

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JANUARY 3, 2013
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:

Tim Terragni, Chairman, Board of Assessors
Jeff Crosby, Road Agent

Members of the Public:

Mike Guiney

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 27, 2012) :

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the December 27, 2012 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously

TIM TERRAGNI, BOARD OF ASSESSORS: RE PART TIME STAFF:

Tim Terragni, Chairman, Board of Assessors, appeared before the Board of Selectmen to discuss putting an employment ad in the paper ASAP re the Part-time Assessing Clerk. The proposed ad would read as follows:

"The Town of Dunbarton NH is seeking a part-time assessing clerk (3 to 4 days/month) to provide administrative support to the tax assessing office. Applicants must have experience with Vision appraisal software and be good with the public. Accuracy and efficiency are a must. In addition to some clerical tasks, familiarity with Property Deeds, Tax Maps, Current Use, Veterans and Elderly Exemptions, Excavation and Yield Taxes, Abatements, Conservation Restrictions, Discretionary Easements and other assessing issues are a plus. There are no benefits offered with this position. Position is expected to be available starting in April 2013. Wage is dependent on qualifications and applicants should submit pay requirements along with their resume to _____. Responses will be accepted until _____."

The Town of Dunbarton is an equal opportunity employer.

1. Stated that he would like to start receiving resumes and reviewing them prior to hiring someone for the position in April 2013.

At this point in the meeting, the Board of Selectmen noted they were considering adding other duties to the proposed position which could amount to two or more days a week. Some of the duties would involve helping the Town Clerk with additional duties. The Selectmen noted they have not gotten to the point in the budget whereby they can determine whether the position funding would be included within the 2013 budget. They are still in the process of compiling all Departments' budgets and have not reached the total final budget yet.

Ted Vallieres stated he was strongly opposed to putting the ad in the paper at this time because the Board of Selectmen are the ones that determine whether we have another position within the budget. We have not even reached the point of totaling the final budget to determine how much it will increase before making final decisions on new positions. The position cannot be filled until after Town Meeting anyway. Felt that it has not been proven to him yet that the Town, in fact, needs another position. In the past the Assessing duties were done by the former Town Administrator. We are putting "the cart before the horse". Can't make a final decision until after the finalized budget figures are compiled.

Tim Terragni stated that the Board of Assessors can no longer function unless we get this position.

Les Hammond, Chairman, stated that the Board of Assessors already has a Secretary. Tim Terragni stated that she is the Recording Secretary.

The end result of the discussion was that the Board of Selectmen will wait until the end of January to determine what the proposed position will consist of with regard to number of hours and duties, etc. before putting an ad in the paper seeking resumes and whether or not they feel it should be put into the budget.

MIKE GUINEY, KELSEY ROAD DISCUSSION:

Mike Guiney appeared before the Board of Selectmen regarding the possibility of a ROW on his property. Stated the Board of Selectmen had asked him to wait until after the elections to come back to the Board. Stated Linda Landry, Town Clerk, was going to do a last check on what we have.

Les Hammond, Chairman, stated that the Board of Selectmen had given him all the information the Town had. Have no more information on a proposed ROW on the Guiney property.

At this point in the meeting, Mike Guiney stated the following:

"In the meantime, starting on September 12, 2013, will be the last day I want the Town vehicle turning around on my property. The Town has a right of way, start using it."

JEFF CROSBY, ROAD AGENT:

Jeff Crosby, Road Agent, appeared before the Board of Selectmen to discuss the following issues:

Town Fuel Tanks:

Jeff Crosby, Road Agent, stated that Line Comeau, Town Administrator, had been notified by the Police Department that some of the keys for the gasoline tank were not working correctly. The key did not register the same amount as the pump meter, etc.

