DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL
DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, December 7th, 2017
TOWN OFFICES
Beginning at 7:00PM

The 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 was not present

Line Comeau, Town Administrator & Recording Secretary

Members of Boards/Committees & Town Officials:

- Jeff Trexler, Dunbarton Elementary School Board
- Patrick “Woody” Bowne, Transfer Station Supervisor
- Dan Sklut, Police Chief
- Linda Landry, Town Clerk
- Jeff Crosby, Road Agent
- Don Larsen, Cemetery Trustee
- Colleen Madden, Library Trustee,
- Mary Girard, Library Director
- Phil Kimball, Library Trustee

Members of the Public:

- Kay Herrick
- Leo Martel
- Stas Szopa

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

Mike Kaminski, Chairman, called the regular Board of Selectmen meeting to order at 7:03PM with Mike Kaminski and Bob Martel present.

Selectman Kaminski stated for the public that today is December 7th, which is noted for the attack on Pearl Harbor in 1941. Would like to say thank you to Gary MacCubbin who ensures our flag flies at
half-mast for these type remembrances and would also like to recognize Mert Mann for maintaining this flag responsibility during Gary’s absence today.

**Old Business:**

Approve minutes of the previous meeting.

**Motion:**

Robert Martel made a motion to accept the regular meeting minutes as amended, for November 30\(^{th}\), 2017. Mike Kaminski seconded the motion.

**Discussion:** None

**Vote:** (2-0)

**Motion:**

Mike Kaminski made a motion to accept the non-public meeting minutes of 6:31PM, for November 30\(^{th}\), 2017. Robert Martel seconded the motion.

**Discussion:** None

**Vote:** (2-0)

**Motion:**

Robert Martel made a motion to accept the non-public meeting minutes as written, for November 30\(^{th}\), 2017, 9:10pm. Mike Kaminski seconded the motion.

**Discussion:** None

**Vote:** (2-0)

**Public Comment:**

Don Larsen stated for the public that he will be available at the transfer station from 8-1pm to sell tickets for the chili supper fundraiser for Wreath Across Dunbarton. The tickets will also be available to purchase from the Dunbarton Elementary School, Town Office, and at the Door. There will be several types of chili available, including a vegetarian chili.

**New Business:**

**Boston Post Cane.**
Mike Kaminski stated for the public that the current holder of the Boston Post Cane recently passed away, according to the research done by the Historical Society, the next oldest person in line to receive the Boston Post Cane is Marion Crosby. Son and daughter of the recipient were present, Kay Herring & Jeff Crosby to accept the Cane on Marion’s behalf. Marion is 96 years old. Ted Vallieres who is head of the Historical Society wrote to the Board stating that she deserves the prestigious honor. Jeff Crosby stated that he told his mother about it and it definitely made her day. The Board presented the cane to Jeff and Kay and ask that a picture be taken of the historic event.

Mike Kaminski stated for the public that he would like to go out of order of the Agenda, to hear the proposed budget from the Town Clerk so that she can return to work.

Mike Kaminski also stated that in earlier budget presentations, the Board was scrutinizing the budget in too much detail, so asked that budget presentations to let the Board should include the highlights allowing for the Board to scrutinize the budget at a later meeting.

**Town Clerk Budget proposal 2018**

Linda Landry presented the Board with the Town Clerk’s budget itemized with attachments.

Linda stated for the Board that the Town Clerk Position reflects the 2% salary increase as it was discussed at a previous meeting. The Deputy Town Clerk reflects the 2% CPI and 12 hours per week. There is also additional coverage so she can attend some workshops for recertification coming up in 2018 that is mandated that she attend.

Linda explained that in 2017, one election had been budgeted, but ended up with 3 elections the year. The attachment provides in detailed breakdown of the elections for the coming year. Th next year’s budget reflects 3 elections.

Linda Landry explained in detail the different accounts within the Town Clerk Budget. She noted that the last attachment is a breakdown of miscellaneous items for the budget. These items are not included within the Town Clerks budget but for the benefit of the Town Administrators budget which would be required to budget.

Mike Kaminski asked who funds the postage for her office. Linda replied that the budget comes from a Town Office budget line. Linda mentioned that they send out over 100 renewal notices, we are not required by law, but we do it as a courtesy, it’s possible that we review this expense in the future with the possibility of using emails for notifications.

Linda Landry explained the Town Clerk annual conference and conference required mileage.

Linda Landry mentioned that she had an ergonomic assessment on her office work station done by Primex. Was still getting quotes on a new workstation and will be returning to the Board when she has prices for their consideration.
Linda also stated that in 2019 she will be asking for an additional fire proof safe. She proposed to do it in 2 phases. She would like the Board to budget in 2018, shoring up the floor of the Town Clerks office so when she requests the safe in 2019, the floor will be able to support the additional weight.

