DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, February 15th, 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:

- Linda Landry, Town Clerk
- Rene Ouellet, Town Moderator
- Donna Dunn, Historical Awareness
- Leo Martel, Historical Awareness
- Jeff Crosby, Road Agent

Members of the Public:

- Mike Guiney, Kelsea Road Resident

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 7:00 PM with the full Board present. Mike Kaminski stated that Koren had submitted a letter of resignation and would no longer be taking the minutes.

Old Business:

Approve minutes from February 8th, 2018.

Motion:

Bob Martel made a motion to approve the regular meeting minutes of, February 8th, 2018 as amended. Mike Kaminski seconded the motion. Dave Nault abstained as he was only present by telephone conference to vote on the warrant and was not present for most of the meeting.

Discussion: None
Vote: (2-0)

Public Comment:

Mike Kaminski opened the floor for public comment.

Leo Martel stated that a couple of weeks prior, the Board asked the DHAC to consider coming up with a possible name for the new bridge with some historic basis. The Committee did discuss it and came up with a name of Stark Mill Bridge. The “mill” being it was originally there, would tie in some history of the location.

Donna Dunn stated that over the years there have been many names given in reference of the Stark Bridge. With the name added the DHAC hopes to be able to come up with a tidbit sheet on the history for school curriculum.

The Board reached a consensus on the name Stark Mill Bridge and asked that the DHAC come up with a formal letter to the Board for their consideration.

Line Comeau asked the Board if changing the name of a bridge would complicate things with the State DOT regarding inspections and permits?

The response was that the name shouldn’t be an issue with the State, but would be primarily used for historic reference.

Donna Dunn stated that she had one more item from the DHAC. Back in 2008, Harland “Bud” Noyes (former Town Historian) donated money specific to historic preservation. After his death, he had provided a list from the Noyes Reference Library. The material that the committee has been working on preserving is unique material that requires delicate handing and someone who can understands historic preservation. Donna stated that the committee has finally found someone with the right experience that they feel confident can handle this material for a fee. They plan to start with two tubs if material to see the outcome of the work, then eventually categorize all the material donated. The fee for this service will come from the DHAC Historic Preservation account and not from town funds. (attachment for “Bud” Noyes History).

Mike Kaminski stated for the Board that this was basically an FYI for the Board, that the funds that Donna mentioned, do not come from town funds but from donated funds for historical preservation. The Board had no objections to proposed project of the DHAC. Funds to pay for these services would be transferred from these funds for processing.

Linda Landry, informed the Board that in December 2016, she had a resident write a check for just under eight hundred dollars for a motor vehicle registration which was returned for insufficient funds. Linda gave detailed accounting of her actions with dealing with this problem. Linda asked the Board if the process was turning the check over to collections and/or is there a process that she should follow to no longer accept checks from this individual?
The Board was in consensus that she follow up with the Police Department and that future transactions with this individual, require that the Town Clerk only accept payment by cash or certified check for any registration.

Linda asked the Board if they would consider a policy in the event it happens in the future. There was substantial discussion on how to process NSF checks. Dave Nault asked Linda to keep the Board abreast of the situation.

**Donation to Wreaths Across Dunbarton.**

**Motion:**

Michael Kaminski made a motion per RSA 31:95-b III (b) to accept ($175.00) from fundraising for Wreaths Across Dunbarton from Don Larsen.

**Discussion:** Michael Kaminski, stated that Don Larsen had already submitted the check to the town.

Dave Nault seconded the motion.

**Vote:** (3-0)

**Rene Ouellet, Town Moderator**

Rene stated that he was present this evening to go over a process that would keep all parties on board for their responsibility during the election day and town meeting. Some of the responsibilities overlap so thought it would be worthwhile to go over these responsibilities. Rene stated that the responsibility of the space is the Selectmen. Rene stated that there is no time between election day and the start of the meeting so it’s imperative that we are on the same page to set up for town meeting.

The consensus was that set up would be done on the Monday before the elections. Rene went over items needing to be addressed:

- Setup of booths
- Setup of chairs for Town meeting
- Restroom supplies for the day and evening
- Making sure the areas are kept clear
- Talk the school to make sure the timing of the lights is extended
- Extra batteries for the sound system (6, 9-volt batteries will be needed)
- Crash bar is working
- Handicap space is made available

Selectman Kaminski stated that we should be prepared for visual aid support. Rene recommended we reach out to the janitor for this need. Rene stated that everyone being on the same page is critical. Rene stated that he would send the list of items that the Board needs to be aware of.
Selectman Kaminski recommended that we only set up eight booths for the event to help save time for the setup of the town meeting. Linda offered to look of the last few town meetings minutes to get a total count of attendees for a base number for the chair setup.

Michael Kaminski also asked if we were prepared in the process of inclement weather. Rene replied that he would review the process again prior to the meeting.

Rene reminded the Board that there are two town officials on the ballot so they will be reduced to limited duties. A pro tem for one Selectmen could be beneficial for the election process.

