

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, DECEMBER 27, 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:

Tiffany Dodd, Library Trustee
Gregg Arce, Library Trustee
Jon Wiggin, Fire Chief
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 (December 20, 2012) :

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the December 20, 2012 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously

Line Comeau, Town Administrator, asked for clarification on the Town Clerk's Budget regarding Record Preservation. It was established that the figure for Record Preservation should be \$700.00.

LIBRARY PROPOSED 2012 BUDGET:

Tiffany Dodd and Gregg Arce, Library Trustees, appeared before the Board to present the proposed 2013 budget to the Board of Selectmen as follows:

INCOME:	<u>2012</u>	<u>2013</u>	<u>Notes</u>
Town Appropriation	88,435	90,811	
Fines	1,300	1,374	
Fundraising	1,200	1,000	
Equipment Income	150	150	
Donations	200	200	
Book Sales	50	50	
Grant Income	200	300	
Interest Income	300	500	
Miscellaneous	300	300	
Total	92,135	94,485	

EXPENSES:	<u>2012</u>	<u>2013</u>	<u>Notes</u>
Bookkeeper	1,200	1,200	\$100/month
Salaries	65,800	67,200	2% Raise
Books	8,700	8,600	Decrease
Periodicals	800	700	Deleted titles to reduce expense
Audiovisual	4,300	5,000	Overdrive-increase service cost
Building Maintenance	700	700	Security/fire monitoring
Computers	400	1,500	Equip.Replacement/maintenance
Apollo software	400	900	Billed quarterly
Apollo software conversion	800	-	One time fee
Fundraising Costs	800	900	Increase to increase revenue
Internet	1,000	1,000	No increase
Programs	3,300	3,200	Includes museum pass \$500
Supplies & Equipment	2,200	2,200	No increase
Telephone	485	485	No increase
Professional Fees	650	600	Decrease
Miscellaneous	700	300	Decrease-promotion,postage, etc
Total	92,135	94,485	2.2% increase

Board of Selectmen Discussion:

1. Les Hammond, Chairman, stated that the Board of Selectmen had decided to give employees a 3% CPI Raise. The Library Trustees stated they gave the Library employees a 2% raise last year and the Town gave the Town employees a 1.5% raise. Library Committee that works on salaries will consider changing the percentage to the same as the Town.
2. Ted Vallieres noted that with regard to Fundraising, they spent \$900 to make \$1,000. Did not feel this is cost effective. Library Trustees noted that the cost for producing the calendar which is their major fund raiser went up considerably this year. Therefore, the calendar is not as profitable this year as in the past.
3. Trustees noted that Andrea Douglas works very hard on programs in getting the best price possible.
4. Trustees noted there will be an Open House on Monday, January 7, 2013 at 6:30 p.m. at which all Town Officials, etc. are invited.

POLICE DEPARTMENT PROPOSED 2013 BUDGET:

Dan Sklut, Police Chief, appeared before the Board of Selectmen to present the proposed 2013 Police budget as follows:

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	<u>Note</u>
Crime Control-Full Time	168,012	178,568	Increase 9,070
Crime Control-Part Time	29,155	48,122	Increase 16,288
Secretary-Police Dept.	29,412	35,859	Increase 5,828 (PT to Full-time)
Vehicle Lease	6,000	6,000	0 change
Supplies/Expense	4,500	4,500	0 change
Training-Police	5,500	4,000	Decrease 1,500
Prosecution Fees	7,762	7,994	Increase 232
Computer Hardware	3,500	3,500	0 change
Gasoline - Police	16,000	13,000	Decrease 3,000
Police Dispatch	21,041	23,000	Increase 1,959 (Contractual)
Computer Software	00	900	Increase \$900 (Microsoft 2010)
Education Cost -COP	00	4,089	Increase 4,089
IMC Contract - Police	4,200	4,200	0 change
Physical Plant - Police	450	450	0 change
Telephone	5,000	5,000	0 change
Vehicle Maint.-Police	4,500	4,500	0 change
Dept. Equipment-Police	2,000	2,000	0 change
Fees & Services-Police	1,200	1,200	0 change
Radio Repair - Police	550	550	0 change
Crime Prevention - Police	300	300	0 change
Uniforms - Police	3,000	4,500	Increase 1,500 Officer Equip.
Accreditation - Police	2,500	2,365	Decrease 135 (\$50 if not funded)
Criminalistics - Police	250	250	0 change
Totals	319,616	354,847	Increase \$35,230

Explanations re Police Budget from Police Chief:

1. Stated he would like to propose a Step Wage Scale for Police Officers. (attached) This would encourage full-time officers to stay.

