

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
THURSDAY, JANUARY 24, 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:**

Travis James, Planning Board and Town Hall Theatre and Restoration Committee  
Mark Antonia, Library Trustee  
Linda Landry, Town Clerk  
Patrick Bowne, Transfer Station Manager  
Dan Sklut, Police Chief  
Chris Remillard, Police Patrolman  
Jacqueline Pelletier, Police Officer  
Michael Gorham, Police Officer

**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.

**APPROVAL OF PREVIOUS MEETING MINUTES (January 17, 2013) :**

**MOTION:**

Ron Wanner made a motion that the Dunbarton Board of Selectmen approve the minutes of the January 17, 2013 meeting as written. Ted Vallieres seconded the motion. The motion passed unanimously.

**PATRICK BOWNE, TRANSFER STATION :**

**Wall Replacement by Compactor:**

Patrick Bowne, Transfer Station Manager, appeared before the Board of Selectmen to discuss replacement of the Retaining Wall at the Transfer Station as follows:

Stated that the retaining wall at the Transfer Station is moving and will become a hazard at some point in time. Should consider replacing it either this year or next. Can't predict when the wall will come down. Worked with Jeff Trexler and he developed engineered plans for the replacement of the wall. It will involve removing considerable peat/debris from the site before construction. The length of the wall to be replaced is about 84 feet. The wall presently is leaning towards the compactor.

Stated this would go in as a Warrant Article at Town Meeting. Would leave it up to the Selectmen to decide which Option to go with. The project will go out as a Public Bid.

Noted that he had received three quotes as follows:

**Option #1:**

Poured wall with engineered plan = total of \$38,738  
 - concrete, rebar and labor \$10,838  
 - site work to engineered plan \$20,000  
 - paving \$7,900

**Option #2:**

Michie wall with engineered plan = total of \$33,149  
 - Michie blocks, delivery and plan \$15,249  
 - site work to engineered plan \$10,000  
 -paving \$7,900

**Option #3:**

Rebuild existing block wall = total of \$21,400  
 - rebuild current wall using old and new blocks  
 - DOT spec. material and Geo Grid will be used  
 - every row of blocks above "lower grade" will have blocks that tie the wall back \$13,500  
 - paving \$7,900

**Board Discussion:**

After discussing the pros and cons of each quote, the Board of Selectmen reached a consensus that Option #3 in the amount of \$21,400 would be the Option they would submit for a Warrant Article. They asked if the amount should be submitted for \$25,000 to make sure there were enough funds to do the project.

Patrick Bowne stated he would feel comfortable with a Warrant Article in the amount of \$25,000 for replacement of the wall.

**Selectmen agreed to submit a Warrant Article in the amount of \$25,000 for replacement of 84 feet of the retaining wall at the Transfer Station.**

**MARK ANTONIA, LIBRARY TRUSTEE:**

Mark Antonia, Library Trustee, stated he was present to give the Board of Selectmen the monthly update of the Library activities as follows:

January 30, 2013 at noon - Book Review - Paris Wife by Paula McLain

February 15, 2013 - Chocolate Candy - For children ages 2 - 16 years old

February 8 & 22, 2013 at 3:30 p.m. - Children 9-10 - Workshop on Word After Word After Word by Joyce Ray

February 26, 2013 - 4 - 6 pm-Book Review - Moving the Shakers

## **POLICE CHIEF BUDGET REVIEW:**

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

The Police Chief presented revised figures for his budget as attached:

### **Under the Crime Control-Full-Time Budget line:**

1. Changed the amount for Patrolman to a Merit Increase (\$1,511 which is a 5% increase in salary) instead of a Step Increase.
2. Changed Overtime from requested \$8398 to \$6397 in the Crime Control-Full Time budget line.
3. Total budget line increase in Full-time would be \$6,406 instead of the originally requested \$8,397.

At this point in the discussion, Ron Wanner stated he had no problem with Merit Increases but felt if we did this, we should do it for all the full-time employees in the town and not just the Police Department. He stated that most of the employees have been employed Full-time by the Town more than five years with the exception of one.

The Police Chief stated that we need to do something in order to retain our officers. This will become the training ground for the Concord area if we don't.