Based on this information, he had called Gold Eagle, the company that installed the fuel tanks and also maintains them on a yearly basis. The Gold Eagle maintenance person came out and did a series of tests on all the keys. He pumped five gallons through each key with no issues. They all worked fine. He did note that the pumps must be enacted in the right order for them to function correctly. The key should first be inserted into the upper portion and then the hose should be put

into the vehicle gas tank prior to starting, etc. If it is not done in this order, this problem will occur. The maintenance person pumped five gallons through each key without any problems. This could be a problem that only occurs intermittently. There is also the possibility that the keys are worn, etc. Gave the Police Department the spare B key and they still had problems.

The cost of replacing the unit that pumps, etc. is around \$1,000. It is unknown at this time what the cost of replacing the key column would be. Will check.

Ron Wanner suggested taking all the keys back and give all key holders the backup keys to see if this resolves the problem before making any major replacements, etc.

New Rules for Gasoline Storage Tanks:

Jeff Crosby, Road Agent, stated the Town had received information on new rules for gasoline storage tanks. Stated he did not know what the original rules were. There are three levels as follows:

Both A. and B. have to attend Certification classes once a year.

C. This is the simplest rule. Involves a monthly inspection of the tank. We would then forward to the State of NH. An employee can be trained to do this. We already do part of this. It is now a more involved process.

The Town can hire Gold Eagle to do this. Will be between \$500-\$600 to do this additional process. We could do the monthly inspections. Would be in favor of this option.

Noted that this only relates to the gasoline storage tank and not diesel. Diesel is exempt. We have two underground tanks, one for 1000 gallons of gasoline and one for 1000 gallons of diesel fuel. Noted that we may have to change the vent on the gasoline tank.

Ron Wanner noted that there could be some residents in Town who would be able to provide more information. Stated that Brian Pike is in charge of the gasoline dispersals throughout the State for DOT. Also Scott Zepp is involved with fuel, etc.

Stated that the system we have is a good system.

Confirmed that the Owner of the tanks will be listed as the Board of Selectmen.

Snow Blower: School Walkways:

Jeff Crosby stated that he had learned from Mike Underwood that the Town snow blower was not working. Evidently, a carpet/mat got caught up into it and it no longer works.

The snow blower is back at the Highway Garage. The belts are also burned out. Will see if we can get it running again. Still have the rock issue. Will get rid of the rock problem this coming summer.

While the snow blower is out of service, Mike Underwood will be using his own snow blower. Cost is \$18/hour for the blower and \$18/hour for himself.

Noted that when the mowing and snow blowing goes out for bid, we should include the snow blower along with the lawn mowers, etc.

FINANCIAL BUDGET EXPENSES/REVENUES:

At this point in the meeting, the Board of Selectmen started their budget review of the proposed Executive portion of the Town Budget as follows:

<u>Account Name</u>	<u>Budget 2012</u>	<u>Proposed 2013</u>	
EXECUTIVE			
Board of Selectmen	5,854	6,030	3%
Town Administrator	48,931	50,406	3%
Sec/Planning/Zoning	6,400	6,592	3%
Sec/Town Office	20,280	21,516	3%
Rec/Sec/Town Office	5,000	6,236	3% plus hours
General Clerical	--	12,000	<u>New position PT</u>
Totals	86,472	102,780	Increase 16,308

ELECTION, REGISTRATION & VITAL STATS

Town Clerk	40,120	41,324	3%
Deputy Town Clerk	9,805	10,988	3% Extra coverage VA

At this point, Ted Vallieres, Selectman, asked what the extra hours were for.

Linda Landry, Town Clerk, stated that the extra hours were for coverage for four weeks vacation time, Town Clerk's conference, and Jury Duty for the coming year.

