

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, JANUARY 10, 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:**

Lou DeBerio, Milfoil Committee

**Members of the Public:**

Marc Bellaud, Aquatic Control

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 (January 3, 2013) :**

**MOTION:**

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the January 3, 2013 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

**MARC BELLAUD, AQUATIC CONTROL:**

Marc Bellaud, Aquatic Control, appeared before the Board of Selectmen to discuss the Milfoil treatment at Gorham Pond as follows:

1. Stated that there were only two companies at this time that were licensed to apply the aquatic treatment of milfoil in New Hampshire. Both companies are from Massachusetts.
2. All milfoil treatment projects have to go through the bid process. Our company was selected for the treatment of Gorham Pond.
3. It was decided that the liquid treatment should be used instead of the granular for Gorham Pond because it would be more effective. It was also cheaper than the granular. It also has been used longer than the granular method.
4. Explained that the granular treatment consists of 2-4-D impregnated into the clay pellets. The plants do not get a lethal concentration with the granular. The treatment was delayed because of the permitting process. Had to wait for the State to give permission to use the liquid product instead of the granular. This involves permission from both the State Department of Agriculture and Fish and Game Department.

5. Stated that the liquid treatment worked very well. Saw very little growth when we came back in the fall. Found a few stems late in September. Amy Smagula checked and there was not enough re-growth to warrant the second application. There is the likelihood that some will come back this year.

6. You cannot get 100% control of the root crown. Some of them are 18" root balls. There is probably 1% that is left.

7. We would recommend that you treat with either the liquid treatment or the newer granular products. They leave it up to Amy to inspect and find out in the spring how much acreage should be treated and what products should be used.

8. It would probably be more cost effective to treat with the liquid product. Can target where we put the chemical.

9. Submitted proposal back in November to DES. We had recommended a cost of \$12,150 to treat everything. This would be redoing last year's treatment.

10. The Town of Dunbarton needs to fill out the permit so you have some options. Won't know at this time how much should be treated.

Selectmen asked if this was going to be a "bottomless pit". Also, is Milfoil transmitted by birds.

11. It was noted that there are areas where milfoil was close to being eradicated. Sometimes it reoccurs after two, three or four years.

12. It could be transmitted by milfoil seeds. Also the roots can lie dormant and then grow a new shoot. Have had much better success with a new G product. This targets a different part of the plant. Combination of two herbicides. This may give us longer control.

13. State is concerned about taking out Native Plants. Don't feel it is a "bottomless pit" but may be ongoing. The more we stay on top of it, the better.

14. For years, we just rotated the money around and treated only every two or three years. It was coming back after the two or three years and we were back in the same condition as previous. Now Amy Smagula intends to stay on top of the program with yearly monies and applications, etc.

Selectmen noted there are four other ponds in Dunbarton that we would like to know if they also have milfoil infestations. Have asked that Amy check these ponds but she has not done that yet.

15. Selectmen will put a Warrant Article in this year for treatment of Milfoil. The State will provide 40% of the cost of the treatment of \$12,150 or \$4,860. The Warrant Article should be in the amount of \$7,293.

16. Won't know the extent of the treatment until checked in the spring but the Town of Dunbarton needs to put in the paperwork for the grant, etc. prior to January 15, 2013. Involves the Selectmen signing, etc. If the Warrant Article is defeated at Town Meeting, the monies will be given to another town.

17. With regard to added monitoring costs, we don't know until the permit is issued. The minimum has to be two samples collected after the treatment. This is required by the State and the State can increase the number of samples, etc. Last year, the State came back and said they wanted to see what happened with the liquid application. We had to do a third sampling. We can't tell you what the maximum cost would be. This is controlled by the Department of Agriculture Pesticide Control. Members of Fish and Game and the Natural Heritage Commission are on the Pesticides Board.

Selectmen stated they will not know if the Milfoil treatment will be funded until after Town Meeting on March 12, 2013. It was noted that the application must be filled out and submitted 90 days before the application of milfoil treatment. This is a State rule. Needs to be done by the end of February.

18. Noted they know they cannot exceed the Warrant Article number for costs including the sampling. They will do the treatment along with the samplings as required.

**MOTION:**

Ron Wanner made a motion that the Dunbarton Board of Selectmen authorize Les Hammond, Chairman, to sign for the Town of Dunbarton for DES funds and enter into a contract for Milfoil treatment at Gorham Pond for 2013. Ted Vallieres seconded the motion. The motion passed unanimously.