### **Under the Crime Control-Part Time Budget line:**

1. Reduce the number of additional hours requested from 688 to 448 thus reducing from \$12,384 to \$8,069.
2. Total budget line increase in Part Time would be \$11,979 instead of \$16,288. The final figures requested for this budget line would be \$43,813 which is up by \$11,979.

### **Secretary-Police Department:**

1. Still requested making the Secretary - Police Department a full-time position. It was noted that there were additional expenses re benefits which would have to be added to the Executive portion of the budget in the amount of \$30,000+. The additional expense to the Police Budget would be \$5,450.

At this point in the discussion, the Board of Selectmen reached a consensus that they were not in favor of making the Police Department Secretary a full-time position due to the added cost in the vicinity of \$30,000 for an additional 5.5 hours per week.

By leaving the Secretary at a Part Time status reduces the Secretary budget requested line to \$30,929 from the requested \$36,379.

### **Education Costs:**

1. The Education budget line requested was increased from \$0 to \$4,089.

At this point in the discussion, the Board of Selectmen agreed that if the Town offers education to employees, it should be for all full-time employees and not just one Department. After discussion, it was decided to request the Departments to submit any education requests and they will be included within the Executive portion of the budget under a separate line for all full-time employees of the town.

It was noted there is already a pay differential built into the Personnel Plan for hourly increases based on degrees (Associates and Bachelor's). It was noted that courses would be funded at 50% of the cost and needed prior approval from the Department Head and the Board of Selectmen.

Les Hammond stated he disagrees with the policy of paying for courses that do not cover the particular position. He does not agree with paying for an employee to get a Degree. Some of the courses being taken have no connection with the position, i.e. English Literature, etc.

The Selectmen agreed to move the Education money (\$4,089) from the Police Department to the Executive Budget under a separate line for education for all Town employees.

#### Accreditation Budget Line:

Ted Vallieres stated that he understood the Police Chief would not recommend continuing with the Accreditation thereby taking all but \$50 from the budget line.

Dan Sklut, Police Chief, stated he left the monies within the budget line and let the Board of Selectmen make the decision as to whether or not to continue with the Accreditation.

The Board of Selectmen reached a consensus to take out all but \$50 from the Accreditation budget line.

The final requested increase to the total Police Department budget was \$15,180.

#### Step Increases:

At this point in the meeting, Ron Wanner stated he would not be in favor of adding increases just to the Police Department. If we do this, we should do it for all full-time employees and not just one Department.

The suggestion was made that Step Increases of 5% be made for employees with over five years of full-time service. This would be in addition to the 3% CPI raise.

Police Chief Dan Sklut offered to work on a Committee to establish a Step System, etc.

#### Holiday Pay:

Police Chief Sklut stated that within his overtime budget was included Holiday Pay for full-time officers. Noted it was 66 hours for 12 hours straight time. Stated he was concerned that the new Personnel Plan does not pay 1 1/2 for Holidays worked that are a regularly scheduled work day. Noted that the Police Department is the only Department that this affects. The industry standard is to pay 1 1/2 for all holidays worked. Bow and Goffstown both pay 1 1/2 for all holidays worked.

### **OTHER BUDGET BUSINESS:**

#### Highway Department Budget:

Ron Wanner stated he had recently spoken with Jeff Crosby, Road Agent, regarding the Corps of Engineers writing a letter stating that the Town of Dunbarton had the right to repair the Stark Bridge. They have no concerns about our doing what we want to the bridge. They are undecided at this point whether the letter should come from Waltham or Hopkinton.

It will be a maintenance amount within the Highway Department budget and not a Warrant Article.

Les Hammond, Chairman, will explain this at Town Meeting.

It was noted that if we do not get something in writing by February 5, we will not put the amount in the Highway budget.

**General Government Buildings:**

The Board of Selectmen reviewed the Town Building Maintenance and Improvements Budget as follows:

**Town Office**

Paint Outside	\$2,570
Paint Inside	\$2,210
Vapor Barrier	\$3,800
Replace Sill	\$ 655
Bulletin Board	\$2,000
Air conditioners	\$1,500

**Transfer Station**

Paint Building	\$2,750
Recycling windows	?

**Highway**

Paint Garage & Salt Shed \$4,200

**Library**

Redo interior corner	\$6,300
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**Safety Complex**

Brickface Stucco	<u>\$16,000</u>
Total	\$41,985

It was noted that there was \$1,700 for Heating/Maint. & Repairs that was not included in the original budget. This should be added to the \$41,985 figure for a total of \$43,685.

