

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, DECEMBER 20, 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
Patrick Bowne, Transfer Station Manager
John Trottier, Chairman, Zoning Board
George Holt, Co-Chairman, Planning Board
Ken Swayze, Chairman, Planning Board
Brian Pike, Cemetery Trustee
Richard Schaffer, Cemetery Trustee
Doug Domin, Cemetery Trustee
Dan Sklut, Police Chief

Members of the Public:

Pam Sklut

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.

Policy Position:

Ted Vallieres signed on behalf of the Town.

Milfoil Explanation:

Explanation was received regarding Milfoil charges. Selectmen requested that Aquatics Control come and speak to the Board regarding Milfoil Control and charges, etc.

APPROVAL OF PREVIOUS MEETING MINUTES (December 13, 2012) :

Ron Wanner stated he had an amendment to the December 13, 2012 on page 3 of the minutes as follows:

The sentence that refers to the Stark Bridge should read: Asked if we need permission from the Corp of Engineers instead of the State.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the December 13, 2012 meeting as amended above. Ted Vallieres seconded the motion. The motion passed unanimously.

PLANNING AND ZONING PROPOSED 2013 BUDGET:

Ken Swayze, George Holt and John Trottier all appeared before the Board of Selectmen to discuss the Planning and Zoning Proposed Budget as follows:

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Request</u>
Advertising-Planning	500	1,600
Advertising-Zoning	500	1,300
Postage - Planning	150	500
Postage - Zoning	100	500
Supplies-Planning and Zoning	100	250
Fees and Services	3,000	3,000
Mapping	2,500	2 500
Map Viewing-Web	--	1,800
Recording Fees	200	200
Engineering Costs	1,000	--
Planning Consultant	<u>5,500</u>	<u>3,700</u>
Totals	13,550	15,350

The following comments were made with regard to the proposed 2013 budget for Planning and Zoning:

1. \$5,500 for the Planning Consultant was not used this past year because of grants available through Central New Hampshire Regional Planning Commission. It was noted that the Planning Board has been utilizing grants through CTAP monies which are related to the expansion of 93.
2. There is an additional \$1,800 in the Mapping budget line for on-line viewing of property cards and maps, etc. This is a valuable service.
3. It was noted there are still 200 potential building lots out there that could become active if and when the economy turns around. The Golf Course is not longer a project. If things pick up, this could involve Engineering costs, etc. of which are reimbursable but we still need an expense line to charge them to.
4. Noted that the Board of Selectmen have agreed to give a 3% cost of living raise to all employees.
5. It was noted that the Postage and Advertising budget figures are reimbursed by the applicants but they still have to appear in the expense lines. The reimbursement is credited to the Revenue side of the budget.

At this point in the meeting, there was a discussion about the Conservation Commission budget of which is no longer under the Town. Several years ago, it was taken out of the Town Budget.

Conservation Commission:

George Holt, member of the Conservation Commission, stated that they had a very small budget which included \$100 for postage and also covered the \$400 Dam fee for Kimball Pond Dam.

The Selectmen advised Line Comeau, Town Administrator, to include an additional \$100 in the Town Office Postage to cover Conservation Commission postage.

TOWN CLERK PROPOSED 2013 BUDGET DISCUSSION:

Linda Landry, Town Clerk, appeared before the Board of Selectmen to discuss the Town Clerk proposed 2013 Budget as follows:

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Request</u>
Town Clerk	40,120	41,324
Deputy Town Clerk	9,805	10,988
Elec. Admin.-Ballot Services	4,647	1,460
Election Expenses/Meals	1,000	500
Animal Population Control Fees	1,281	1,460
Dog License Fees to State	343	393
Marriage Licenses	1,215	874
Vital Statistics	890	619
Voting Booths & Equipment	955	--
Record Preservation	400	400
Totals	60,256	58,018

Linda Landry, Town Clerk, noted the following with regard to the Town Clerk Budget proposed 2013 Budget:

1. Stated that she had included the 3% CPI in the Town Clerk salary.
2. Noted that the Deputy Town Clerk salary line also included the 3% CPI raise along with 12 hours a week plus coverage for vacation, training, etc. Stated that she has been called for Jury Duty for six weeks starting on January 7, 2013. Based on this information, she budgeted additional time for the Deputy Town Clerk for coverage.
3. Stated she will plan to close the Town Clerk's Office on Mondays. Because the Deputy Town Clerk does not want to work a lot of hours, Linda Landry will come in on Tuesday and Thursday evenings for the period of time she is on Jury Duty. The extra cost for the Deputy Town Clerk for Jury Duty coverage is \$771.00 which is included in the 2013 request.
4. Stated she is needing more help beyond what Denise is able to work. Denise is still in training. Would like to be able to utilize the person whom the Assessing will be using for 8 hours a weeks for Town Clerk work with preservation and any other things the Department will need.
5. Was suggested that the salary of the new position be the same as the Deputy Town Clerk/ \$14.27/hour. Would include the 8 hours a week for this position within the Town Clerk budget. Cost would be _____.
6. The Selectmen discussed the logistics of having a person and having their salary charged to three or four different accounts on a weekly basis. It was suggested that the position be within the Executive Section of the Budget.
7. With regard to the Elec. Admin. - Ballot Services, Linda Landry stated this includes Fred Mullen, Town Moderator, Ballot Clerks, three Supervisors of the Check List and Patrick Bowne, for the setup with a helper for a total of \$1,226. Previously had discussed paying Lee Mullen and some of the Ballot Clerks for a total of \$234.00 which brings the total up to \$1,460.
8. With regard to Election Expenses/Meals, she recently received a communication from Melissa Maille that the cost for providing lunches for the election would be increasing from \$250 to \$500. Asked the Selectmen what they would like to do. Could bring in a coffee pot with doughnuts, etc. and do pizza takeout and/or sandwiches. Would suggest asking if an organization within Town would like to cater the election, etc. Whomever does it, must be approved to work in the Kitchen.

9. Animal population has increased, so have increased the budget accordingly for dog licenses.

10. Marriage licenses and vital records have decreased slightly so budget is reduced accordingly.

11. Voting booths and Equipment has been reduced to zero because we have all the booths we need, etc. Stated that the Supervisors of the Checklist need a four drawer file. It was noted the cost was about \$400.

The Board of Selectmen agreed that \$400 would be included within the Town Office Supply line to cover to cost of the file for the Supervisors of the Checklist.

12. Recently expended \$30.00 for a shelf for the Hadley Tucker Collection, \$350 for an order from Gaylord and would like to spend \$200 for preservation of microfesh film onto a CD. There was considerable discussion regarding preservation and microfesh and the best way to do it. Once it is on the CD, it still is not researchable except by going page by page.

13. Noted that income for the Town Clerk is up by \$21,500 for the same time as last year. People are buying new cars because of great promotions, etc.

14. Stated that she got married in July of this year. Would like to be able to put her husband on her Health Policy. She stated that she has worked for the Town since 1996 and became full-time in 2007. Under the current Personnel Plan, the Town pays 100% for her Health benefits and 80% of her husband's. She would like to be able to have the Town pay 100% of her husband's Health Benefit in return for the cost of mileage for her traveling to the bank three times a week, etc.

It was noted that the cost of the two person Health Plan was \$1,510 which would mean her husband's plan would be \$755/month of which the Town would pay 80% or \$604 requiring Linda Landry to pay the remaining \$151.00/month to cover her husband.

She stated if the Board of Selectmen agreed to this, there would not be setting a precedent for paying mileage for her traveling to the bank.

The Board of Selectmen noted that there are other Elected Officials who travel to the bank with no mileage reimbursement i.e. Town Treasurer and Tax Collector. This would not be fair to them. At the time the position was taken, these were the conditions. The Selectmen agreed that this was part of the job and should not be considered with Health benefits.

The Board of Selectmen agreed that was part of the position and reached a consensus of the Board of Selectmen that they would not agree with the Town paying for 100% of her husband's Health benefits because it was in direct conflict with the Personnel Plan.

15. Stated that based on the fact that the Board of Selectmen did not agree with paying of her husband's Health benefits, she would like to bring it to their attention that in the Personnel Plan there is a section regarding working above and beyond. Would like to be considered for meritous service.

16. At this point in the discussion, Linda Landry, Town Clerk, stated that over the past year, she has had a new Deputy Town Clerk, and four Elections. Due to this, she has been unable to take her allotted Vacation Days. She would like to Board of Selectmen to give her permission to carry over five days into the next year. She would not expect to be paid for them but will plan on taking them in the 2013 year.

Les Hammond stated he felt there were extenuating circumstances in this case, and would be in favor of allowing her to carry over five days into the next year.

Ron Wanner stated he did not have a problem with carrying over the five days into the next year.

Ted Vallieres stated he knows that she is an elected official but isn't she supposed to complete leave slips when she takes leave. He noted he had not seen any slips. Linda Landry stated she completes a form and gives it to the Payroll Clerk whenever she takes leave.

The Board of Selectmen reached a consensus to allow Linda Landry, Town Clerk to carry forward five days vacation into the 2013 year.

OTHER BUSINESS:

Grant - Radios for Police Department:

At this point in the meeting, Dan Sklut, Police Chief, requested that the Board of Selectmen sign a request for a Grant for radios for the Police Department. The Grant was in the amount of \$2,100.

Board of Selectmen signed the Grant request.