Les Hammond, Chairman, Board of Selectmen, signed the Certification required to get the monies held for Dunbarton for Milfoil treatment pending approval of a Warrant Article for the treatment.

It was noted that the Dunbarton Board of Selectmen will write the Warrant Article this year.

**OTHER BUSINESS:**

**Concord Regional Solid Waste representatives:**

Line Comeau, Town Administrator, presented the Board of Selectmen with two appointments for the Concord Regional Solid Waste as follows:

|               |                        |
|---------------|------------------------|
| Patrick Bowne | Term ending 11/30/2015 |
| Ron Wanner    | Term ending 11/30/2015 |

Selectmen signed the above appointments.

**Request from Police Chief:**

Line Comeau, Town Administrator, stated she had recently received an e-mail from the Police Chief regarding tuition reimbursement for Jackie Pelletier. The Board of Selectmen noted the following with regard to this request:

1. The Town does not have a budget line with funds for tuition reimbursement.
2. The approval from former Police Chief Connelly only asks for consideration and approval to go ahead with the classes. Was not asking for reimbursement at that time.
3. The request is dated 1/9/2010.
4. Police Chief Connelly did not put funds in the Police Budget nor request the Town to include tuition reimbursement. No money was ever put aside for this.
5. Sections 5.4 and 5.5 of the Personnel Plan addresses the degree differential. Once the Bachelor's Degree is received, the hourly pay differential will go into effect.
6. The Board of Selectmen noted they do not have the money within the budget.

Ron Wanner will explain the Board of Selectmen's position on this request to the Police Chief prior to the Board of Selectmen making a motion.

**PROPOSED 2013 BUDGET REVIEW:**

At this point in the meeting, Ted Vallieres, Selectman, stated that he had instructed the Town Administrator to create separate budget pages for each Department budget and number the pages to make it easier for review. He also suggested that the Board of Selectmen review the Department budgets that have no or only minor increases first. The Departments with minor increases/decreases were as follows:

| Page  | Department       | Comment                         | Total Budget | Change   |
|-------|------------------|---------------------------------|--------------|----------|
| 1 -   | Library          | No change from budget submitted | 91,061       | + 2,626  |
| 4 -7- | Financial Admin. | No change from budget submitted | 88,222       | + 263    |
| 8     | Assessing        | No change from budget submitted | 35,419       | + 369    |
| 9     | Legal            | No change from budget submitted | 8,600        | - 175    |
| 10-11 | Personnel Admin. | No change                       | 227,200      | - 22,137 |
| 12    | Planning/Zoning  | No change from budget submitted | 15,350       | + 1,800  |
| 16    | Insurance        | No change from budget submitted | 34,000       | + 794    |
| 20    | Fire Department  | No change from budget submitted | 81,582       | +3,900   |
| 21    | Building Dept.   | No change from budget submitted | 60,142       | + 568    |
| 22    | Emergency Man.   | No change from budget submitted | 1,000        | Same     |
| 26    | Welfare          | No change from budget submitted | 13,410       | + 160    |

At this point in the meeting, it was decided to determine the Revenue estimates before reviewing other Department budgets as follows:

| Account Name               | 2012 Budget   | 2013 Budget   |                 |
|----------------------------|---------------|---------------|-----------------|
| <b>TAXES</b>               |               |               |                 |
| Land Use Change Taxes      | 5,000         | 5,000         |                 |
| Yield Taxes                | 10,000        | 10,000        |                 |
| Payments in Lieu of Taxes  | --            | --            |                 |
| Other Taxes                | --            | --            |                 |
| Interest & Cost, Property  | 15,000        | 15,000        |                 |
| Interest & Cost, Yield Tax | --            | --            |                 |
| Interest & Costs, Liens    | 15,000        | 17,000        |                 |
| Other Costs & Fees         | --            | --            |                 |
| Interest on Sale           | --            | --            |                 |
| Excavation Tax             | --            | --            |                 |
| Excavation Activity Tax    | --            | --            |                 |
| Interest, Excavation Taxes | --            | --            |                 |
| Overpayment Tax Income     | --            | --            |                 |
| Interest & Costs, Cu       | --            | --            |                 |
| <b>Totals</b>              | <b>45,000</b> | <b>47,000</b> | <b>Up 2,000</b> |

