

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, JANUARY 17, 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:

Jeff Crosby, Road Agent
Linda Landry, Town Clerk
Patrick Bowne, Transfer Station Manager
Dan Sklut, Police Chief
Chris Remillard, Police Patrolman

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 (January 10, 2013) :

Ron Wanner stated the way the minutes were written in relation to the Milfoil Grant on page 2, item 15 of the 1/10/13 Selectmen's Meeting should state the amount for the Warrant Article as \$12,150 instead of \$7,293. The reason for this is that the entire cost of the Milfoil treatment, including the State's 40% portion, has to be included within the Warrant Article. He therefore would amend the minutes on page 2, item 15, last sentence to read as follows: "The Warrant Article should be in the amount of \$12,150".

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the January 10, 2013 meeting as amended above. Ted Vallieres seconded the motion. The motion passed unanimously.

Continued Budget Discussion:

The Board of Selectmen continued their review of the budget as follows:

Highway Department:

The Board of Selectmen reviewed the Highway Budget as follows and noted it was increased by \$85,000 which consists of \$60,000 estimated for replacement of Stark Bridge and \$25,000 for increased road maintenance. The \$85,000 is within the Highway Paving & Construction Budget line.

At this point in the meeting, Jeff Crosby, Road Agent, stated that the Highway budget had not been increased in at least six years. In addition, in past years, monies had been turned back in to the Town instead of doing road maintenance which is the reason we are now trying to catch up on maintenance at this time. Over a six year period, \$350,000 was turned back in to the Town at the end of the year instead of using it for necessary maintenance. At that time when the economy was good, the Town did not have a problem with funding the Highway Department. Due to the fact that the price of paving has increased considerably, what it used to cost for paving doesn't get as much done as previously. If we had continued paving in the past, we would not be in this situation now.

Stark Bridge Discussion:

Stated he believes that the Stark Bridge replacement is an important thing to get done.

Ron Wanner stated he had no problem with funding of the Stark Bridge within the Highway budget. Feels it is an important project but has a concern that we have never been told in writing that the Town of Dunbarton owns the bridge. Would like to get confirmation from the State or the Army Corps of Engineers that the Town of Dunbarton does in fact own the bridge and has the right to replace it. Some of these questions have not been answered. How do you get to build a bridge on someone else's property? Would like to have them give the Town of Dunbarton authorization in writing to fix the bridge. We have gotten into other situations in the past similar to this. Namely, Flintlock Farm Dam.

It was noted that the road belongs to the Town of Dunbarton. They turned all the land over to the Town of Dunbarton. We have made repairs in the past. We are getting tax reimbursement money from the State for lands taken for Flood Control. The Corps of Engineers did repairs to Ray Road in the 50's and 60's. They also realigned the intersection.

Ted Vallieres stated he had no problem with funding the replacement of Stark Bridge but felt very strongly that it should be a separate Warrant Article instead of just included within the Highway Budget. The replacement of Stark Bridge is in the CIP (Capital Improvement Plan) as a Capital Project. He stated he felt the Town Residents should be able to vote on it at the Town Meeting as a Warrant Article. He stated if it is just within the Operating Budget under the Highway Department, if the money is not used for replacement of Stark Bridge, it can be used for anything else. Also, if the money is within the total Operating Budget, there is no way to take it out of the specific Highway Department at Town Meeting. The only way to take out monies is from the bottom line of the budget, and it would be up to the Selectmen to determine where it would come from.

Jeff Crosby, Road Agent, stated that from the beginning of the CIP, he was against putting Maintenance items in the CIP. There are many maintenance items that should not even be in the CIP. The bridge is a maintenance item and should not even be in the CIP.

Les Hammond stated that he would explain the Highway budget at Town Meeting and note that there was \$60,000 included for the replacement of Stark Bridge within the Highway Budget. He stated this was a maintenance item. He also stated that as long as he was a Selectman, the money would not be used for any other project other than Stark Bridge.

Ted Vallieres stated that the replacement of Stark Bridge should be a Capital Improvement. We put replacement Police vehicles in as Warrant Articles along with Fire Trucks and Ambulances, etc. He stated he was adamant that the Stark Bridge should go in as a Warrant Article for Town Meeting and would not agree with putting it into the regular operating budget under the Highway Department.

Ron Wanner stated he had no objection to the bridge being in the Highway budget but had a concern about the project spending taxpayers money on replacing a bridge that we might not own. Uncomfortable with the funding of Stark Bridge being included in the budget until such time as the Town of Dunbarton gets confirmation in writing from the State or the Federal Government that we have the authority to go ahead and replace the bridge. Stated he would want this documentation before going ahead with any proposed funding, etc.

It was noted that there is a small window of opportunity prior to the Budget Public Hearing which would be scheduled for somewhere around February 11 or 12 to get this documentation.

