee. The Selectmen agreed that Vacation and Sick time was being charged as an eight (8) hour day for all salaried/full-time employees including the Police Chief.

Health Stipend for Police Chief:

The Selectmen noted there had been a miscalculation in the stipend for Health Insurance. The Police Chief has been receiving 50% of 100% of the cost for a family plan instead of 50% of the 80% that the Town pays for employees hired after 2008. This means that he has been overpaid for the Health Stipend since January 2012. Asked the Police Chief what arrangements he could make for repayment to the Town.

Daniel Sklut stated he would prefer that the Town not give him the Stipend until such time as the total amount due the Town is paid back.

Town Office will compute the amount per month that he was overpaid and let him know.

Time Sheets:

Board of Selectmen noted that they were in the process of redoing the Personnel Plan. One of the

items they would like to address would be to have the same time sheet for all Town employees. At this point, the Police Department has a different time sheet than the rest of the Town employees.

Dan Sklut noted he had worked out a proposed time sheet for the Police Department. The Board of Selectmen will try to mesh both time sheets into one that is workable for all employees.

Gift - Tasers:

Police Chief reported that a resident has offered a gift of tasers for the Police Department. This amounts to a gift of \$2,400. Will get the officers trained. The resident will make the check out to the Police Association and they will give them to the Town.

Lockers for Police Department:

Lennie LaMarca has offered the Police Department lockers. Will be doing some renovations downstairs so the lockers can be installed.

Cross Walk by Church:

A citizen has suggested putting a cross walk in front of the church in the center. Every Sunday people cross the highway and a cross walk would be good.

Board of Selectmen noted that because this is a state highway, it would be up to the Department of Transportation to approve, etc.

PATRICK BOWNE, TRANSFER STATION:

Patrick Bowne, Transfer Station, appeared before the Board of Selectmen. The following items were brought up for discussion relating to the Transfer Station:

Brad Jobel - Time Off:

1. Board of Selectmen received a communication from Brad Jobel, Transfer Station employee regarding time off 11/5-12/2012. Stated he asked Patrick Bowne via e-mail on April 1 about having this time off. He has not received an answer to date.
2. Patrick Bowne noted that he had stated that Brad Jobel would have to find someone to cover him on the days off.
3. Brad has noted that he has been able to find coverage for the two Saturdays, 11/3 and 11/10 but unable to find anyone for the other days. The two Saturdays he was able to cover were college students who have Saturdays off.
4. Brad Jobel stated in his letter than another employee was out two days this past week with no coverage.
 - a. Patrick Bowne stated that this employee was out because of illness. He felt this was a different situation than someone taking vacation. Cannot control sickness, etc.
 - b. Patrick Bowne also noted that the Town is not going to pay him overtime to cover Brad's time off. He did not know if Brad had asked Ed Wooten to cover for him or not.
 - c. Patrick Bowne noted that he had planned on making several truck runs this week. In addition, he sets up the Election booths, etc. Also, there is an Operating Committee Meeting he will be attending next Wednesday.

5. Selectmen asked if it would be advisable to have Carl Knapp make the truck runs next week.

Coop Meeting:

1. Patrick Bowne reported that at the last Coop Meeting, they voted to settle the tax issue with the City of Concord. Talked about settling it and how it would be more cost effective than paying thousands of dollars to lawyers, etc.

2. Talking about getting permits for the ash land fill for heavy metals. Coming in with a proposed plan. Wheelabrator has their permits to put a metals recovery system. They will recover it instead of burying.

3. Wheelabrator will not use the ash landfill after 2014. The Coop will close the land fill at that time. Don't know how much more it will cost to do it. They have a lot of our money in the 100 year fund for landfill. Next two years will be very interesting. The Coop has gone out for RFP for trash disposals.

Ron Wanner will attend the meeting on Wednesday. NRRA Meeting got a different take. They are working with the Coop to come up with a plan for 2014. NRRA has some investors who want to do something. They are talking about possibly building on property next to Wheelabrator. Setting up a building where we take our trash after 2014 at a rate per ton. Our present rate is \$66.90/ton. This might be a good number.

Might want to consider "Pay as you throw" program for trash in the future. This would be designed to offset the operating budget. It was suggested that we at least give residents the option instead of making it mandatory.

OTHER BUSINESS:

Milfoil Invoice:

Ted Vallieres brought up the fact that we have received another Milfoil invoice for samples in the amount of \$1,500.

Should check with Amy Smagula regarding this invoice and what it was for before paying.

Town Office - Rugs:

Ted Vallieres noted that they have picked up the old rugs. In the process of testing the new rug which is made specifically for indoors. It was noted the first rugs were for outdoors and were not good for indoors. (They continually crept and were not good for handicapped.)

Ted Vallieres asked the Selectmen if they wanted to go ahead with the purchase of five indoor rugs at a cost of \$144 each.

Selectmen agreed that we should go ahead and purchase the five rugs for \$144.00 plus shipping.

Travis James, Web Site Committee:

Travis James, Web Site Committee, asked the Board of Selectmen if they would write a Disclaimer for the Web Site for the Marketing ad. This would indicate that the Town of Dunbarton does not endorse this ad, etc.

Selectmen advised Travis James as to what they would like and he will go ahead with the disclaimer.

At this point in the meeting, the Town Clerk requested a Non-Public Meeting on a security issue.

MOTION:

Linda Landry made a motion that the Dunbarton Board of Selectmen go into a Non-Public Executive Session to discuss a security issue. Ron Wanner seconded the motion. The motion passed unanimously with the following roll call vote:

**Yes - Hammond
Yes - Wanner
Yes - Vallieres**

The Dunbarton Board of Selectmen reconvened their meeting at 9:50 p.m.

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 9:51 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