Linda Landry updated the Board with the current year to date revenues for 2017 compared to 2016, which are approximately $27 thousand dollars over last year at this time.

**Jeff Trexler, Dunbarton Elementary School Board.**

Jeff Trexler presented a plan for the Board to review. Stated that the School Board is working on a proposed addition. A site plan identifies the parking lot existing conditions and proposed conditions for the building project of the school expansion. Jeff Trexler said he had been talking with Jeff Crosby, Road Agent to come up with a plan to improve existing parking lot and create additional parking.

There was substantial Board discussion for different options of the parking lot area.

Jeff Trexler said that if the project passes, the School Board would return to the Board to come up with a plan to improve and upgrade the parking area.

Jeff Crosby, Road Agent shared his recommendation on the parking lot upgrade contingent on the school expansion passing with town vote. Jeff stated that this is something that we can discuss at a later date.

Mike asked if this would be an increase on the highway budget. Jeff replied that it would be managed within the existing budget lines.

There was substantial discussion on cost effective ways to upgrade and/or save money to repave the existing parking area.

Jeff Trexler stated that the bid that we will be sending out will include the paving areas, but once the bids are received, we will negotiate out the cost of the paving if we feel that there can be substation savings to the town. All of this will be itemized and reviewed by the construction manager.

Robert Martel had a question for Jeff Trexler on another subject. Robert stated that because we are approached by the tax payers asking questions about their tax bill, asked if the School Board was entertaining possibly adding warrant articles to show what the cost are of the warrant and how the board vote on the article.

Jeff Trexler replied that we had already been approached by a tax payer, who has recommended that to us and the Board has included them in our draft warrant. There are two articles will be added that will stipulate going forward to include the vote of the Board which has never been officially formalized, with the second article to show the increase of the warrant article.

Mike Kaminski presented a letter to Jeff Trexler to bring back to the School Board. Mike stated that the Board had followed up with their request of implementing impact fees. He explained that the letter
states that after a discussion with the Planning Board and a representative of CNHRPC that the town is not growing fast enough to pursue impact fees at this time.

**Dunbarton Library Trustees and Library Director presented their proposed budget 2018.**

Mary Girard, Library Director, Coleen Madden and Phil Kimball, Library Trustees, presented the proposed budget for 2018.

Coleen Madden stated that Mary Girard has done an excellent job in fine tuning the budgeted line item funds within the budget, programs are up because of Mary’s hard work and planning.

Mary Girard stated that in the payroll line is less than in past years, there was discussion for other options for paid staff and how it’s been able to reduce that line.

Coleen Madden stated for the board that the amount of work that Mary is currently doing was essentially doing the work of two employees.

Line Comeau asked for clarification on the bottom line of their request. The 2017 budget was set at $94,690 with the 2018 budget request of $87,640. When adding the anticipated revenue of the library, the bottom line is a decrease. (Actual request from the town will decrease budget $7,050 from original statement made during the meeting discussion of $5,492. This amount included Library’s estimated revenue of $1,558).

There was discussion on a toilet replacement, furnace maintenance, exterior painting (which is in big demand for repairs). The repairs that need immediate attention are the emergency lighting, which will need to be addressed sooner than later, along with the crash bar exit door should be addressed this year.

Michael Kaminski explained for the public the discussion of the exterior of the Library building. The Town will have to go before the town for money to have the exterior painted. The exterior of the building requires substantial repairs and painting. The building was positively tested for led paint so there will have to be some mitigations for that. All of this will require substantial funding in 2018.

Coleen explained that some of the smaller facility expenses are built into the budget.

Robert Martel stated that the trustees have done an excellent job in addressing the programs for all age groups along with presenting a budget that has decreased.

Dan Sklut informed the Board that Stas and Aleeta Szopa have given donations to the Police Department in the past. Today they are before the Board to present a donation to the Town for the purpose of purchasing a new portable radio and software.

Mike Kaminski stated on behalf of the Board they would like to thank the Szopa’s for their generous donation. Bob Martel also expressed his appreciation for their donation.

**MOTION:**
Mike Kaminski made a motion per RSA 31:95-b III (b) to accept a gift in the amount of $3,633.63 from Stas and Aleeta Szopa for the purpose of purchasing a portable radio and MDT software for the Dunbarton Police Department. Robert Martel seconded the motion.

Vote: 2-0

Don Larsen presented donations in the amount of $499 from fundraising and donations for Wreaths Across Dunbarton.

**MOTION:**

Mike Kaminski made a motion per RSA 31:95-b III (b) to accept a gift in the amount of $499 from Don Larsen for the purpose of Wreaths Across Dunbarton. Robert Martel seconded the motion.

Vote: 2-0

**MOTION:**

Mike Kaminski made a motion per RSA 31:95-b III (b) to accept a gift in the amount of $325 from Don Larsen for the purpose of Wreaths Across Dunbarton. Robert Martel Seconded the motion.

