

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, DECEMBER 13, 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

Members of the Public:

Ron Davies, LGC, Insurance Claims Manager
Darleen Simmons, LGC Insurance Representative

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 (December 6, 2012) :

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the December 6, 2012 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

RON DAVIES/DARLEEN SIMMONS, LGC INSURANCE DISCUSSION RE PROPERTY & LIABILITY INSURANCE:

Ron Davies and Darleen Simmons, LGC Representatives, appeared before the Board of Selectmen to discuss the Property Liability Insurance for Dunbarton as follows:

1. Stated that the Town of Dunbarton had just received a check in the amount of \$1,126.29 which is a rebate for overpayment of insurance for the Highway Garage because the valuation was previously \$735,000 and now it is \$435,000. The Town of Dunbarton has been paying for a valuation of \$735,000 for a few years. This was the result of a square footage coding error used for Town Garages. With the help of American Appraisal, they came up with what it should have been valued.

At this point, Ron Wanner, Selectman, stated that one of his questions was "What would happen if the Town Garage in Dunbarton burned down"?.

Ron Davies stated that the Highway garage is covered. The evaluation process is that if the structure which burned is valued over \$100,000, they send a representative from American Appraisal Company. The appraisal representative meets with a contractor/builder which the Town has contacted to determine the cost of rebuilding the same size and type of structure.

2. Stated that the Town would be paid for replacement value of the same type and size of the structure that burned even if it was insured for \$435,000. The proposed new building must be the same size and of like quality. That is what we would do if the building burned down.

Les Hammond, Chairman, cited a claim a few years ago when the tin ceiling in the Town Hall fell down and the LGC Insurance would only pay for a wall board ceiling and not the tin ceiling. After a few months of discussion, they finally paid. He stated does this mean that if I insure a Porche, I would get paid for a Volkswagon? The Town wants to make sure we will get replacement cost for whatever the claim is for.

Ron Davies stated he was not with LGC at that time and could not speak to that claim.

Selectmen asked what happens if the Appraiser and the Builder do not agree on the replacement cost?

Ron Davies noted there is a clause that there would be an arbitration process.

Board of Selectmen stated they would hope the Builder would prevail in this instance.

3. Ron Davies stated that they try to get American Appraisal to reappraise properties every five years. It was noted that the Town is required to have a Reval every five years.

Selectmen asked what the situation was with regard to the Town of Hopkinton and their Highway Garage burning, etc.

Ron Davies stated he was not allowed to discuss the Town of Hopkinton's claim at this point.

4. The value of contents was brought up and it was determined that LGC makes a determination on the value. In addition, if the Town lets them know of additional equipment, etc. which is included in the contents, it is added to the value of the contents.

5. It was noted by Ted Vallieres that there is no value of vehicles included on the policy. How is the value of the vehicles determined?

Ron Davies stated that they would be valued on the basis of year, Blue Book, etc.

Selectmen brought up the fact that during the winter, private contractors are allowed to park their vehicles in the Highway Garage so they are ready on a moment's notice for plowing, etc. Are these covered under our policy?

Ron Davies stated that insurance coverage usually follows the vehicle. The Town insurance would not cover the privately owned vehicles even if they were in the garage at the time of the loss.

Ron Wanner asked how does depreciation figure into the building amount?

Ron Davies stated that the cost of replacement of the building at that point in time is the amount that will be paid. The Town has two years to get themselves into a contract for rebuilding with a contractor. He stated that LGC would like to agree with the Town on the cost to replace, etc.

He stated that the rates are staying the same through July 1, 2014. We will get numbers to the Towns before they do budgeting.

JEFF CROSBY, HIGHWAY DEPARTMENT BUDGET:

Jeff Crosby, Road Agent, appeared before the Board of Selectmen to discuss the proposed Highway Budget for the upcoming year as follows:

<u>Account</u>	<u>2012 Budget</u>	<u>2013 Requested</u>
Telephone-Highway	850	800
Supplies-Highway	10,000	10,000
Admin-Highway - Full-Time	39,775	40,975
Admin-Highway-Part-Time	29,000	30,000
Admin-Highway - Overtime	4,225	4,325
Highway Paving & Construction	170,000	246,500
Highway-Other Services	20,000	20,000
Roadside Mowing	6,000	6,000
Uniforms-Highway	1,000	1,000
Mobile Phones-Highway	400	400
Gasoline	2,000	500
Diesel Fuel	15,250	15,000
Dept. Equip & Maint.-Highway	13,000	15,000
Equip Rental-Highway	5,000	8,500
Patching-Highway	2,500	2,500
Culverts/Guardrails	3,000	00
Blasting-Highway	3,000	3,500
Gravel-Highway	--	--
Road Striping	10,000	10,000
Tree Cutting-Highway	10,000	15,000
Crushing Gravel	--	--
Winter-Ind. Contractors	75,000	75,000
Winter-Road Salt	45,000	45,000
Winter-Sand	20,000	20,000
Totals	485,000	570,000

