DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL
DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, October 5th, 2017
TOWN OFFICES 7:02 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
Koren Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Mary Girard, Library Director
Philip Kimball, Library Trustee
Colleen Madden, Library Trustee
Jeff Crosby, Dunbarton Road Agent

Members of the Public:

Leo Martel

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 7:02 PM with the full Board present.

Old Business:

Motion:

Dave Nault made a motion to accept the minutes, as amendments of the BoS Public Session held on September 28th, 2017 at 7:01 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)
Motion:

Dave Nault made a motion to accept the minutes of the BoS Non-Public Session held on September 21st, 2017 at 8:35 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Public Comment: None

New Business:

Dunbarton Library Board and BoS Discussion

The BoS passed on to the Library Trustees and Director the Auditors ‘list of improvements on controls in the Library’s monetary procedures. The Trustees acknowledged they received a “heads up” copy of the list and are taking actions to implement the recommended controls.

Colleen Madden asked if the Library budget funds be received on a certain day. She said many times some months have 2 disbursements while other months have no disbursements.

The Town Administrator gave an explanation on the two disbursements. In order to stay one month ahead in the Library’s disbursements, the Library receives 2 disbursements in January and no disbursements in December. The BoS asked the Town Administrator to look into options of an auto payment set-up for disbursing the funds to the Library.

Other notable information:

- Library attendance has improved
- Book lending has increased
- Trustees relayed their praise for the Director’s work.

Colleen Madden requested guidance on requests to use the Library in off hours. Often committees and other organizations schedule meetings for 7 or 7:30 on days the Library is open late and their meetings run well past closing time.

The Town Administrator stated that the Town utilizes the Google Calendar on the Town’s website to track meeting in the Town Offices. Line Comeau stated that any date that does not have a colored box would be the indicator that there is room available to meet in the Town Offices.

Dave Nault said the BoS would contact the Town Boards and Committees and ask them to go through the Town Administrator in scheduling use of the Library.
Another option briefly discussed was for Board and Committees to have their meetings in the foyer area of the library.

Update from the Town Road Agent

Precast concrete units for the Stark Bridge will be ready this week. However, when examining the plans for the structure and seeing the depth for the base units are 12-14 feet, the Road agent discovered ground water and that would pose an installation issue. Jeff Crosby got an estimate from a contractor ($40,000) who specializes in this type installation (sheathing the Base) where water must be drained out before setting the precast units. Renting the equipment would also be expensive and Jeff said he does not feel comfortable in performing this type of installation. Jeff recommended that the BoS put out bids for the work to companies that have the experience and equipment.

The BoS directed Jeff Crosby to put the installation of the bridge out to bid in order ascertain the cost. If the cost goes over the available funds, the selectmen will have to submit the additional cost to the voters in the next Town Meeting.

Line Comeau reported to the Board that the Town received a call from Brian Nordle stating that he is ready for the Town to perform sub-grade inspection on Purgatory Pond Road.

A brief discussion ensued regarding which engineer to use for the inspection. Line Comeau stated she would continue to pursue quotes for an engineer.

Dave Nault asked the Town Administrator to provide any engineer selected be given inspector the Town’s Class V roads specifications.

Public Comment:

Leo Martel asked the BoS where does Purgatory Pond Road end? Jeff Crosby said it ends at Brian Nordle’s property.

Town Business:

The Chairman of the Board of Selectmen said the investigation into the complaint by abutters to Lot B4-03-05 is still ongoing and at this time there are not any updates.

Mike Kaminski told the Board that House Bill 324, concerning how utility poles are assessed, is still in sub-committee. Also, Mike Kaminski informed those present that our State Representative, Bill Kuch, is on the committee reviewing HB 324 and has stated he is against passage of this bill.

Board of Selectmen’s Mailbox:

The Town received a quote from Builders installed Products for gutters over the Library entrance door.

Motion:

Page 3 of 6
Dave Nault made a motion to accept the bid from Builders Installed Products to install gutters above the library’s entrance door and downspouts for the amount of $330. Bob Martel seconded the motion.

**Discussion:** Dave Nault asked Line Comeau that the lengths and widths of the gutters and downspouts be clearly delineated prior to signing any contract.