2. Would like to increase the Crime Control Part Time budget line to cover part-time officers for Holidays and Friday and Saturday evenings. Would increase by 688 hours.

3. Have added \$2,000 in overtime for full-time officers.

4. Will include a step increase system along with a cost of living increase.

Board of Selectmen noted that if we did this, we should consider doing it Town-wide and not just the Police Department.

5. Would propose making the Part-time Secretary a Full-time Secretary. Realizes there are other costs involved such as Health Insurance, etc. that do not come out of the Police Department budget line. Would increase the number of hours worked from 34.5 to 40 hours a week. This would be an increase of \$12,068.

6. On the Training and Accreditation budget line, there is a decrease of \$1,500. Costs for maintaining this Accreditation is \$3,470/year. Would rather put this money towards wages or equipment. Every three years, they do an onsite inspection at a cost of \$5,500. Large towns can absorb the costs but we are a small town. The cost is upwards of \$10,000. We get a Certificate of Accreditation. Insurance companies will offer discounts, etc. LGC will offer a \$5,000 grant but that is all. If the Town goes ahead with Accreditation, it will cost \$2,365.

7. Have increased Education Costs by \$4,089 to accommodate the two full-time officers. We will pay up to 50% of the costs of Education. According to the Personnel Plan, has to be approved by the Board of Selectmen and the Police Chief.

8. Computer Software increase is because our software is not compatible with what the Town Office uses. Price of \$3,500 is for four licenses of Microsoft Office 2010.

Board of Selectmen suggested that the Police Chief contact Jim Michaud, Computer Technician for the Town, to see what he would recommend, etc.

9. Police Chief asked what the process was for the CIP. Selectmen noted that in September/October of each year, a group gets together and plans for upcoming large expenditure items and proposes dates, etc. along with how it will affect the Tax Rate. This year, the Committee did not meet. They merely brought all items forward into the next year. In September/October of 2013, they will be working on the 2014 CIP.

10. Police Chief asked about possible tuition reimbursement for Jackie Pelletier, who has been taking courses. She has stated that there was some sort of verbal agreement regarding reimbursement but there is no money within the Police Budget for this. Asked if it were possible to give her some reimbursement from the 2012 budget once all invoices are paid, etc.

The Board of Selectmen noted that they would have to see the paperwork along with any information about the courses taken, etc. before they could make a determination as to reimbursement.

Les Hammond, Chairman, stated he was not a big fan of paying employees education.

The Board of Selectmen noted that this stipulation is within the Personnel Plan.

10. Discussion regarding payment of 2012 invoices and what the deadline should be.

The Board of Selectmen determined that no old year bills will be paid after January 15, 2013. Line Comeau, Town Administrator, was instructed to send a memo to all Departments to get all 2012 invoices in by Monday, January 14, 2013.

FIRE DEPARTMENT PROPOSED 20113 BUDGET:

Jon Wiggin, Fire Chief, appeared before the Board of Selectmen to present the Fire Department budget for 2013 as follows:

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	<u>Notes</u>
Administration-Part Time	11,926	12,284	Up \$358 - 3% raise
Administration-Fire Chief	3,000	3,090	Up \$90 - 3%
Forest Fire Fighting	1,000	1,000	Same
Training-Fire Dept	3,500	3,500	Same
Mutual Aid Compact	23,046	25,108	Up \$1938
Gasoline	500	750	Up \$250
Diesel Fuel	2,600	2,800	Up \$200
Office Supplies	500	500	Same
Fire Station Supplies	400	400	Same
Telephone	1,000	1,000	Same
Mobile Phone	850	1,500	Up \$650 (Hospital paid in past)
Dept. Equip. Maint.	10,000	10,000	Same
Dues/Fire Dept.	800	500	Down \$300 (cancelled Subscript)
Pagers	--	--	
Fees & Services	1,000	1,000	Same