Elec. Admin-Ballot Services	4,647	1,450	Decrease (one election)
Election Expenses/Meals	1,000	500	Quote
Animal Population Control Fees	1,281	1,460	More dogs
Dog License Fees to State	343	393	More dogs
Marriage Licenses	1,215	874	Decrease
Vital Statistics	890	619	Decrease
Voting Booths & Equipment	955	--	<u>Have sufficient booths</u>
Totals	60,256	58,608	Decrease 1,648

FINANCIAL ADMINISTRATION

Audit Services	15,000	14,500	
Tax Collector	15,682	16,152	3%
Deputy Tax Collector	314	323	3%
Treasurer	5,227	5,384	3%
Dues	2,400	2,300	Decrease \$100
Advertising/Town Office	500	1,200	Increase \$700
Reference Books/Town Office	700	600	Decrease \$100
Postage/Town Office	5,050	5,050	
Postage/Conservation Commission	--	100	Additional

At this point in the meeting, the Board of Selectmen noted that they did not want to create another budget line for Conservation Commission Postage. It should be included in the Postage/Town Office budget line.

Office Equipment & Repair	3,500	3,500	
Copier Maint. Agreement	600	600	
Computer Support Services	18,600	16,400	Decrease 2,200
Medical Services/Town Office	350	350	
Fees & Services/Town Office	4,236	2,500	Decrease 1,736
Printing/Town Office	4,800	6,000	Increase 1,200
Record Preservation	700	700	Under Town Clerk

Telephone/Town Office	4,000	4,000	
Supplies/Town Office	5,500	5,500	
Training/Town Office	800	2,663	Increase 1,863
Totals	87,959	87,822	Increase 137

ASSESSING DEPARTMENT

Secretary-BOA	732	754	3%
Administration-BOA	1,568	1,615	3%
Appraisal Services	10,000	10,000	Same

It was noted that the BOA had put 15,000 additional into this budget line for PT Clerical. Selectmen put this position under Executive General Clerical.

Utility Assessor	18,000	18,000	Same
General Supplies-BOA	--	--	
Training-BOA	--	--	
Computer Support/BOA	4,750	5,050	Increase 300
Totals	35,050	35,419	Increase 369 not including Clerical

LEGAL

Recording Fees, Legal	300	300	Same
Planning, Legal	1,000	1,000	Same
Zoning, Legal	1,500	1,500	Same
Tax Collector, Legal	475	300	Decrease 175
BOA, Legal	1,500	1,500	Same
Selectmen, Legal	4,000	4,000	Same
Totals	8,775	8,600	Decrease 175

PERSONNEL ADMINISTRATION

Social Security	32,500	31,000	Decrease 1,500
Medicare	10,000	10,000	Same
Retirement	58,000	66,000	Increase 8,000
Unemployment	500	500	Same
Vacation/Longevity	2,340	?	Review
Health Insurance	116,500	105,300	Decrease LGC credit
Dental Insurance	4,900	3,218	Decrease LGC credit
Disability Insurance	5,000	5,000	Same
Retiree Health Insurance	6,055	600	Benefit expires
Totals	249,337	228,000	Decrease 21,337

PLANNING AND ZONING

Advertising-Planning	500	1,600	Increase 1,100
Advertising-Zoning	500	1,300	Increase 800
Postage-Planning	150	500	Increase 350
Supplies - Planning & Zoning	100	100	Same
Fees & Services	3,000	3,000	Same
Mapping	2,500	2,500	Same
Online Query Manager GIS	--	1,800	New Budget Line

At this point, the Board of Selectmen stated this should be within the Mapping budget line and not a new line.