Jeff Crosby noted that the figure of \$60,000 was not an exact figure for replacement. It could be a little more or less. It would be difficult to come up with a fixed price for a Warrant Article at this time. Would have to generate plans to keep the State happy along with a lengthy permit process. Needs to be built for a 100 year flood.

It was noted that the Stark Bridge was built in 1934 and was engineered by Donald B. Montgomery. Possibly was a WPA project.

Jeff Crosby, Road Agent, stated he will contact the Corp of Engineers and/or State DOT immediately to get this information.

The Board of Selectmen decided to wait until Jeff Crosby can get some sort of approval/documentation that the Town of Dunbarton does in fact own the bridge and can replace it before making the decision as to where the \$60,000 should be included.

POLICE DEPARTMENT BUDGET:

The Board of Selectmen reviewed the Police Department budget as follows:

At this point in the meeting, Line Comeau, Town Administrator, stated that one of the Longevity Payments for a Police Officer should be \$1,170 instead of \$780. It was noted that the Longevity Payments were included on page 10 of the Executive Budget. This amount was added to the Longevity budget line.

<u>Account Name</u>	<u>2012 Budget</u>	<u>Requested 2013</u>	<u>Adjusted</u>
Crime Control-Full-Time	169,498	178,568	

Noted that this included the 3% raise for all employees plus a Step Increase for the Patrolman at a cost of \$2,176.

The Board of Selectmen agreed that there was no Step Increase Program for the entire Town therefore they felt they should eliminate this from the Police Budget.

Overtime - requesting an increase of \$2,000 from previous year for full-time officers.

At this point, Ted Vallieres stated that the overtime for the Police Department full-time officers had increased as follows: 2010- \$3,000, 2011 - \$4,000, 2012 - \$7,000, and now 2013 - \$8,000. This means that overtime has doubled in two years. In the past, part-time officers have covered Holidays.

At this point in the discussion, Police Chief Dan Sklut stated he was not prepared to defend his budget because he was not aware of this discussion and did not have the paperwork with him this evening. Did state that in the past under the previous Police Chief, Gary Guevin, part-time officer covered Holidays but he has now left.

Les Hammond stated he wanted to go through the entire Police budget and get an overall prospectus before making any final decisions.

<u>Account Name</u>	<u>2012 Budget</u>	<u>Requested 2013</u>	<u>Adjusted</u>
Crime Control-Part Time	31,834	48,122	

Includes the 3% CIP raise = \$926

688 additional hours requested - \$12,384

Police Chief stated he needed these to cover the shifts on weekends and Holidays.

New Part-time officer - \$2,900 for Academy & Field Training
Hours included in the 688 part-time hours requested

Secretary-Police Dept.	30,032	36,379
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Includes 3% CPI increase

Increase for additional 5.5 hours/week convert from PT to FT = \$6,347

Noted that in addition to the increase for hours, there is added expense of Health Insurance, Dental Insurance and Retirement costs = \$31,812 to convert the position to Full-Time which is included under the Personnel Administration portion of the budget.

It was noted that it would cost over \$36,000 for an extra 5.5 hours to convert the position to full-time status.

The Board of Selectmen did not agree with the proposed Full-Time position for the Secretary - Police Department.

Vehicle Lease	6,000	6,000
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The Police Chief noted that the vehicle will be paid for in February 2014.

Supplies/Exp-Police	4,500	4,500
Training Police Dept.	5,500	4,000
Prosecution Fees/Police	7,762	7,762
Computer Hardware-Police	3,500	3,500
Gasoline-Police	16,000	13,000
Police Dispatch	21,041	23,000
Computer Software	--	900
Education Costs-COP	--	4,089
IMC Contract-Police	4,200	4,200
Physical Plant-Police	450	450
Telephone-Police	5,000	5,500
Vehicle Maint-Police	4,500	4,500
Dept.Equip.-Police	2,000	2,000
Fees & Services-Police	1,200	1,200
Radio Repair-Police	550	550
Crime Prevention-Police	300	300
Uniforms-Police	3,000	4,500

Discussion ensued re the cost of outfitting a new part-time officer.

Police Chief Sklut stated that it was around \$3,000/officer when he was in his former position. He allowed \$1,500. This is considerably less. Stated he did not bring his paperwork because he was not aware the Selectmen would be going over his budget.

The Board of Selectmen decided to not continue work on the Police Department budget until next week's meeting to give the Police Chief the opportunity to bring his paperwork, etc.

Ted Vallieres asked the Police Chief about the Accreditation budget line of 2,365. He noted that the Chief had suggested earlier in the budget discussion, that he would rather put the 2,365 toward his officers. He

also noted that there would be other expenses relating to the Accreditation coming up in the future. He would recommend leaving the \$50 figure within the Accreditation budget line. Stated he included it within the budget and let the Board of Selectmen make the decision as to Accreditation.