**The Board of Selectmen reached a consensus to budget \$45,000 for Town Building Maint. and Improvements.**

**250th Anniversary for Dunbarton in 2014:**

Les Hammond, Chairman, stated that he would like to create a Warrant Article to develop a Committee to start working on the 250th Anniversary of the Town.

**The Board of Selectmen reached a consensus to present a Warrant Article for creating the Committee along with a \$1,000 budget for expenses.**

**Line Comeau, Town Administrator:**

Line Comeau, Town Administrator, brought up the following items for information/action:

**Noted there were Warrant Articles as follows to be submitted:**

Zoning Amendments - Ballot Vote  
 Highway Vehicle - \$25,000  
 Reval - \$10,000  
 Transfer Station Wall - \$25,000  
 Police Vehicle - ?  
 Milfoil - \$12,150 (State pays 40% of the total cost)  
 250th Anniversary - \$1,000

At this point in the meeting, Travis James asked what the Milfoil Committee was doing.

Line Comeau stated they had gone out on the pond leaving weights so certain vegetation can be checked to see how effective the treatment was, etc. Amy Smagula, DES has been requested to check the other four ponds in Dunbarton for Milfoil but this has not been done to date. Stated the contractor who did the treatment has sent a report regarding the Milfoil treatment.

**Audit Budget Line:**

Due to the fact that the Tax Collector was not running for re-election this March, it is a requirement that the Town have an audit done between the time the present Tax Collector and the newly elected Tax Collector takes office. The cost will be \$1,250. Requested permission to put an additional \$1,250 in the Audit budget line.

**Board of Selectmen agreed to put the additional \$1,250 in the Audit budget line.**

**Town Report:**

Les Hammond reported that he had requested the school to truncate their portion of the Town Report. In addition, he requested that the Town Clerk portion (minutes of the Town Meeting) be truncated in order to try to reduce the total number of pages. The School has said their portion will be between 75 - 100 pages.

Line Comeau reported that if the weight of the Town Report is over a certain amount, we will not be able to mail at the reduced rate as previously. She will contact Ray LaBore, Goffstown.

She noted that Ray Labore has said the school will be able to send all the school portion of the Town Report in a PDF format so we do not have to do that portion.

**Budget:**

The Board of Selectmen noted that the final budget should be completed by next Thursday, January 31, 2013. Will do a final copy for the January 31 meeting.

**Step Increases:**

Will insert a Step Increase budget line with \$12,000 for all full-time employees with over five years of service. This will be in addition to the 3% CPI.

**LINDA LANDRY, TOWN CLERK:**

Stated that when she looked at the January 3, 2013 minutes, she noted that her Deputy Town Clerk budget line had been reduced from her requested \$10,988 to \$8,904. The Board of Selectmen noted that the Deputy Town Clerk salary was computed at 12 hours per week X 52 weeks = 624 hours @ \$14.27 = \$8,904. They understood the Deputy Town Clerk could only work 12 hours a week and this was the reason for the adjustment.

Linda Landry presented a sheet explaining why she put in the budget line as \$10,988 as follows:

**Deputy Town Clerk - 2012**

Hourly Rate \$14.27

<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12 hours/week x 52 weeks	624	\$8,904.48
Add'l coverage for Town Clerk Vacation, 3 weeks @ 28 hours/week*	84	1,198.68
Add'l coverage for Town Clerk Conference*	8	114.16
Possible Jury Duty Coverage Jan 7-Feb 15 - Plan to close the office on jury reporting days to keep hours down. Would need additional 9 hours per week coverage x 6 weeks	54	771.00
<b>TOTAL</b>	<b>770</b>	<b>\$10,988.32</b>

\* After first 12 hours.

After discussion, the Board of Selectmen agreed to change the Deputy Town Clerk Budget line to \$10,988 as requested by the Town Clerk.

**Concord Regional Solid Waste/Resource Recover Cooperative - 2012 Annual Report:**

At this point in the meeting, Ron Wanner submitted the Concord Regional Solid Waste/Resource Recovery Cooperative 2012 Annual Report. (attached)

At this point in the meeting, 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 9:30 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