

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, DECEMBER 6, 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  
Deb Urella, Welfare Director  
Tim Terragni, Board of Assessors  
Mary LaValley, Board of Assessors  
Bryan Clark, Board of Assessors  
Carrie Letellier, Recreation Committee  
Lynn Marcou, Recreation Committee

**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 29, 2012 and Strategy Meeting, November 29, 2012) :**

**MOTION:**

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the November 29, 2012 meeting as written. Ron Wanner 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 29, 2012 Strategy Meeting on the Personnel Plan as written. Ted Vallieres seconded the motion. The motion passed unanimously.

**WELFARE BUDGET DISCUSSION:**

Deb Urella, Director of Welfare, appeared before the Board of Selectmen to discuss the Welfare upcoming 2013 Budget as follows:

1. Stated that as far as she was concerned, she did not need any increase in her budget due to the fact that she was able to take care of many of the needs of Dunbarton clients through the Salvation Army Program.

2. Noted that she still had approximately \$4,000 left in the Direct Assistance line and did not expect any major expenditures for the month of December.

3. Stated that over the year 2012, she had helped twelve (12) families for a total of 34 people. Also paid out \$1,200 for electric bills over the year. Due to the fact that she works with the Salvation Army Food Pantry, was able to provide 13,800 total meals for clients through the Salvation Army Food Pantry.

4. Based on the above information, she requested that she be given permission to write a check from the 2012 monies to the Salvation Army in the amount of either \$1,000 or \$2,000 to help them with their funding because they are such a help to the Town of Dunbarton in keeping our Welfare Budget down.

The Board of Selectmen noted that as far as the 2012 budget expenditures was concerned, as a Department Head, she could take whatever amount she felt necessary and donate it to the Salvation Army. She did not need the Selectmen's permission to do this.

5. She explained that the Salvation Army does their fund raising for the upcoming year during the Christmas season with the Bell Ringers. The funds are considerably down this year. This is the reason she would like to give funds from Dunbarton to the Salvation Army because they help Dunbarton considerably in keeping the Welfare Budget down.

6. It was suggested that an additional line be added to the Welfare Budget for the Salvation Army and the Direct Assistance line be reduced by whatever amount would be given to the Salvation Army. It was also noted that if need be, the Salvation Army amount could be taken from the Direct Assistance line.

There was considerable discussion about the funding. The end result was the following motion was made:

**MOTION:**

Ted Vallieres made a motion that the Dunbarton Board of Selectmen authorize the Town to write a check in the amount of \$2,000 from the 2012 budget to the Salvation Army. Ron Wanner seconded the motion. The motion passed by a majority vote as follows:

Vallieres - Yes  
Wanner - Yes  
Hammond - No

7. It was noted that the Welfare Budget will remain the same as the previous year with no increases.

**RECREATION COMMITTEE:**

Lynn Marcou and Carrie Letellier, Recreation Committee, appeared before the Board of Selectmen to discuss the Recreation Committee's 2013 Budget as follows:

**Price Quote for Carry Over of 2012 Funds:**

Presented the Board of Selectmen with a copy of a Price Quote from Lowes for materials for Ball Field Improvements in the amount of \$1,457.18.

They stated that Lowes did not stock the required padding that they needed so this was not included in the price quote.

The Board of Selectmen told them that they could order the padding that they need on a credit card and get reimbursed from the town for the purchase. This way it would come out of 2012 funds. They must make sure they do this in the month of December to get it paid from the 2012 budget.

At this point in the discussion, Ted Vallieres stated that the price quote was not considered a legally enforceable contract and did not qualify for carrying funds over into the next year. It must be a Purchase Order and/or a binding contract for the \$1,457.00. He stated he wanted to make sure to protect these two members of the Recreation Committee so they don't find out in 2013 that it was not legal and could not be done, etc.

The Board of Selectmen noted that the Town Administrator could write a Purchase Order to carry over the funds from the 2012 budget.

Alison Vallieres noted that the Town was offered a BMSI Purchase Order Program at no cost to the Town recently and we did not accept it. This was brought about by the fact that the Police Chief had requested a way for Purchase Orders to be written. The decision was made not to take advantage of this program.

**Budget Discussion:**

The Recreation Committee recommended the following breakdown for the 2013 budget:

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Requested</u>
Rec-Basketball	1,000.00	1,200.00
Rec-Softball	500.00	250.00
Rec-Halloween	500.00	100.00
Rec-Christmas	100.00	100.00
Rec-Easter	150.00	150.00
Rec-Excursions	700.00	1,200.00
Rec-Old Home Day	7,950.00	8,000.00
Rec-Memorial Day	800.00	300.00
<b>Total</b>	<b>11,700.00</b>	<b>11,700.00</b>

Noted that they increased Basketball by \$200.00 within the budget due to the fact that they spent \$1,710 this year.

