DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, April 5th, 2018
TOWN OFFICES 7:00 PM

Dunbarton Board of Selectmen held their scheduled regular meeting of the Board of Selectmen at the above time, date and place with Mike Kaminski, Chairman, presiding.

The following Board Members were present:

   Mike Kaminski, Chairman
   Robert “Bob” Martel, Vice-Chairman
   David Nault, Selectman
   Line Comeau, Town Administrator, acting as recording secretary.

Members of Boards/Committees & Town Officials:

   Leo Martel, Historical Awareness
   Jeff Crosby, Road Agent
   Jeff Trexler, Dunbarton School Board

Members of the Public:

It is noted for the record that Leo Martel was videotaping the regular Selectmen meeting.

Mike Kaminski, Chairman, called the regular Board of Selectmen (BoS) meeting to order at 7:01 PM with the full Board present. Mike Kaminski stated that Line Comeau would be recording the minutes.

OLD BUSINESS:

Approve the regular meeting minutes from March 29th, 2018.

MOTION:

Robert Martel made a motion to approve the regular meeting minutes of, March 29th, as amended. Dave Nault seconded the motion.

DISCUSSION: None

VOTE: (3-0)

Approve the non-public minutes from March 29th, 2018; 8:00pm (sealed), & 8:10pm.

MOTION:
Dave Nault made a motion to approve the non-public, March 29th, sealed minutes from 8:00pm. Robert Martel seconded the motion.

**DISCUSSION:** None

**VOTE:** (3-0)

**MOTION:**

Dave Nault made a motion to approve the non-public, March 29th, non-sealed minutes from 8:10pm. Robert Martel seconded the motion.

**DISCUSSION:** None  **VOTE:** (3-0)

**PUBLIC COMMENT:**

Dave Nault thanked Line Comeau for recording the minutes.

**Accept Unanticipated Revenue Per RSA 31:95-b III (b)**

**Tenney Hill Road Damage reimbursement in the amount of $2,053.40**

Line Comeau reported that she had worked with the Road Agent to calculate the costs incurred to repair the damage to Tenney Hill Road. The town paid these expense through the highway budget, and has since been reimbursed for those expenses from the developer and the concrete company.

**MOTION:**

Dave Nault made a motion to accept the amount of $2,053.40 per RSA 31:95-b III (b). Michael Kaminski seconded the motion.  **VOTE:** (3-0)

Michael Kaminski asked if this was the total amount of expenses for the damage to the Tenney Hill Road. Jeff Crosby replied that it was.

Michael Kaminski to make a motion to return the funds for expenditure by the highway department. Robert Martel seconded the motion.  **VOTE:** (3-0)

**Donations to the Wreaths Across Dunbarton**

**MOTION:**

Dave Nault made a motion to accept under RSA 31:95-b III (b) the amount of $31.00 for Wreaths Across Dunbarton. Robert Martel seconded the motion.  **VOTE:** (3-0)
**Donation to the Dunbarton Energy Committee**

**MOTION:**

Dave Nault made a motion to accept under RSA 31:95-b III (b) to accept the donation of $200.00 for the Dunbarton Energy Committee. Robert Martel seconded the motion.

Line Comeau reported that the Dunbarton Energy Committee holds an annual Energy Fair. The donation from table fees are used to fund other energy projects opened to residents throughout the year.

Dave Nault asked that we communicate to the Energy Committee when putting a notice on the marquee, to spell out the word Energy, for those who don’t know what the abbreviation stands for.

**VOTE:** (3-0)

**Jeff Trexler, reporting DES forensic audit of unassigned fund balance.**

Jeff Trexler, presented the Board with a DRAFT, reconciliation report of the unassigned fund balance for the Dunbarton School District.

Jeff Trexler stated that the forensic audit report shows the unassigned fund balance reported from the audit from year to year was different than what was reported to the Department of Revenue Administration (DRA) on the MS-25. (attached). This is a draft report which will be finalized within the next couple of weeks. Jeff Trexler stated that the variance reported from June 30, 2007 through June 30, 2017 showed a variance of a running total of $1,060,000 that we did not know we had. The error occurred when Goffstown was taking care of our books. Jeff Trexler explained that the form that is used by Department of Education (DOE)-25 is completed by the business administrator, which is a different form than is used to report to the (DRA) on the form MS-25. Essentially, the auditor was not checking the (DRA) MS-25 to the form generated by the (DOE)-25 for the prior year. Jeff Trexler explained that a lot of this has to do with timing. The audit, for the (DOE)-25 is completed at a different time than when the MS-25 is reported at tax rate setting, but this will change in the future. Jeff Trexler explained that the end result of this audit is that we have a lot more money than what is allowed. Jeff Trexler explained, if we do nothing, the funds become part of the un-encumbered fund balance for this physical year which ends June 30th, 2017. The funds would then be treated as revenue to offset the tax rate in October. This amount equates to an approximate reduction on the local school tax rate of $3.50.

