A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, May 03, 2018 at 7 p.m. at the Dunbarton Town Offices.

Mike Kaminski called the meeting to order at 7:03 p.m.

**Board members present:**
- Mike Kaminski, Chairman
- Dave Nault, Selectman
- Robert “Bob” Martel, Selectman

**Town Officials and others present:**
- Line Comeau, Town Administrator
- Jennifer King, Recording Secretary

No members of the public were present.

It was noted for the record that Leo Martel was recording the meeting for anyone in town that could not attend.

**OLD BUSINESS**

**Motion:** by Bob Martel, seconded by Dave Nault, to approve the regular meeting minutes of April 26th as amended.

**Vote:** (3-0)

**Motion:** by Dave Nault, seconded by Bob Martel, to approve the early non-public meeting minutes of April 26th as amended.

**Discussion:** Mike Kaminski commented that he doesn’t feel they need to be sealed. As the minutes were written, they were straightforward.

**Vote:** (3-0)

**Motion:** by Dave Nault, seconded by Bob Martel, to approve the late non-public meeting minutes of April 26th as amended.

**Discussion:** Mike Kaminski commented that these minutes need to be sealed.

**Vote:** (3-0)

**PUBLIC COMMENT**

None.

**AGENDA BUSINESS**

Discussion with transfer station supervisor Patrick “Woody” Bowne was deferred until next week.
TOWN BUSINESS

Welfare Job Description.

The BoS reviewed the job description for the Town Welfare Officer. The following changes were agreed upon:

- **Bob Martel** suggested removal of the term “Non-union” from the ‘Employment Status’ section because they do not have employees that are covered by collective bargaining agreements.
- **Dave Nault** suggested they change the ‘Exempt Status’ section to ‘quarterly’ from ‘hourly’ because of how they are paid.
- **Line Comeau** suggested they delete the first part of the sentence for item 5 because this person will not be in the office full-time.
- **Mike Kaminski** suggested changing item 7 to “Locates outside resources and agencies to provide food assistance, clothing, and other essentials for families in need.”
- **Line Comeau** suggested removal of item 9 because since it has been confirmed that the pantry will no longer be stocked at the Goffstown local level, she doesn’t feel it should be noted in the job description.
- **Mike Kaminski** suggested changes under the ‘Knowledge, Skills and Abilities’ section:
  - Change # 2 in order to structure it the same as number 1.
  - Move # 3 down to the list of skills, make it # one, and renumber the rest of the skills underneath.
- **Mike Kaminski** suggested a change to number 2 under ‘Mental and Physical Abilities’:
  - Replace the word “clean” with “secured”.

Mike Kaminski gave a thank you to Line Comeau for doing such a great job pulling all the pieces together.

Bob Martel pointed out that whoever does this job will at some point work from home. **Dave Nault** agreed that it would probably be 90% of the time. **Line Comeau** also agreed but stated that all files should be kept in the office.

- **Dave Nault** suggested an additional change under ‘Working Conditions’:
  - Add “or home office” to #1.
  - Add #2: “Completed files will be stored in town office’s secured filing cabinet.”

Mike Kaminski asked for consensus on all the changes. All were agreed.

Welfare Guidelines:

**Line Comeau** reported that the BoS last week adopted a welfare guideline from Goffstown. Everything they had were copies of copies. Once they received the keys for the filing cabinet, she found the guidelines for Dunbarton that were last updated in April 1996. **Dave Nault** asked if they want to review both to see if there is anything they want to add to the one they adopted. **Mike Kaminski** said that whoever they hire can be the lead on that. **Line Comeau** asked if the job description goes into enough detail? She
suggested they could put in the job ad that the Director is required to review and update current guideline with input from Selectmen.  

**Dave Nault** suggested they add a line under ‘Essential Duties’ that “*occasionally the person will need to meet with Selectmen to review Dunbarton welfare guide and recommend changes to the Board as needed.*”  

**Mike Kaminski** suggested adding #14 under ‘Essential Duties’ that the Director be required to meet once a year to review changes.  

**Dave Nault** suggested they also add #15 to read that the Director is “*required to meet with the Board of Selectmen annually to review the budget.*”  

**Mike Kaminski** said that he would like to recuse himself from the Welfare Director hiring process. He recommends Line Comeau and one other Selectman to review the job applications.  **Bob Martel** volunteered, and **Dave Nault** agreed to serve as his backup.  

**Mike Kaminski** requested that the job to be posted for 10 working days.  

**Line Comeau** shared that she did cancel the insurance on the food pantry and requested a refund to the town.  

**Library Painting RFP:**  

**Line Comeau** said that while it is very preliminary, she has a draft of the RFP for the painting of the library for the Board to take home and review. Pages 1-3 are all standard boiler plate. Her changes are in red and it’s been reviewed by our town attorney. Page 6 starts Exhibit A that covers the type and quality of work they’re expecting them to do.  

**Dave Nault** suggested that because they have a little extra time, they should take the time to get them reviewed at the meeting.  

The BoS did a review of the Library Painting RFP and made the following changes:  

- Page 2: **Line Comeau** suggested removal of the part regarding the requirement of “*duplicate invoices,*” as she didn’t see a need for them.  
- Page 4: **Line Comeau** said the first sentence was part of the template and asked the Board if the RSA was applicable to them. **Dave Nault** responded that the MSDS are there to protect the workers. He suggested they strike the words “*in accordance with EPA laws.*”  
- Page 6 (Exhibit A): **Mike Kaminski** suggested rewording of the end of the first sentence to “*completion of painting the exterior.*” He added that once you refer to the word “Repair” it drives up the cost. **Dave Nault** replied that they do want things to be repaired. **Mike Kaminski** then suggested to leave it as is but to change all words to lower-case regular font. **Dave Nault** suggested they change it further to read “*repair and paint of the building exterior.*” The word “*historic*” was removed.  