Tuition Reimbursement:

At this point in the meeting, Police Chief Sklut stated the reason he was attending the Board of Selectmen's meeting this evening was to discuss Tuition Reimbursement for one of his officers.

Stated he submitted a request from one of his officers for permission to take classes. It was signed by former Police Chief Connelly. It would assure that the classes would comply towards the extra money once a degree was completed. There was no money set aside within the Police Budget for this expense. Stated he had extra monies left from his budget and would ask the Selectmen permission to pay from the 2012 funds.

Ted Vallieres noted that the accounts for 2012 had been closed as of January 17, 2013. It would be difficult to pay from 2012 monies.

Ron Wanner noted that the request had come to the Board of Selectmen four or five weeks ago and because it was incomplete, they could not make a decision. There was a question regarding Financial Aid which they needed resolved. In addition, there was no amount of the cost of the courses nor amount requested to be paid. If we decide to pay a portion of these courses, it could come from the 2013 budget.

Police Chief Sklut contacted the officer and was informed that the monies were borrowed from the Federal Government and they had to be paid back. The funds were not a Grant. The amount of the courses was \$750.00 each.

Les Hammond, Chairman, stated he would vote not to do this.

Ron Wanner stated that even the way it was in the old Personnel Plan, you would get the Department Head's agreement and come to the Board of Selectmen for final approval.

Ted Vallieres stated he would have to vote no on this request also. It has got to be approved by the Department Head and then come to the Board of Selectmen for final approval. Does not have a problem with the pay adjustment once the Bachelor's Degree is received.

Ron Wanner noted that if the individual were to finish with a Bachelor's Degree, they would get a pay adjustment. It should be included within the operating budget.

Police Chief noted that the Bachelor's Degree would come effective in 2014 and the pay adjustment should be included within that operating budget.

EXECUTIVE BUDGET DISCUSSION:

The only item left for discussion was the new part-time position of General Clerical. Discussion as follows:

<u>Account Name</u>	<u>2012 Budget</u>	<u>Requested 2013</u>
General Clerical	--	12,000

General clerical work 4 days a week. Job duties to include:

Assessing Department -
Town Clerk

Hourly rate - \$14.27/hour for 9 months = \$13,322

\$14.27/hour for 12 months = \$17,808

Board Discussion:

Ron Wanner noted he is still wondering how we are going to hire someone to do four different things. It will be difficult.

Ted Vallieres stated he has not been convinced that we need the extra PT position. He stated that he had spoken with Tim Terragni, Chairman, Board of Assessors, and they are very happy with the way things are now. The only reason the Board of Assessors requested the position was because they were told that the Town Administrator would no longer be able to do any work for the Board of Assessors.

At this point, Line Comeau, Town Administrator, pointed out the following with regard to the Board of Assessors work which she presently does:

1. The work has been automated over the past several years making less work for the Town.
2. Presented a list of duties that involve the Board of Assessors that she has been doing. (attached)
3. Stated that the duties would involve about 3-4 hours a week, but not every week.
4. She is a liaison to MRI (Municipal Resources, Inc.) regarding updates. Contacts MRI and they come to the Town Office.
5. Once a year, has to prepare the Tax Warrant and prepare MS-1 Inventory Form.
6. If we hire another person, she would still have to check the numbers that are submitted to make sure they agree with the updates, etc.

Ted Vallieres stated for the last twenty years or more, the Town Administrator has done these duties. It only involves a maximum of four hours a week but not every week. What will the person be doing the other four hours for the Board of Assessors? Are we doing "make-work"?

Ted Vallieres stated that since the property cards are now on-line, there is only one or two people a week coming in the office instead of 5-6 a day as in the past. This has lightened that part of the assessing duties considerably.

Les Hammond stated they would be helping the Town Clerk for one/two days a week.

Ted Vallieres presented a list of Town Clerks/Deputy Town Clerks in other towns with the same or more population and the hours worked for other towns were much less than what our Town Clerk/Deputy Town Clerk work. Did not feel that the new position is justified and would be against it.

Les Hammond, Chairman, stated that he did not want the Town Administrator doing any of these duties for the Board of Assessors. The Town Administrator is not able to do her own duties because of this. Things such as searching out Grants, etc. are not being done.

Ron Wanner asked once the Town Administrator is out of the picture, this new person would be doing it? Stated he felt the Board of Assessors were happy with the situation the way it is now.

Les Hammond stated that if this were the situation, then he would keep her (Town Administrator) "feet to the fire".

At this point in the meeting, the Board of Selectmen decided to adjourn the meeting.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 9:00 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