Jeff Trexler stated that the School Board talked on the subject, at the previous night’s school board meeting. The thought was that it might be a good idea to ask the public if they want to look at some options to spend the money. Jeff Trexler stated that there are ways that we could set up reserve funds where we could use the money to avoid a decrease spike, then an increase spike, by setting up a reserve fund with options to withdraw over the next three or four years. Another option is to have no increase this year and put the remainder into this fund to expend at a later year or to apply the funds to the bond payments for a few years. To do this, we would need to have a special school district meeting in order to appropriate this money. We can only do this through the permission of the courts after we hold the annual school district meeting to appropriate additional monies. The School’s attorney has said that this
should not be a problem as there was no way that we could have foreseen these revenues months ago when we were working on our budget. The School Board is thinking of holding a special meeting in early September so that whatever the results of that meeting are, can be reported to the DRA when we set the tax rate in October. Jeff Trexler stated that these numbers should be finalized within a few weeks. The forensic auditor being utilized is Scott Egan with Politick & Anderson. Jeff also reported that there could be discrepancies in the tuitions paid to Goffstown as well, which the audit will determine. Jeff Trexler also stated that before holding any Special School District Meeting, the Board will hold a public forum meeting to get ideas from the public.

There was discussion on pre-paying the Bond payments. Jeff Trexler replied that there are no options for pre-paying on the bond payments, but there are options to use this money to make the bond payments over the next few years.

Public comment: A question asked where the money was. Jeff Trexler replied that this money has always been in a separate account held specifically for Dunbarton. The monies reflect more money than what is allowed for a maximum balance, so the monies should have been used to reduce the tax rate over the past few years. Jeff Trexler stated that when this cash balance is spent down, it will put the school in somewhat of a cash bind, because once the excess is removed; this will require prompt payments from the town for the school payments.

Jeff Trexler, reporting tree damage on school property.

Jeff Trexler reported that there was one very large pine tree located behind the school that came down during the previous night’s board meeting. The tree came down between the original leach field and the emergency lane. There was some damage to a couple of sheds along with the superintendent’s car. Jeff Trexler asked if the town would be agreeable to cleaning and removing the tree, and asked that the town keep track of any cost incurred to the town so they could include it with the claim.

There was an agreed upon date to remove the tree during the schools April vacation.

Jeff Trexler reported that all the damage would be submitted to the insurance by Duane Ford of the SAU.

Jeff Trexler also reported that there were two more large pine trees that the town will have to address sooner than later because if they come down, could damage the school building.

The Board and Jeff Trexler agreed to look at all options with the contingency funds of the school project or budget funds to remove the trees as soon as possible.

Michael Kaminski asked Jeff Trexler about the fill that is being removed from the site of the project. Michael asked Jeff Crosby if the highway department could use the fill at the Stark Bridge location. Jeff Crosby replied that there was too much clay and could not be used for that specific project.

Public comment: A public member asked if the School had contacted the Cemetery Trustees if they could use the material for their future expansion of the center cemetery. Jeff Crosby explained that the
material is that will be removed when the town works on the school parking lot will be better than what is being removed currently and will communicate this to the Cemetery Trustees.

**Line Comeau, presented DRAFT Summer Schedule for Board meetings June - August.**

Line Comeau presented two options for meetings during the months of June, July & August. The consensus of the Board was to use Scheduled B and have the regular meetings resume on September 6th. (The schedule will be posted on the town website and at the town office).

**TOWN BUSINESS:**

Michael Kaminski stated that there was an email from Mike Cumings regarding testing for Asbestos. Dave Nault reported to the Board that at the Joint Loss meeting, he brought up items outstanding from a previous meeting. Dave stated that there was a pipe that is exposed next to a bubbler behind the Town Clerks office and felt that rather than just covering it up, that it should be tested to decide how to handle it. Mike Cumings as building inspector was asked to reach out to the company working with the school to see if we could get a preliminary cost. The company has already responded with a quote of $480 dollars to report the findings. Dave stated that if the results come back that it is asbestos, then the town could address it then.

The consensus of the Board was to go through the testing and to report the findings to the Board for a future action.

Dave Nault also reported that the meeting was a productive meeting followed by an inspection of the safety complex of the police and fire department. Dave reported that in many areas, there is damage to the siding from the ice sliding off the roof. Dave also reported a few items that need to be addressed are; a hand rail, some outlets that are not secure, and an exit light that was not working. Line Comeau stated that she has already sent out an email to an electrician to look at the electrical repairs. Dave Nault also shared with the Board other items needing attention:

**Town office building:** Build a box to cover the exposed wires above the electrical box in the meeting room.

**Library building:** Add through bolts on the center door of the library to secure the closing bar, which will help correct the problem with the panic bar. Dave Nault stated that if through bolts are installed that it will adjust the door so it connects with the strike plate to close properly.