**Exhibit A**  

The Board reviewed items 1-9 under ‘Description of Work’ and adjusted them to read as follows.  

1. **Building is a seventy-one by forty (71x49) two-story townhall/library building.**  
2. **All areas to be worked on will have adjacent surfaces covered to protect from contamination. All debris will be considered hazardous material and disposed of in accordance with hazardous disposal laws.**
3. All peeling paint will be scraped and sanded to a sound surface.
   - Areas to include siding, soffit, columns, corner plinth blocks, porches, window trim, doors, and sidelights.
4. Caulking will be applied as needed.
5. 1 coat of oil-based bonding primer to encapsulate lead paint and two coats of exterior latex paint to match existing white color and sheen to be applied.
6. Areas with exposed raw wood will have an additional coat of oil-based bonding primer applied to smoothen the surface area.
   Dave Nault mentioned that he doesn’t feel it is necessary to specify oil-based or latex paint.
7. The coatings may be applied by spraying but will require back brushing to work paint into and under all cracks and crevices.
8. Quote must include labor and materials and not to exceed amount.
9. Any additional work must be listed separately from bid and will be completed only upon approved written change order.

Part 2—Quality Control
   A. Line Comeau added the word painting in the first sentence and added the following to the first part of the 2nd sentence: “Contractor shall keep painting area protected from public access.”

Part 3—Materials
   Mike Kaminski suggested they remove the word “latex” from #1.
   Dave Nault suggested they add “and rotting material” after wood siding on #3.

Part 4—Material Color
   Mike Kaminski suggested they get rid of “Material will be:” As for color, it should be stated that it should match the office building.

Jennifer King noted that the parts need to be renumbered starting at #4.

B. “Installation.” #1c. change “produce” to “product”.
   Add “plinth block corners” to #1b.

Part 5—Payment
   A. A discussion occurred on how to set payment. It was decided to include the following: “The contractor will provide a proposed payment schedule. The payment schedule will be reviewed by Selectmen during the review process.”
   Removed mention of required automobile insurance.
   Dave Nault asked if they should ask their insurance provider if they should take out Builder’s Risk insurance? It may not apply on a town level.

Exhibit B:
   Dave Nault would like a price done on the entire job, not pricing per side. The lines for pricing on different sides of building were removed.
   Dave Nault suggested they added something for project completion timeframe.

Page 11: Added: “All interested bidders on this project, must do a pre-job site inspection at the designated time and date of __________.”
Dave Nault suggested they set a date of Tuesday, May 22 at 9am. He will do the walkthrough.

Dave Nault also suggested that they place calls to each company that bid last year.

Bids will be due on May 30th at 3 p.m.

MAILBOX

Mike Kaminski shared that a gentleman was upset with the cost of dumping materials and drove off without paying.

Mike Kaminski shared that the Bow Republican Committee tried to put a political notice on our board. Line Comeau said that common practice from past Boards was to keep it for town business only and not get involved with political postings.

All in were in consensus with continuing that policy.

Mike Kaminski said that the Dunbarton Police Department is conducting some community events. On Monday May 14th, there will be an active shooter event at 6pm. There is also a bicycle rodeo on May 17th. The Dunbarton PTO, police site, and on Hot Topics has further information on this event.

Mike Kaminski shared information regarding a step increase for one of the police department employees. Officer Ralph McClellan is moving from step 2 to step 3.

Mike Kaminski shared an event request to be put on Hot Topics. Dunbarton Historical Awareness Committee presents “Recollections of Dunbarton.”

Mike Kaminski: Asbestos results came back positive for the town office building. The Building Department is working on an RFP for mitigation.

Mike Kaminski shared an email that was forwarded to Line Comeau from the Garden Club asking for a link to be placed to NH Home Magazine, where they are featured in a multi-page article. Line Comeau is concerned that if they start posting links for different organizations, then they will have to do so for all. The Garden Club is not a town entity. Dave Nault thinks it would still be neat to have it seen. Leo Martel agrees and mentioned that they do different things to make the town look nice. Mike Kaminski said he has no problem posting it up there for a few weeks. Leo Martel suggested thanking them for the work as part of the post.

Mike Kaminski said that Chief Sklut asked for another couple of weeks to come in for his review of the ordinances.

Transfer station discussion was delayed to next week.

PUBLIC COMMENT

None.
OTHER TOWN BUSINESS

Dave Nault said that he has not made it out to the transfer station yet, but he will follow up next week.

Dave Nault asked for a moment of silence for a resident that passed away this week.

Bob Martel shared that he went out to the bridge to see what was going on. There is an excavator there, but nothing is happening currently.

Line Comeau told the Board that she authorized purchase of 10 yards of mulch for the town common. The cost is $390, same rate as 2016.

Line Comeau said that she reached out to Gary regarding flag responsibilities. He suggested they get trained on how to lower the flag. He also recommended they get the fire department to mark the pole at half-mast place to make it easier to see. Mike Kaminski said he talked to the fire chief and he is more than willing to do that.

Line Comeau said that Mike Underwood was working in the common to clear spring debris. The road agent deposited loam in the area to be spread out. Mike Underwood did say that it is on his schedule to do.

Dave Nault asked for leaves to be cleaned out from behind the fire department. They were built up against the stairs and air conditioning unit.

Line Comeau said the road project public hearing will be next Thursday at 7:15 p.m.

Motion: by Dave Nault seconded by Bob Martel to adjourn the meeting.

Vote: (3-0)

The BoS adjourned at 8:34 p.m.

Respectfully Submitted,

Jennifer King
Recording Secretary

_________________________________
Mike Kaminski, Chair

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Dave Nault, Selectman

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Bob Martel, Selectman