Reduced Softball by \$250 due to the fact that they did not expend any this year.

Left Halloween, Christmas and Easter the same as this year.

Increased Excursions due to comments regarding providing other bus trips in the coming year i.e. Flower Show in Boston, suggestions for Newburyport and Portsmouth. Also considering making a longer trip to Boston. This year they arrived in Boston at 11:00 am and left for home at 4:00 p.m. This did not allow a lot of time.

Are going to try to target more Adult Programs for the coming year as suggested by the Board of Selectmen.

**BOARD OF ASSESSORS BUDGET DISCUSSION:**

Tim Terragni, Chairman, Mary LaValley and Bryan Clark, Board of Assessors, met with the Board of Selectmen to discuss the 2013 proposed budget as follows:

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Requested</u>
Secretary-BOA	732.00	732.00
Administration-BOA	1,568.00	1,568.00
Appraisal Services	10,000.00	25,000.00
Utility Assessor	18,000.00	18,000.00
General Supplies-BOA	--	--
Training-BOA	--	--
Computer Support/BOA	<u>4,750.00</u>	<u>5,000.00</u>
<b>Total</b>	<b>35,050.00</b>	<b>50,350.00</b>

It was noted that they would be submitting a Warrant Article for putting monies aside for a Reval for the 2013 Town Meeting.

Stated that the \$15,000 increase in the budget was for a person to do Assessing duties one day a week in the Town Office. They stated they understood that the Board of Selectmen did not want the Town Administrator doing Assessing duties.

Tim Terragni suggested that Scott Marsh, MRI, would be willing to come in one day a week and do Assessing duties for the Town.

At this point in the meeting, a list of duties that were presently being done by the Town Administrator was presented. (attached)

Les Hammond stated that these were clerical duties and the Town should not be paying \$30.00/hour for these duties to be done. He also stated that the Board of Selectmen did not want the Town Administrator working for the Board of Assessors in doing these duties. Due to the fact that she is presently doing assessing work, things are not getting done in the Town Office.

Tim Terragni asked if the Board of Selectmen had space to provide for a person one day a week in the Town Offices.

Several suggestions were made but no final decision was made as to where the clerical person would work in the Town Offices. One of the suggestions made was that the Board of Assessors consider combining the present Secretary position with this position within the budget, etc.

Board of Selectmen will review the request.

**OTHER BUSINESS:**

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

**Draft Updated Personnel Plan:**

Gave the Board of Selectmen the Draft Updated copy of the Personnel Plan.

**Agenda for December 13, 2012 Selectmen's Meeting:**

Noted that the LGC representative for Property Liability Insurance would be in attendance at 7:00 p.m.

**Budget discussion for the following Departments:**

Jon Wiggin, Fire Department  
 Jeff Crosby, Highway Department  
 Kyle Parker, Building Department (It was noted that Kyle Parker could not attend but would provide budget figures.)

**Agenda for December 20, 2012 Selectmen's Meeting:**

Planning and Zoning,- John Trottier, Ken Swayze  
 Cemetery Trustees  
 Transfer Station, Patrick Bowne

It was noted that Linda Landry, Town Clerk, will try to make the December 20th Budget Discussion with the Town Clerk's budget.

**Agenda for December 27, 2012 Selectmen's Meeting:**

Police Department, Dan Sklut, Police Chief  
 Library, Library Trustees along with a Library Update

**Proposed Updated Time Sheet for Employees:**

Presented a copy of the new updated Time Sheet for Board of Selectmen's review.

Following corrections should be made to the Time Sheet:

1. Noted that the Police Chief had wanted a blank for Extra Hours for Police Department use. (It was suggested that a column marked Extra Hours be included on the form with a noted "Police Department use only".)
2. Personal Days should be listed under Holiday and not at the bottom of the sheet.
3. Other should not include Overtime. Overtime should be removed from Other column.
4. On the back of the form, under Comp Time Used, it should not read "Hours actually worked". It should read "Actual Hours Taken".

**CPI for the Upcoming Year:**

It was noted that the CPI figure of 1.8% which was given to the Department Heads was incorrect. This was taken from the wrong CPI Table and was for the month of October. The CPI to be used will be 3% taken from 2011 year end CPI.

**LINDA LANDRY, TOWN CLERK:**

**Planning Board Appointment - Michael Guiney, Full-time member:**

Linda Landry, Town Clerk, presented the Board of Selectmen paperwork for Mike Guiney, Full-time member of the Dunbarton Planning Board. Selectmen signed appropriate paperwork.

**Ethics Committee:**

**Ethics Committee is scheduling a Meeting for all newly elected and appointed officials to learn about the Dunbarton Ethics Code on Tuesday, December 11, 2012. All members of various Boards and Committees are invited to attend.**

**There being no further business, the meeting adjourned with the following motion:**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn the meeting 9:20 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**