**Discussion:**

Michael Kaminski stated for public that the Board had received a letter from the citizens of Gorham Pond informing the Board that they had held a yard sale to raise funds for future treatment of the milfoil. Their request is that these funds be held by the town and applied to a future warrant.

Vote: 2-0

**PUBLIC COMMENT:**

Leo Martel commented that it was a good night for the town to receive over $9,000 dollars from gifts and budget reductions.

**MAILBOX:**

Mike Kaminski reiterated a memo received from the accounting department to get department invoices into the accounting department. This is also curtailing credit card purchases toward the end of the year.

Bob Martel clarified the statement by asking the departments to get their invoices in as soon as possible.
Mike Kaminski reported that Dave Nault wanted a copy of the letter that was sent to Score construction. Bob Martel stated that because we have not heard back from them that we should anticipate having to legate to project.

Mike Kaminski, reviewed a memo from Woody regarding the Christmas Holiday. The Board asked that Woody work within the guidelines of the personnel plan and work with the Town Administrator with regards to him taking time off.

**Amendment to the Personnel Plan:**

Mike Kaminski stated that he would like to thank Woody personally, for it was pointed out to him that the Personnel Plan defines Fire Fighters as employees. With this information, there was some confusion on this definition. Clarification was researched through NHMA. This has been a struggle with many municipalities to which NHMA recently wrote an article on this subject. The article defines fire fighters under NH State RSA.

Mike Kaminski stated he would like to make a motion to implement the language as defined under the RSA’s into the personnel plan to coincide with the NH RSAs. Bob Martel asked Mike to quote the wording for the benefit if the public.

Mike Kaminski read the current classification as it is written in the Employee Personnel Plan as:

“Under Employee Classifications page 6; FIRE FIGHTER EMPLOYEE: Fire fighters are considered Part Time Employees and not eligible for benefits described in this manual except where noted or to the extent required by State or Federal Law.”

**MOTION:**

Mike Kaminski stated that he would like to make a motion to amend the personnel plan to read:

**FIRE FIGHTERS:** Fire Fighters are considered **volunteer or on-call** and not eligible for benefits described in this manual except where noted or to the extent required by State or Federal Law. Robert Martel seconded the motion.

Mike opened the discussion for from the public. Mike asked Woody if he had any comment on the amendment, since he actually alerted the Selectmen on this issue.

There was no comment.

Vote: 2-0

**Town Administrator**

The Town Administrator informed the Board that there was work in progress to get 3 quotes to print the town report.
Mike Kaminski, asked there was a provision to get prices for outsourcing the formatting of the annual report. Line Comeau replied yes. Mike Kaminski also wanted to make sure that each department will have an opportunity to proof and sign off on their reports if they choose to.

Town Administrator informed the Board that that the back of the town office building has been completed with stone. Mike Underwood did want the town to be aware that there is a lot of rot on two corners of the building that will need to be addressed. The front of the building is still outstanding but Mike Underwood said if he had the time would get to it this year or hold his price to finish the work in the spring.

Mike Kaminski asked for a progress report on the replacement entry door for the library. Like Comeau reported that we have processed payment to purchase the door blank and have it machined.

**MOTION:**

Mike Kaminski made a motion to go into a Non-Public, per RSA 91-A: 3, II (d) at 8:12pm. Robert Martel seconded the motion.

**VOTE: Roll Call:**

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**MOTION:**

Mike Kaminski made a motion to come out of the non-public session per RSA 91-A: 3, II (d) at 8:50pm Robert Martel seconded the motion.

**DISCUSSION:** None

**VOTE: Roll Call:**

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**MOTION:**

Mike Kaminski made a motion to go into a Non-Public, per RSA 91-A: 3, II (a) at 8:51pm. Robert Martel seconded the motion.

**VOTE: Roll Call:**

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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 8:57pm Robert Martel seconded the motion.

DISCUSSION: Mike Kaminski made a motion to hire the new Building Planning & Zoning Secretary at a starting salary of $40,000 for the probationary period of six months. Robert Martel seconded the motion.

Amendment to Motion:

Robert Martel made a motion to amend the motion to read, the motion to hire the new Building Planning & Zoning Secretary at a starting salary of $40,000 under the probationary period with a six-month review of acceptable performance to increase the wage to the Step I pay rate. Mike Kaminski seconded the amended motion.

Roll call vote:

Mike Kaminski  Yes
Robert Martel  Yes

Motion:

Robert Martel made a motion to adjourn the meeting at 9:01pm. Mike Kaminski seconded the motion.

Discussion: None

Vote: (2-0)

Respectfully submitted,

__________________________________
Line Comeau, Recording Secretary

__________________________________
Mike Kaminski, Chairman

__________________________________
Robert “Bob” Martel Vice-Chairman