#### LICENSES, PERMITS & FEES

|                                |         |         |
|--------------------------------|---------|---------|
| Business Lic. & Permits/Others | -       | 5,000   |
| MV Decals                      | 10,000  | 10,000  |
| Motor Vehicle Permits          | 460,000 | 490,000 |
| MV Title App. Fees             | --      | --      |
| Building Permits               | 15,000  | 15,000  |
| Dog Licenses                   | 7,000   | 5,000   |
| Dog Fines                      | --      | --      |
| Other Fines/Penalties          | --      | --      |
| Marriage Licenses              | --      | --      |
| Vital Records                  | --      | --      |
| Pistol Permits                 | --      | --      |
| Filing Fees                    | --      | --      |
| Pole Lic. Fees                 | --      | --      |
| Wetlands Permits Fees          | --      | --      |
| Civil Union                    | --      | --      |

|                                |                    |                    |                    |
|--------------------------------|--------------------|--------------------|--------------------|
| <b>Totals</b>                  | <b>492,000</b>     | <b>525,000</b>     | <b>Up 33,000</b>   |
| <b>FROM FEDERAL GOVERNMENT</b> |                    |                    |                    |
| From Federal Govt.             | --                 | --                 |                    |
| FEMA/OTHE REIMBURSEMNT FEDERAL |                    | --                 |                    |
| <b>FROM STATE</b>              |                    |                    |                    |
| Shared Revenue                 | --                 | --                 |                    |
| Highway Block Grant            | 86,000             | 86,000             |                    |
| Federal Forest                 | --                 | --                 |                    |
| Flood Control Reimb.           | 19,000             | 19,000             |                    |
| Rooms & Meals Rev.             | 130,000            | 123,000            |                    |
| Grant Revenue                  | --                 | 4,700              |                    |
| FEMA/OTHER STATE REIM.         | --                 | --                 |                    |
| <b>Totals</b>                  | <b>90,000</b>      | <b>80,000</b>      | <b>Down 10,000</b> |
| <b>Account Name</b>            | <b>2012 Budget</b> | <b>2013 Budget</b> |                    |
| <b>MISCELLANEOUS REVENUES</b>  |                    |                    |                    |
| Sale of Cemetery Lots          | --                 | 1,000              |                    |
| Sale of Town Vehicles          | --                 | --                 |                    |
| Sale of Town Property          | --                 | --                 |                    |
| Sales of Tax Deed Property     | --                 | --                 |                    |
| Sales of Town Equip.           | --                 | --                 |                    |
| Interest on Deposits           | 2,000              | 1,000              |                    |
| Rent of Town Property          | 5,400              | 5,400              |                    |
| Return Check Fee               | --                 | --                 |                    |
| Return Check Fee Tax Coll.     | --                 | --                 |                    |
| Misc. Revenue                  | --                 | --                 |                    |
| Ins. Div/WC                    | --                 | --                 |                    |
| Ins. Div. Other                | --                 | --                 |                    |
| Insurance Reimb. - Other       | --                 | --                 |                    |
| <b>Totals</b>                  | <b>7,400</b>       | <b>7,400</b>       | <b>Same</b>        |
| <b>TOTAL REVENUE</b>           | <b>869,400</b>     | <b>892,100</b>     | <b>Up 18,229</b>   |

**Board of Selectmen Budget Discussion:**

Ron Wanner, Selectman, noted that if all Department budgets were finalized at the amounts submitted, it would mean a 6.6% increase from last year which is significant. This does not take into account any Warrant Articles. Anything we do in addition to the 3% raise for salaries will be another increase.

Ted Vallieres stated that he felt we should work to keep the budget as low as possible in order to keep the tax rate increase at a minimum.

Les Hammond stated he considered Dunbarton to be a rich town and there have not been any problems regarding increases in the budget in the past.

Ted Vallieres stated he sees residents come in to pay their taxes and a lot of them are struggling. There are many young families and seniors that struggle to pay their taxes. We owe it to the residents to do our best to keep the tax rate as level as possible.

The Board of Selectmen agreed to review the Departments which have major increases one at a time as follows:

**Recreation Committee:**

Ted Vallieres stated that with regard to the Recreation Committee, he felt that they should be using the monies collected from Basketball fees to do major projects and not use the Town appropriation. The parents are paying significant fees for their children to pay Basketball and also are paying through tax dollars within the Recreation budget. The Recreation independent checkbook approved at Town Meeting has increased by over \$3,000 in the past year. They now have over \$11,000 in this checkbook. Stated he thought that in the past it was the Selectmen's recommendation that they spend this checkbook down instead of building it up.

Selectmen agree to keep budget line as requested.

**Request from Cemetery Trustees to Encumber Contract with American Fence:**

At this point in the meeting, Line Comeau, Town Administrator, presented a request from the Cemetery Trustees to encumber the remainder of available 2012 monies (\$852) towards a contract of over \$5,000 for fence repairs, etc. (American Fence).