Vacation Time Carry-over:

Dan Sklut, Police Chief, asked the Board of Selectmen permission to carry over two days Vacation time into the next year. He stated he has been trying to take it one day at a time but has not been able to use all his Vacation time.

The Board of Selectmen reached a consensus to allow Dan Sklut, Police Chief, to carry forward two days Vacation time into the 2013 year.

CEMETERY TRUSTEES PROPOSED 2013 BUDGET:

Richard Schaffer, Brian Pike and Doug Domin, Cemetery Trustees, appeared before the Board of Selectmen to present the 2013 budget for the Cemetery:

The Board of Selectmen noted there still was \$7,000 remaining in the Cemetery Budget. At this point, Line Comeau, Town Administrator, stated that the Trustees had just given her an invoice in the amount of \$4,500 from GTI for tree cutting at Pages Corner Cemetery and another invoice from the lawn mowing contractor in the amount of \$1,450.

The Board of Selectmen asked what had happened at the East Cemetery. Brian Pike stated that they did not know. Have checked it out and could not determine what had happened. They have a quote from American Fence in the amount of \$904. They are also planning to replace some of the posts on the fence on the east side of the Pages Corner Cemetery with any remaining monies.

Ted Vallieres asked what the situation was with regard to the Trust Funds for perpetual care and why they have not been used in the past four or five years. There now is \$16,000 in the fund which should be used for cemetery maintenance, etc. This is a fairly easy process to get the money.

Richard Schaffer stated that you have to divide the total number of graves, including vacant ones, by an amount, etc. to come out to a cost per grave.

The Cemetery Trustees asked what the ownership of Stark Cemetery was. Alison Vallieres stated that the New Hampshire Historical Society gave it to the Dunbarton Historical Society to maintain. It is not town owned or maintained. It is a private cemetery.

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Request</u>
Cemetery Maintenance	9,000	9,000
Cemetery Improvements	3,000	3,000
Monument Repair	250	250
Corner Stones-Cemetery	1,000	1,000
Fence Repair/Cemetery	1,000	1,000
Mapping Services/Cemetery	500	500
Supplies/Cemetery	150	150
Loam/Cemetery	100	100
Hearse & House Maint.	500	500
Totals	15,500	15,500

TRANSFER STATION PROPOSED 203 BUDGET DISCUSSION:

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to discuss the proposed Transfer Station Budget for 2013 as follows:

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Request</u>	
Admin-Solid Waste-Full-time	42,339	43,609	Includes 3% CPI
Admin-Solid Waste-Part-time	42,843	52,137	Includes 3% plus Assist. Manager PT
Solid Waste Admin Full-time OT	500	--	Omitted all overtime
Equip. Rental Fees	250	150	Reduced by Walk Behind Mower Rental
Training/Solid Waste	350	500	Up by \$150 due /Weigh Master Seminar
Sub-Contractor Services	1,000	750	Down from last year
Supplies-Trans. Station	2,500	2,500	Same
Dept. Equip. Maint.	8,600	9,000	Up \$400/Boxes need repair
Telephone-Trans. Station	660	665	Up \$5
Uniform-Trans. Station	3,000	3,800	Up to provide Safety Shoes for all
Mobile Phone-Trans. Station	375	375	Same
Fuel Costs	9,000	8,000	Down, exact gallons X current price
Ash & Lab Testing	250	250	Same
Fees & Services-Trans. Station	300	368	Up \$60/Batteries for Security System
Incineration	58,850	58,651	878 Tons X \$68 =
C&D Removal	9,600	8,320	130 Tons Demo
Hazardous Waste Collection	5,000	4,500	Down \$500 past year
Recycling Costs	6,400	7,600	Up/Bulbs/Ballast bulbs
Dues-NRRA	129	138	Determined by Census
Totals	191,946	201,313	

Coop Representatives:

At this point in the meeting, Ron Wanner suggested that the Cooperative Representative remain as it is. Once there is another Selectmen in March, could get someone new on board.

OTHER BUSINESS:

Line Comeau, Town Administrator, brought up the following issues for discussion or comment:

Replacement Printer for Tax Collector:

Requested permission from the Board of Selectmen to replace the printer for the Tax Collector. Estimated cost will be between \$200 - \$350.

Selectmen agreed that the printer needs to be replaced and the monies should be taken out of the Office Equipment.

Agenda for December 27, 2012:

Noted the following Departments would be in to discuss their proposed 2013 budgets:

Library
Police Department
Fire Department
Financial
Revenues

Revised Time Sheet:

Ted Vallieres stated that it was recently brought to his attention by one of the Department Heads that the wording on the back of the revised Time Sheet under Overtime was incorrect. The time sheet states as follows:

"Under the current personnel plan "holiday" IS considered overtime."

This is incorrect. After discussion, the Selectmen determined to take out the entire sentence. Time sheets should be revised accordingly and put a date on the form.

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