**Vote:** (3-0)

The Town received a letter from National Grid that they are proposing to conduct routine maintenance and repair activities within the shared A201, B202, 451/452 electric transmissions Right-of-Way in Dunbarton, NH.

The Town received an email from Sean Downey of Hilltop Public Solutions to give advance notice of upcoming and ongoing environmental survey work taking place between this week and December 8th to advance the engineering of the upgrade as a result of the proposed Granite State Power Link.

The Town Administrator received correspondence from Stephen Laurin in regards to rescheduling his meeting with the BoS to October 12th. The BoS said October 12th at 6:30 PM would be a non-public session at Mr. Laurin’s request.

The BoS received an email from Donna Dunn, Chairperson for the DHAC, requesting Fred Mullen be appointed a voting alternate for the DHAC.

**Motion:**

Bob Martel made a motion to appoint Fred Mullen as an alternate member of the DHAC. Dave Nault seconded the motion.

**Discussion:** None

**Vote:** (3-0)

The Town received an email from Kerry King, who represents Boy Scout Troop 75, asking for the Town’s support in their annual food drive. This involves placement of signs advertising the event 1 week before the November 4th food drive.

The Town received a letter from NHDES recommending that the Fire Department sample our water supply for PFAS. The letter was passed on to the Fire Chief. The BoS agreed by consensus to have the water tested for PFAS.

The Town Administrator received a memo from Woody Bowne, Transfer Station Manager, on improving coordination for ads involving volunteers who will be working at the Transfer Station.

Received an update from David Montgomery on the installation of fiber optic internet lines.
The BoS acknowledged the memo sent to supervisors regarding reporting workplace injuries.

Mike Kaminski mentioned about the placement of the 250th Town anniversary quilt. He asked Dave Nault to look at the Library location and give the Board his recommendations.

Noreen from the Bow Rotary Club contacted the Town Administrator concerning placing signs for a student scholarship fundraiser (Dunbarton students are also eligible) at the Bow Community Center. The event is on October 28th and the signs will be up a week before. The BoS agreed by consensus to permit the Rotary to place their signs in Dunbarton.

The Town Administrator submitted a copy of actual and anticipated revenues and actual and budgeted expenses and encumbrance to the BoS. Line said the tax rate has not been posted by the DRA. The DRA is still working on the School portion.

Mike Kaminski announced the Cemetery Trustees were not able to attend tonight’s meeting for a discussion on a crushed stone drip line behind the Town building. It will be addressed at the next BoS meeting. Dave Nault asked Line Comeau if she could contact a landscaping contractor and get a price for doing the back of the Town Office and also a separate quote for each side of the building.

Public Comment: None

General Town Business:

Dave Nault said he or another Selectman would meet Peter Webster from Cohen Steel and Score Construction on October 9th or 10th. Dave Nault informed Score that steel was still in the Library and still needed to be moved outside in order for Cohen Steel to pick it up. Line Comeau will confirm the time and date.

MOTION:

Mike Kaminski made a motion to go into a Non-Public session per RSA 91-A: 3, II (a) at 8:27 PM. Dave Nault seconded the motion.

DISCUSSION: None

VOTE: Roll Call:

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<td>Mike Kaminski</td>
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<td>Robert “Bob” Martel</td>
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<td>Dave Nault</td>
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MOTION:

Mike Kaminski made a motion to come out of the non-public session per RSA 91-A: 3, II (a) at 8:58
PM. Dave Nault seconded the motion.

DISCUSSION: None

VOTE: Roll Call:

- Mike Kaminski: Yes
- Robert "Bob" Martel: Yes
- Mike Kaminski: Yes

MOTION:

Mike Kaminski made a motion to adjourn the non-public session per RSA 91-A: 3, II (a) and reconvene at a time to be determined. Dave Nault seconded the motion.

DISCUSSION: None

VOTE: Roll Call:

- Mike Kaminski: Yes
- Robert "Bob" Martel: Yes
- Mike Kaminski: Yes

Motion:

Dave Nault made a motion to adjourn the meeting at 9:19 PM. Mike Kaminski seconded the motion.

Discussion: None

Vote: (3-0)

Respectfully submitted,

__________________________________
Koren J. Maccubbin, Recording Secretary

__________________________________
Mike Kaminski, Chairman

__________________________________
Robert “Bob” Martel, Vice-Chairman

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David Nault, Selectman