DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL
DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, November 16th, 2017
TOWN OFFICES 6:06 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:

- Linda Landry, Dunbarton Town Clerk
- Brian Pike, Dunbarton Cemetery Trustee
- Don Larsen, Dunbarton Cemetery Trustee
- Dan Sklut, Chief of Police

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 Budget Strategy session with the Board of Selectmen (BoS) to order at 6:06 PM with the full Board present.

2018 Budget Strategy

Selectmen had a budget strategy session and following key points were discussed:

- Plan for Level Services Budget for 2018.
  - Department Heads should closely look at warrant articles and submit them early so the BoS can review.
  - Recommend a 2% pay raise across the board for all employees.
  - December 10th, 2017 will be the cut-off date for credit card purchases. Exceptions will have to go through the Town Administrator.
Where possible, with unused funds, we would like to increase the unassigned Surplus Fund.

Supervisors should look at critical and non-critical capital improvements.

Mike Kaminski adjourned the Budget strategy Session and went into a recess for approximately 27 minutes.

Mike Kaminski, Chairman, came out of recess and called the regular Board of Selectmen (BoS) meeting to order at 7:01 PM with the full Board present.

**Old Business:**

**Motion:**

Bob Martel made a motion to accept the minutes, as amended (of the BoS Public Session held on November 9th, 2017 at 7:02 PM. Mike Kaminski seconded the motion.

**Discussion:** Dave Nault would like to amend the section in New Business, by replacing the word “it” with the words “the affected portion.”

**Motion:**

Bob Martel made a motion to accept the minutes, as amended (replacing the word “it” with the words “the affected portion.”) of the BoS Public Session held on November 9th, 2017 at 7:02 PM. Mike Kaminski seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Public Comment:**

Don Larsen mentioned that the Chili Supper to support “Wreath Across Dunbarton for Veterans” would be on December 16th, 5:30 – 7:30 PM, at the Community Center. Ticket prices are as follows:

- $8.00 Adults
- $7.00 Seniors
- $5.00 Children

Tickets can be purchased at the Town Office, Dunbarton Elementary School and at the Transfer Station from 8:00 AM to 12:00 PM.

**New Business:**

**Town Business:**

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Health Benefits Review 2018

Bob Martel gave a summary on future rising health care cost.

**Motion:**

Dave Nault made a motion to accept the Health Benefit Plan AB 20, with a savings of 6.2% for 2017. Mike Kaminski seconded the motion.

**Discussion:**

Mike Kaminski stated with future increases in premiums the Town might want to look at sharing the cost increases between Employer and Employee. He said the BoS should look at proposals in sharing increase cost and if that decision is made, the proposal should be placed in the Town’s Personnel Plan. Dave Nault recommended we wait until next year’s cost come in prior to make any changes. The Selectmen were in consensus.

**Vote:** (3-0)

The BoS signed the AB 20 Health Plan Agreement.

Review of the Request for Proposal (RFP), Stark Bridge

The Selectmen reviewed the RFP for Stark Bridge. After a discussion on the retainage by consensus the Selectmen decided to insert that the Town will require a 10% retainage on each scheduled payment for 180 days and upon the acceptance of the State Inspection.

The Town Administrator will send a revised copy of the RFP to the Road Agent for his input.

**Motion:**

Dave Nault made a motion to accept $603.00 per RSA 31:95-b III (b) for the Wreaths across Dunbarton for Veterans. Mike Kaminski seconded the motion.

**Discussion:** None

**Vote:** (3-0)

Don Larsen thanked the Szopa family for their sizable donation to the Wreaths Across Dunbarton for Veterans

Attorney Response about Score Construction

BoS discussed the Town Attorney’s response in reference to Score Construction. The Attorney asked the Town if we wanted to file suit or send a letter of demand. By consensus the BoS decided to go with
the demand letter first and after 30 days without a satisfactory response, file suit. Dave Nault said the Town’s attorney should incorporate in the letter that the Town had to remove the steel from the Library parking lot, due to safety concerns at the town’s expense.

Mike Kaminski informed the BoS have the plumbing problem at the town office. Hopefully, the backup problem has been cleared. Dave Nault suggested that the Town should ask Dunbarton Fuel Service to check the exhaust vents, which sometimes cause a backup in the lines.

**Town Business:**

Mike Kaminski for the record mentioned that yesterday, the BoS had a resume review for the vacant position in the Building Department. The BoS along with the Planning Board Chairman and Zoning board of Adjustments Chairman narrowed the resumes down to 4 candidates. The Town Administrator contacted the candidates and scheduled interviews for 3 of the candidates. The fourth candidate withdrew his application. The Town Administrator would try to schedule all three candidates for interviews on Friday.

**Bids for Library Entrance Door**

The BoS went over the bids for the Library entrance door.

**Motion:**

Dave Nault made a motion to award the contract for the Library’s entrance door and installation to ARC Property Services. The contract should be changed to read “hardware finish should be antique brass or oil rubbed bronze” and the Town Administrator has the authority to accept the contact if cost upgrades are minimal. Mike Kaminski seconded the motion.

**Discussion:** None

**Vote:** (3-0)

The BoS discussed the drip edge bids for around Town office building all 4 sides. The BoS will try to expedite the contract award so it may be completed before the ground freezes. Dave Nault prefers using the stone from Mt. Williams or Henniker Stone.

**Board of Selectmen’s Mailbox**

Dave Nault told the BoS that Katherine May Beliveau, the Boston Cane Recipient Passed away on November 11th, 2017. Dave Nault recommended to the Board, that we issue Marion Crosby the Boston Post Cane after verification of her age and eligibility.

The Town Administrator distributed pay scale rates on unnamed worker. The Board was in consensus that the payrate for this individual was correct for the position.
The Town received a memo that all the water test samples were taken and the Town is awaiting the results.

**Town Business:**

Mike Kaminski at the Planning Board’s meeting last night said the impact fees are impractical due to the administrative cost. The Board asked the Town Administrator to send a letter to the School Board explaining the Board’s decision.

**Public Comment:**

Leo Martel asked where the Stark Bridge precast sections are being stored. Dave Nault said the precast parts are being stored at the manufacturer for the time being.

Brian Pike asked about the part time administrative assistant position. Michael Kaminski said the Town had decided to outsource the work, which is saving the town money compared to hiring an additional employee.

Brian Pike suggested getting an engineer to give a ballpark of the cost to finish the Stark Bridge. Dave Nault said he feels the 3 or more proposals will accomplish the same without the extra cost of paying an engineer.

**Motion:**

Bob Martel made a motion to adjourn the meeting at 8:24 PM. Mike Kaminski seconded the motion.

**Discussion:** None

**Vote:** (3-0)

Respectfully submitted,

Koren J. Maccubbin, 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