Jeff Crosby, Road Agent, noted the following with regard to the Highway Department proposed budget:

1. Stated that he had increased the Highway Paving & Construction line by \$85,000.
2. The \$85,000 increase was \$50,000 - \$60,000 for replacing Stark Bridge. Felt this was one of the most important projects within his budget. Because Stark Bridge is now closed, it isolates that part of Town if there is an emergency situation on Route 77, etc. In addition, the Town would be using the bridge for access from the Town pit and hauling sand. In addition, it would make snow plowing a lot better. We would be able to cut down Ray Road to get to the Highway Garage.

Ron Wanner asked if we needed permission from the State to replace Stark Bridge.

3. The remainder would be for three culverts which need to be replaced next year one of which is Armand's Way Culvert of which the bottom is completely rusted out, Even though this is a fairly new subdivision, this was built according to the Planning Board's criteria at that time. Now we require concrete culverts and do not allow metal culverts. Would like to get this culvert replaced before it collapses.

One of the other culverts is on Twist Hill Road by Leo Cheimel's home. It is rusted out around the pipe. We were able to repair it to get by for a while but it should be replaced.

At some point in time, we should be working on the culverts by Linda Landry's house. It has overflowed onto the road several years in a row. This is a double culvert.

3. Holmes Road needs some repairs. At this point, there are 6-8" ruts in the road. Town needs to decide what should be done. There is some material from Holmes Road that could be used in repairing Burnham Lane/Grapevine Road. In addition, it is in the vicinity. He would plan to work on the two projects together.

4. Are planning to do some road repairs to Grapevine Road from Burnham Lane to the power lines. There is only one culvert for this section.

Les Hammond noted that this might require Wetland Permits, etc.

Ted Vallieres stated that he thought the Town would be preparing a Warrant Article for the replacement of Stark Bridge instead of putting it into the budget. He also stated that he noticed over the years that the Highway Budget had not increased. In addition, in the past it used to be more than it is now. Asked if this amount of increase would be enough to do essential maintenance that is planned and needed. Should it be increased more?

Jeff Crosby stated he felt that this increase would be sufficient to do the projects he would like completed for the coming year. He stated we can't do everything in one year. In addition, there are several development roads which should be resurfaced i.e. Old Fort Estates, Old Hopkinton Road and Flintlock Farm Road. The price of asphalt has more than doubled over the years. These roads should at least have a "wear coat" put on them. Have done crack sealing to try to preserve these roads i.e. Old Fort Estates, Alexander Road, Gorham Pond Road and Montalona Road. This has been successful.

Jeff Crosby also noted that the Town would be having a Warrant Article for putting aside \$25,000 for a new Highway vehicle in the future.

The Selectmen agreed that they would prefer the replacement of Stark Bridge be included within the Highway Department budget.

At this point in the meeting, Les Hammond, Chairman, asked which Selectmen would be presenting the budget at Town Meeting. Selectmen agreed that Les Hammond would be presenting the budget at Town Meeting. Les Hammond stated that he would make it very clear at the Town Meeting with regard to the Highway Department budget increase that it was for replacement of Stark Bridge and culvert replacements, etc.

5. Selectmen noted it was unfortunate that the Highway budget had been reduced considerably in past years. Jeff Crosby noted that when he took over as Road Agent, the Highway budget was \$373,000 the first year. It has slowly worked back up to \$485,000. Would come back with the same budget next year as this year. Would try to keep it at a level funding in the future.

BUILDING DEPARTMENT BUDGET DISCUSSION:

Line Comeau, Town Administrator, stated she had spoken with Kyle Parker, Building Inspector, and had worked out the following budget for the Building Department:

<u>Account</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>
Secretary-Building Inspection	41,640	47,039.97

Salary @ \$19.38/hour = \$40,319.97; temp help @ \$240/day x 2 days a week for 3 months (through March 29, 2013) = \$6,720.00

Secretary-Overtime	2,286	2,346
Admin.Building Inspector	12,452	12,826
Supplies/BI	5,000	4,000
Training/BI	540	500
BOCA Dues	155	155
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Totals	59,575	66,866

Noted this included the 3% raise for Kyle, Jon Wiggin and the Secretary.

Line Comeau stated the Supply line included the following:

Service plan wide copier - \$768.00
Service plan meeting room copier - \$858.95
1 box (2-pack) wide copier paper - \$72.00

At this point in the discussion, the Selectmen noted that the Building Department Secretary was budgeted at a full year salary. In addition, the temp part-time help was budgeted for three months. This appears to be an overlap of services.