The Board of Selectmen reached a consensus that remaining monies from 2012 cannot be used towards a contract for 2013. There is not enough available monies in 2012 to cover the entire contract and we cannot encumber just a portion of the contract from 2012 monies. Cannot encumber monies we do not have.

At this point in the meeting, the Board of Selectmen continued review of the remaining proposed 2013 budgets as presented by the Department heads. Increases/decreases as follows:

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**GENERAL GOVERNMENT BUILDINGS**

| <u>Account Name</u>           | <u>2012 Budget</u> | <u>2013 Budget</u> |                              |
|-------------------------------|--------------------|--------------------|------------------------------|
| Town Building Maint. & Imp    | 40,000             | 45,000             | Increase 5,000               |
| Admin-General Govt. Buildings | 4,500              | 6,500              | Increase 2000 (school walks) |

**GENERAL GOVERNMENT BUILDINGS (Electrical and Heating Portion of budget)**

| <u>Account Name</u>         | <u>2012 Budget</u> | <u>2013 Budget</u> |              | <u>BOS Change</u>     |
|-----------------------------|--------------------|--------------------|--------------|-----------------------|
| Historical Society          | 805                | 805                | Same         | Same                  |
| Gasoline Town               | 2,400              | 2,400              | Same         | Same                  |
| Diesel Town                 | 9,600              | 9,500              | Decrease 100 | Same                  |
| Elec. - Town Office         | 4,000              | 4,000              | Same         | 3,000                 |
| Elec. Town Hall             | 3,000              | 3,000              | Same         | 2,500                 |
| Elec. Police/Fire           | 5,800              | 5,500              | Decrease 500 | 4,000                 |
| Elec. - Transfer Station    | 3,500              | 3,500              | Same         | Same                  |
| Elec.-Highway Garage        | 1,900              | 1,900              | Same         | Same                  |
| Heating Oil-Town Off        | 3,400              | 3,400              | Same         | 2,500                 |
| Heating Oil-Highway         | 1,500              | 1,800              | Increase 300 | Same                  |
| Heating Oil-Town Hall       | 3,200              | 3,200              | Same         | Same                  |
| Heating Oil-Police/Fire     | 6,000              | 6,500              | Increase 500 | Same                  |
| Heating Kero-Trans. Station | 750                | 750                | Same         | Same                  |
| Janitor                     | 5,891              | 6,070              | 3%           | Same                  |
| <b>Totals</b>               | <b>96,246</b>      | <b>103,825</b>     |              | <b>Decrease 3,900</b> |

Selectmen agreed to revisit Town Building Maintenance Improvements line later in the budget process.

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| <u>Account Name</u>           | <u>2012 Budget</u> | <u>2013 Budget</u> |                                      |
|-------------------------------|--------------------|--------------------|--------------------------------------|
| <b>SOLID WASTE DISPOSAL</b>   |                    |                    |                                      |
| Admin-Solid Waste-Full-Time   | 42,339             | 43,609             | 3% Increase 1270                     |
| Admin-Solid Waste-FT overtime | 500                | --                 | Decrease 500                         |
| Admin-Solid Waste-PT          | 42,843             | 52,137             | 3% plus PT Assist.Man. Increase 9244 |
| Equip. Rental Fees            | 250                | 150                | Decrease 100                         |
| Training-Solid Waste          | 350                | 500                | Increase 150                         |
| Sub-Contracted Services       | 1,000              | 750                | Decrease 250                         |
| Supplies                      | 2,500              | 2,500              | Same                                 |
| Dept. Equip. Maint.           | 8,600              | 9,000              | Increase 400                         |
| Telephone                     | 660                | 665                | Increase 5                           |
| UniformsTran. St.             | 3,000              | 3,800              | Safety Boots Increase 800            |
| Mobile Phone                  | 375                | 375                | Same                                 |
| Fuel Costs                    | 9,000              | 8,000              | Decrease 1000                        |
| Ash & Lab Testing             | 250                | 250                | Same                                 |
| Fees & Services               | 300                | 368                | Increase 68                          |
| Incineration                  | 58,850             | 58,651             | Decrease 199                         |
| C&D Removal                   | 9,600              | 8,320              | Decrease 1280                        |
| Hazardous Waste Coll.         | 5,000              | 4,500              | Decrease 500                         |
| Recycling Costs               | 6,400              | 7,600              | Increase 1200                        |
| Dues-NRRAA                    | 129                | 138                | Increase 9                           |
| <b>Totals</b>                 | <b>191,946</b>     | <b>201,313</b>     | <b>Increase 9367</b>                 |

