

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, NOVEMBER 29, 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:

**Linda Landry, Town Clerk
Jeff Crosby, Road Agent
Dan Sklut, Police Chief**

Members of the Public:

None

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 (November 14 and November 15, 2012) :

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the November 15, 2012 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the November 14, 2012 meeting on the Personnel Plan as written. Les Hammond seconded the motion. The motion passed unanimously.

Revised Time Sheet Discussion:

Dan Sklut, Police Chief, stated the only change he would recommend would be changing Overtime hours to Extra Hours worked because it would not be determined until the end of the week whether the extra hours would be consider overtime or not.

Stated he would also like to see the words "Personal Days" included in the list.

The Board of Selectmen agreed with this change.

Jeff Crosby, Road Agent, stated that on the definitions on the back of the time sheet, it states that Sick days, holidays, vacation time, leaves of absences, and other time off benefits are not counted as "time worked" for

the purposes of overtime. He would like to see the word "holidays" taken out because as it is now, holidays do count towards time worked for the purpose of calculating overtime.

The Board of Selectmen agreed with this change.

Dan Sklut, Police Chief, also stated that the Holidays for the Police Department are defined differently than for the regular town employees. The Police Department instructions take the actual holidays rather than the observed holiday in the event that a Holiday falls on a Saturday or Sunday.

The Board of Selectmen agreed with this change.

Jeff Crosby, Road Agent, suggested that the boxes be made larger and use the entire page, etc.

The Board of Selectmen agreed with this change.

Police Department - Gift:

Dan Sklut, Police Chief, reported that Steven and Cindy Saka had donated money for the purchase of two tasers for the Police Department. The officers will receive training for the tasers. Will issue one to each of the full-time officers. In the future, will purchase a third taser to be shared between the Chief and one of the part-time officers.

It was noted that the Police Chief will send a thank you note to the Saka's.

Payment for Unused Leave Time:

Dan Sklut, Police Chief, stated that he had received a request from one of his full-time officers for payment of 41 hours of leave time on the books. Stated that this has been worked out with the officer and the vacation time will be taken between now and the end of the year.

OTHER BUSINESS:

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

Property Insurance:

Stated that Ron Davies, Insurance Representative for LGC had contacted her and stated he would prefer to speak with one of the Selectmen over the phone regarding the Town's building insurance coverage.

The Board of Selectmen requested that he attend one of the Selectmen's meetings to explain the property insurance, etc.

This was brought about by the problems the Town of Hopkinton is having with trying to collect for a burned Highway garage. In addition, there is a clause within the policy that states the Town cannot take LGC to court if they do not agree with the settlement. It has to be resolved through arbitration which is costly.

In addition, the Board of Selectmen agreed that the Town of Dunbarton should have a private insurance company look at our present policy, etc.

Transfer Station Employment Ad:

Presented a copy of two proposed ads for the Transfer Station, one being an Assistant Manager position. Both positions are part-time.

The Board of Selectmen agreed to place the advertisement for the Assistant Manager position first. Once that is filled, etc. , should place the second ad looking for a Laborer.

Milfoil Contract:

Noted that Amy Smagula, DES, had contacted the Town regarding the Milfoil fees. DES has paid 50% of the \$1,500 fee in the amount of \$750 and are requesting the Town of Dunbarton to pay the other 50% which is \$750.00. This is for the third set of tests.

Warrant Article for Highway Truck:

Jeff Crosby, Road Agent, asked if the Town was planning on preparing a Warrant Article for \$25,000 to be put aside for a Highway truck.

The Board of Selectmen stated they were going to continue to request a Warrant Article for \$25,000 for the Highway truck.

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 8:30 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