Recording Fees/Planning	200	200	Same
Engineering Costs	1,000	1,000	Same
Planning Consultant	5,500	2,850	Decrease 2,650
Totals	13,550	15,350	Increase 1,800

GENERAL GOVERNMENT BUILDINGS

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	<u>Notes</u>
Town Bldg. Maint. & Improve.	40,000	45,000	
Admin-General Govt. Bldgs.	4,500	5,000	
Historical Committee	--	--	
Historical Society	805	805	
GasolineTown	2,400	2,400	
Diesel Town	9,500	9,500	
Elec.-Town Office	4,000	4,000	
Elec.-Town Hall	3,000	3,000	
Elec. -Police/Fire	5,800	5,500	
Elec.-Transfer Station	3,500	3,500	
Elec.-Highway Garage	1,900	1,900	
Heating Oil-Town Office	3,400	3,400	
Heating Oil-Highway	1,500	1,800	
Heating Oil-Town Hall	3,200	3,200	
Heating Oil-Police/Fire	6,000	6,500	
Heating Kero-Trans. Station	750	750	
Janitor	5,891	6,070	
Heating/Maint. & Repairs	1,000	1,200	
Totals	97,146	103,525	Increase 6,379

CEMETERIES

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Proposed</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.-Ceme.	500	500
Totals	15,500	15,500

INSURANCE

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	
Property Liab. Insurance	32,206	33,000	
Insurance-Other	<u>1,000</u>	<u>1,000</u>	Co-pay for deductible claims
Totals	33,206	34,000	

POLICE DEPARTMENT

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	<u>Notes</u>
Crime Control-Full-Time	169,498	178,568	3% plus Step Increases & Overtime
Crime Control-Part Time	31,834	48,122	3% additional 688 hours/new part-time
Secretary-Police Dept.	30,032	36,379	3% plus hours, not including FT benefits*
Vehicle Lease	6,000	6,000	Same
Supplies/Exp.-Police	4,500	4,500	Same
Training Police Dept.	5,500	4,000	Reduced 1,500
Prosecution Fees/Police	7,762	7,762	Same
Computer Hardware-Police	3,500	3,500	Same
Gasoline-Police	16,000	13,000	Decrease \$3,000
Police Dispatch	21,041	23,000	Increase
Computer Software-Police	--	900	Microsoft 2010 Licenses
Education Costs-COP	--	4,089	Increase
IMC Contract-Police	4,200	4,200	Same
Physical Plant-Police	450	450	Same
Telephone-Police	5,000	5,000	Same
Vehicle Maint. - Police	4,500	4,500	Same
Dept. Equip. - Police	2,000	2,000	Same
Fees & Services - Police	1,200	1,200	Same
Radio Repair - Police	550	550	Same
Crime Prevention - Police	300	300	Same
Uniforms - Police	3,000	4,500	Increase by \$1,500
Accreditation - Police	2,500	2,365	Decrease
Criminalistics - Police	<u>250</u>	<u>250</u>	Same
Totals	319,617	355,135	Increase \$36,000

FIRE DEPARTMENT

<u>Account Name</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	
Forest Fire Fighting	1,000	1,000	Same
Training - Fire Dept.	3,500	3,500	Same
Mutual Aid Compact	23,046	25,108	Increase
Gasoline-Fire Dept.	500	750	Increase \$250
Diesel Fuel - Fire	2,600	2,800	Increase \$200
Office Supplies/Fire	500	500	Same
Fire Station Supplies	400	400	Same
Telephone-Fire Dept	1,000	1,000	Same
Mobile Phone - Fire Dept.	850	1,500	Increase for ambulance phone
Dept. Equip. Maint.	10,000	10,000	Same
Dues/Fire Dept.	800	500	Reduced Fire Dues
Radio Repair/Fire	1,000	1,000	Same
Pagers-Fire Dept.	--	--	

Fees & Services/Fire Dept.	1,000	1,000	Same
Protection Equipment	10,000	10,000	Same
Subscriptions/Fire	300	300	Same
Fire Prevention	750	900	Increase/Cost of Materials
Dry Hydrant Repairs	500	750	Increase \$250 for maintenance
Med/Ambulance Expenses	3,000	3,000	Same
Paramedic Intercepts	2,000	2,200	Increase \$200
Totals	77,672	81,582	Increase \$3,910

At this point in the meeting, the Board of Selectmen decided to adjourn the meeting because of the lateness of the hour with the following motion:

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