Dave also stated that the new entrance door installed still needs some plaining on the threshold and asked that we get the carpenter to correct it because his work should be guaranteed to work properly.

Michael Kaminski said he would get quotes for the additional carpentry work that needs to be completed at the library.

**Appointment to the Dunbarton Planning Board.**
MOTION:

Dave Nault made a motion to appoint Kenneth Swayze & Alison Vallieres to a three-year term to the Planning Board with the term ending March 31, 2021, and the appointment of Michael Kaminski as the Selectmen’s rep. to the Planning Board with a one-year term ending March 31st, 2019. Robert Martel seconded the motion. **VOTE:** 2-0-A

MAILBOX:

- Email from Roger Rice regarding staying involved with curbside recycling and is monitoring what is going on in the field.
- FYI: In the news, glass recycling is becoming a problem for because no one is taking the glass, this could mean additional cost to the town in the future to dispose of it.
- St Jeans Auction notice of an auction scheduled for May forwarded to all departments.
- Email response from the Town attorney for an opinion on the school project under RSA 674:54 the question asked was; “Is a 3-room addition to the existing Dunbarton Elementary School (10% classroom space), constitute a substantial change in use or a substantial new use under RSA 674:54.
  
  Legal response: Based on only that information, probably not, but is there any harm in going through the statutory process? This was communicated to the School Board and decided no further action was needed on the subject.

Michael Kaminski stated that there had been one response to a recording secretary to the Board of Selectmen. Dave Nault asked how we had gone about advertising a recording secretary when he thought the new employee would be doing the minutes for the Selectmen. Michael Kaminski stated that it may have be brought up during the interview process but was never included in the job description or proposed during the second round of interviews.

There was further discussion on having the new employees take the Selectmen’s minutes.

Michael Kaminski stated that there is no harm in asking the new employee if she was interested in doing the additional work. Michael Kaminski stated that the quote that we received to do the minutes is off the table because it would be too expensive.

Michael Kaminski stated that if the new employee takes on the extra duties of recording secretary, we could consider paying her the additional stipend if she is interested.

Bob Martel stated that we will have to be careful when paying an employee, a certain way then other way for similar duties when it comes to the New Hampshire Retirement.

Line Comeau stated that we have to keep in mind that if this person does the Selectmen’s minutes, there could be weeks that the person is attending two to three evening meetings in a one-week period.
There was further discussion on the recording secretary for the Board of Selectmen, and no action or decision was made. Dave Nault ask that the Board to consider, if we bring on the new employee to do the minutes we could ask them to do them during the regular course of the day. Bob Martel stated that the concerns he had with transcribing by a recorder is that we aren’t present when questions come up, and this brings more questions for changes by the administrator.

Michael Kaminski reported that the action item should be to ask the new employee if she is interested in doing the minutes for the Selectmen and to continue to post the job on hot topics.

**Reconciliation summary sheet:**

Line Comeau reported that the auditor asked that we summarize the accounts on one sheet for all of the cash accounts and have them signed off by my office, the treasurer and the Board of Selectmen.

The Board signed the reconciliation summary sheets for 2017.

Received a thank you from Mary Girard, Library Director, for all the hard work in getting the new door installed.

**PUBLIC COMMENT:**

Leo Martel asked if the road posting was coming off during the week of April 16, does it mean that the Stark Bridge would resume?

Michael Kaminski stated that the weather temperature will determine the restart of the project.

Dave Nault asked Line to get a project start update from the Road Agent on the Stark Bridge.

Dave Nault stated that he has a meeting with Jeff Trexler to discuss the attic retrofit. Dave Nault also stated that when he went up to the attic to look at the work that needs to be done, could find any power what so ever and had to use his cell phone for the inspections. Dave asked that we have the electrician find the problem with the electricity.

Robert Martel stated that he wanted to give Woody credit with regard to the NRRA site report. Robert reported that from what he read that there were only few negative items, but the majority of the report was positive.

**Action items:**

Michael Kaminski asked that we work on the ordinances that were presented to the Board for adoption. Line Comeau replied that she would ask for the ordinance in word from the police department and set them up in the towns format for the Board to review prior to the town attorney reviewing them.
Robert Martel made a motion to adjourn the regular meeting at 8:36pm. Dave Nault seconded the motion.

**Discussion:** none

**VOTE:** (3-0)

Respectfully submitted,

__________________________________
Line Comeau, Recording Secretary

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Mike Kaminski, Chairman

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Robert “Bob” Martel Vice-Chairman

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David Nault, Selectman