The Selectmen reduced the salary line of the Building Department Secretary to \$40,400 so there was no overlap. This would reduce the Building Department Budget total to \$60,271 instead of \$66,866.

OTHER BUSINESS:

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

Revised Time Sheet:

Presented a copy of the revised Time Sheet for review before printing. Selectmen reviewed it and the following comments and corrections were suggested:

It was noted that on the back of the time sheet, Special Detail was listed twice. It should only be listed under Comp Time Used.

The Time Sheet will be corrected and reproduced and put into effect for January 1, 2013.

Revisions to Personnel Plan:

Stated that she had recently passed out the updated Personnel Plan to the Selectmen for their review.

Selectmen noted they had not finished reviewing their draft plan at this point.

Building Department Coverage:

Line Comeau reported that Kyle Parker, Building Inspector, had recently agreed to change his work schedule to Mondays and Thursdays. This leaves only Wednesday that no one is in the Building Department. The schedule for the Building Department will be as follows:

Monday 7 - 2 p.m. - Kyle Parker
Tuesday 8 - 4 p.m.- Steve
Wednesday a.m. - Possibly Jon Wiggin
Thursday 7 - 2 p.m. - Kyle Parker
Friday 8 - 4 p.m. - Steve

At this point, Les Hammond suggested that possibly Jon Wiggin would be able to cover a few hours in the morning on Wednesdays. Line Comeau will contact Jon Wiggin re this schedule.

It was also suggested that a message be put on the telephone system re the Building Department hours. In addition, it should be put on the Dunbarton Web Site and on the door.

Upcoming Selectmen's Meeting - Departments Budget Discussion:

Noted that the December 20, 2012 Selectmen's Meeting will include the following Departments:

Planning and Zoning
Police Department
Cemetery Trustees
Transfer Station
Town Clerk

East Cemetery Damage:

Selectmen noted there had been damage done at the East Cemetery. The fence is broken but there appears to be no damage to any head stones.

LINDA LANDRY, TOWN CLERK:

Linda Landry, Town Clerk, reported the following:

Flag at Town Hall in front of Library:

Stated that she had recently spoken with Gary MacCubbin and he had agreed that he would take care of putting the flag up and down and at half mast when required.

In addition, she noted that according to flag regulations, if the flag is flying at night, it should have lights directed onto it. It does not appear that this is happening.

Town Office Parking Lot:

Jeff Crosby, Road Agent, noted that Gary MacCubbin should be reminded that the Town Office Parking lot is not an overflow parking area for the apartments. It is especially important during the winter season when snow plowing occurs, etc.

Snow Blowing at the School:

Ted Vallieres asked if the arrangements had been made with Mike Underwood for snow blowing the walkways at the Elementary School.

Jeff Crosby stated that he will contact Mike Underwood and get the snow blower up to the School shed prior to the storm this coming weekend.

At this point in the meeting, Les Hammond, Chairman, asked Jeff Crosby and Linda Landry to leave the meeting room.

Les Hammond, Chairman, stated that he wanted to reprimand Line Comeau, Town Administrator, for the following issues which occurred this past week. He stated he wanted his comments to go on the record of this meeting and be put in Line Comeau's Personnel File.

CPI:

Les Hammond stated that Line Comeau, Town Administrator, had provided the wrong figure for the CPI for the 2012 budget year. In addition, she had also provided the wrong figure for the CPI for the 2013 budget process for Departments to use in computing their budgets for the coming year. The figure given was 1.8% when, in fact, it should have been 3%.

Line Comeau stated she did not understand. She stated that the final yearly figure is not available until January 15 of the following year. Because of this, she used the figure from October 2011.

Joint Loss Committee Meeting:

Les Hammond stated that this past week, there was a problem with the Joint Loss Committee Meeting in that the notice was not sent out to the members and also the notice was not posted. Once this was determined, Line Comeau set another Joint Loss Meeting for January 2, 2013. He brought it to her attention that this date does not work because the meeting must occur during the fourth quarter. January 2 does not qualify for the fourth quarter. We have already paid a considerable fine because of this problem in the past.

Line Comeau stated that Kyle Parker was Chairman and he was aware of the meeting. Stated she forgot about the notice and was not aware of the upcoming meeting.

Les Hammond stated that he cannot trust anything you tell us. Things have got to be right. You are in the office by yourself. I can't trust you to do the job. You have got to improve.

At this point, Line Comeau asked if she would be allowed to have someone check her figures when she is doing computations, etc

Les Hammond stated yes that was okay but just because you do that, does not mean you can blame the other person for incorrect figures. The final result is your responsibility.

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 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