Protection Equipment	10,000	10,000	Same
Subscriptions	300	300	Same
Fire Prevention	750	900	Up \$150 (cost of material incre.)
Dry Hydrant Repairs	500	750	Up \$250
Med/Ambulance Expenses	3,000	3,000	Same
Paramedic Intercepts	2,000	2,200	Increase \$200
Totals	77,672	81,582	Increase \$3,910

OTHER BUSINESS:

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

1. Rooms and Meals Monies have been deposited in the amount of \$123,301.35. Revenue estimate was \$130,000.
2. Have ordered new printer for the Tax Collector at a cost of \$599.00. Same printer as the Town Clerk so print cartridges will be compatible.
3. Have sent letter to all Departments regarding Annual Reports due for Town Report.
4. Received a communication from Deb Foster, School Board, regarding help with the layout for the Town report.
5. Next week Selectmen's Meeting Agenda as follows:
 - a. Tim Terragni, Board of Assessors, to discuss information from MRI, etc.
 - b. Mike Guiney, re proof that ROW doesn't exist, etc.
 - c. Joe Luska re road issues

At this point, the Board of Selectmen stated that they had made it clear to the Board of Assessors that they were not in favor of hiring MRI to do the assessing clerical work.

Salary Increases:

At this point in the meeting, Les Hammond, Chairman, stated he would like to work on getting employees salaries up to a point where they should be. Would suggest starting with the Town Clerk this year. Would recommend increasing the Town Clerk's salary by \$7,500 to accommodate the extra duties and transportation costs, etc. There are other positions within the Town that should also be brought up to a higher salary range.

At this point in the meeting, Ron Wanner stated that if we were to do this, he would suggest doing all positions at one time and not increase one at a time. Felt this would cause issues with other employees, etc.

It was also noted that any raises or changes for Elected Officials should go through the Voting Body i.e. Town Meeting, etc. to be voted upon.

It was stated that the Selectmen could possibly set aside monies to be divided among the employees that the Board of Selectmen feel deserve an increase in salary instead of just picking one employee, etc.

The Board of Selectmen also noted that if a Step Increase is instituted for the Police Department, it should be for all employees of the Town.

Personnel Plan:

The date of Thursday, January 3, 2013 at 6:00 p.m. was set for the final review of the Personnel Plan prior to submitting it to employees for comments, etc.

January 10, 2013 Board of Selectmen's Meeting:

Aquatics Company will be attending Board of Selectmen's Meeting to explain Milfoil samplings and cost.

Property Liability Insurance:

Ted Vallieres asked if the other two members of the Board of Selectmen were happy with the explanation which the LGC representatives gave regarding the Town's property liability insurance. He stated that if he understood them right, if a building burned to the ground, they would send an appraiser along with the Town's representative (building contractor) and they would agree on a cost of replacement to be paid to the Town. If the Town did not agree with the amount, the Town's only option would be to go to arbitration which is a cost.

Both Ron Wanner and Les Hammond stated they were satisfied with the explanation of the insurance from LGC as presented.

Gas/Diesel Accounts:

Ted Vallieres reported that he had received a telephone call from Patrick Bowne, Transfer Station Manager, regarding diesel charges to the Transfer Station account. He stated he has been watching his accounts very carefully and had estimated diesel charges for December for the Transfer Station to be in the vicinity of \$700. He found out that he was being charged \$1,400 for diesel. This will make his budget go over. Would like an explanation as to why this is happening. Patrick Bowne knows that he did not use \$1,400 worth of diesel.

Line Comeau, Town Administrator, stated that she is calculating the fuel charges as determined by the auditors.

The Board of Selectmen will look into the reason for this and determine if the calculations are accurate.

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 9:45 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