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**CEMETERIES**

| <u>Account Name</u>       | <u>2012 Budget</u> | <u>2013 Proposed</u> | <u>Comments</u>      |
|---------------------------|--------------------|----------------------|----------------------|
| Cemetery Maintenance      | 9,000              | 9,000                | Same                 |
| Cemetery Improvements     | 3,000              | 2,500                | Decrease 500         |
| Monument Repair           | 250                | --                   | Decrease 250         |
| Corner Stones-Cemetery    | 1,000              | 1,000                | Same                 |
| Fence Repair/Cemetery     | 1,000              | --                   | Decrease 1000        |
| Mapping Services/Cemetery | 500                | --                   | Decrease 500         |
| Supplies/Cemetery         | 150                | --                   | Decrease 150         |
| Loam/Cemetery             | 100                | --                   | Decrease 100         |
| Hearse & House Maint.     | 500                | --                   | Decrease 500         |
| <b>Totals</b>             | <b>15,500</b>      | <b>12,500</b>        | <b>Decrease 3000</b> |

Board of Selectmen Discussion:

The Board of Selectmen noted for the record that the interest monies in the Trustees Accounts for Perpetual Care should be used on a yearly basis by the Cemetery Trustees for cemetery maintenance instead of utilizing

Town funds. These monies are the interest from Perpetual Care and there is a formula for computing and using the funds for Cemetery Maintenance. This has not been done for many years.

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**ELECTION, REGISTRATION & VITAL STATS**

| <b><u>Account Name</u></b> | <b><u>2012 Budget</u></b> | <b><u>2013 Proposed Budget</u></b> | <b><u>Comments</u></b> |
|----------------------------|---------------------------|------------------------------------|------------------------|
| Town Clerk                 | 40,120                    | 41,324                             | 3% Increase            |
| Deputy Town Clerk          | 9,805                     | 10,988                             | 3% plus increase hours |

**Board of Selectmen Discussion:**

At this point in the meeting, Ted Vallieres stated that the extra hours listed for the Deputy Town Clerk should be 12 hours per week and not 14.8 hours. He stated that the 2012 budget at \$9,805 at \$13.85/hour would have equaled 13.5 hours per week. The actual expended amount was \$8,222 which would equal 11.5 hours per week. The Board of Selectmen is being asked to increase the budget line to \$10,988 and at \$14.27/hour would equal 14.8 hours per week.

Les Hammond noted that the extra hours would be for the new PT position which would be helping the Town Clerk along with the Board of Assessors, etc.

Ted Vallieres stated that the new PT position was already listed within the EXECUTIVE BUDGET under General Clerical. The extra hours for the Town Clerk's PT help should be included within the General Clerical PT position and not within the Town Clerk Budget.

The final decision of the Board of Selectmen was to change the amount within the EXECUTIVE BUDGET for General Clerical to 4 days/week for a total of \$17,808 and decrease the Deputy Town Clerk's budget line to \$8,904.

The Board of Selectmen agreed the Deputy Town Clerk budget line should be \$14.27/hour x 12 hours a week = \$8,904.

The adjusted Deputy Town Clerk budget line should read as follows:

|                   |       |       |                  |
|-------------------|-------|-------|------------------|
| Deputy Town Clerk | 9,805 | 8,904 | Decrease of 1184 |
|-------------------|-------|-------|------------------|

**OTHER BUSINESS:**

**Workmen's Compensation Deductions:**

Ted Vallieres stated that he had discovered that the Town was deducting a sum from the Snow Plowing Contractors for Workmen's Compensation Insurance. In addition, they were not using the monies to purchase Workmen's Compensation for the contractors. It is being put in the General Fund. It was noted that the Town cannot purchase Workmen's Compensation Insurance for Independent Contractors/Sub-Contractors according to LGC. This is a practice that has been in effect for many years.



He would recommend having each contractor provide a Certificate of Liability Insurance if they do not hire employees and a Workmen's Compensation Certificate if they do hire employees. In addition, this should be included with all bid proposals.

**The Board of Selectmen agreed to stop this practice immediately and have Independent Contractors provide Certificates of Insurance to the Town.**

At this point in the meeting, the Board of Selectmen decided to adjourn the meeting and continue with the Town Government Building, Police Department, and Highway Department budgets at the following week's Board of Selectmen meeting.

**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

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Les Hammond, Chairman

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Ron Wanner, Selectman

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Ted Vallieres, Selectman