Michael Kaminski stated to the moderator and town clerk, that currently, the State’s website did not reflect the correct polling hours of the election. Mike stated that by law this needs to be addressed immediately. Linda stated she would take care of this immediately.

**Michael Guiney, Kelsea Road**

Dave Nault recuse himself from the above topic and stepped down from the Board table.

Mike Guiney stated that he was present because during the last storm, one of the post in the disputed area was knocked down. Would like to know how the town was going to handle this.

Michael Kaminski stated that he had only just seen the videos within the last two hours. Michael Kaminski stated that he would like to defer for another week until it can be investigated further. He further stated that he would ask the Road Agent to review the situation prior to the Board making any quick decisions.

Michael Guiney agreed to return on the following Thursday for further discussion.

Dave Nault returned to the position of a Board member.

**Stark Bridge Update**

Jeff Crosby updated the Board on the status of the Stark Bridge. Jeff stated that the contractor Mike Hansen had moved in his equipment and removed the old bridge without a hitch. Installed the sheeting into the brook to create a safe area to work, in preparation of installing the footings of the new bridge. Jeff stated that there was only one small glitch that could delay completing the project. Jeff stated that Mike Hanson had visited Michi Corp. to inspect the new bridge cast and found that on the footings, there are grooves that need to be grouted. Jeff wanted to inform the Board that because this can only be applied when the temperatures are above freezing that it could delay the remainder of the installation of the bridge for a short amount of time.

There was further discussion on the Stark Bridge concerning payments and withholdings per contract.

Mike Kaminski asked Jeff to be prepared to speak on the subject at town meeting if a question comes up.
Paving Services for 2018

Michael Kaminski reviewed the letter received from Advanced Paving for services for the next season. There was further discussion regarding the services and cost of the paving.

Motion:

David Nault made a motion to accept the bid pricing for paving for the year 2018 from Advanced Paving as presented. Michael Kaminski seconded the motion.

Discussion: None

Vote: (3-0)

New Employee Hiring Process

Michael Kaminski stated that he would like the Board to come up with a process by which the Board could follow for hiring any new employee be it for the transfer station or any other department.

Dave Nault stated that he had reviewed the recommendations from Patrick Bowne. It appears that 2 of the three individuals were unable to commit to all the required shifts for one reason or another.

The Town Administrator informed the Board of past practices for hiring a new employee.

Michael Kaminski recommended that there be one Selectmen, the department Supervisor, along with the Town Administrator, as we did with previous hiring actions. Michael further stated that he did not feel that the individual should be interviewed by the Supervisor alone.

One of the Selectmen asked what the process was for hiring of the highway employee?

Jeff Crosby replied that the town had utilized a selection committee when we hired for his department that consisted of a Selectmen, Jon Wiggin and myself.

Dave Nault stated that the last hiring process was handled this way, should continue to go through this process in the future.

Michael Kaminski stated that this should be communicated to all departments that an interview panel should be established to consist of at least one Selectmen, a department supervisor, and the Town Administrator for the interviewing process.

Mailbox - none

Public Comment:
Leo Martel informed the Board that he had gone to the Transfer Station and noticed that whoever is plowing the entrance is making the snow pile on the west side too high to get a line of site of oncoming traffic. Leo said that he has been there twice and still has difficulty seeing past the snow pile from a truck let alone a car leaving the transfer station.

Mike Kaminski asked that the Town Administrator communicate this to the Transfer Station Supervisor to push back the snow banks further for a clear line of site for the residents.

Dave Nault asked the Board to discuss the election setup plans. Dave Nault stated that in the past we included staff to assist the Board to set up and take down everything involved with town meeting/voting.

Bob Martel stated that on this subject, past Boards had reduced the hourly rate of pay to $10.00 per hour for this setup which resulted in no one wanting to work the extra hours. Bob stated that if an employee is willing to work the extra hours, that they should be paid their regular hourly rate of pay and that the hours include a minimum of three hours to do the work. Also, if there are overtime hours, that it be paid at time and one half.

Dave Nault asked that the Town Administrator coordinate the staffing at the regular rate of pay along with a minimum three hours pay.

The consensus was to schedule two to three people to set up on the day before town meeting beginning at 4pm with a guaranteed three hours minimum and then have them scheduled to come on the eve of Town Meeting to set up chairs at a specified time.

Bob Martel asked for an update on the library door. Line Comeau stated that she would follow up with another call to the contractor.

Line Comeau informed the Board that the town report is complete. She will expect a bound proof within the next day, will reach out to the individuals interested in reviewing their reports before it goes to the final print stage.

There was further discussion on mailing and dedication of the Town Report.

Bob Martel made a motion to adjourn the meeting at 8:04pm. Dave Nault seconded the motion.

**Discussion:** none

**Vote:** (3-0)

Respectfully submitted,

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Line Comeau, Recording Secretary
Mike Kaminski, Chairman

Robert “Bob” Martel Vice-Chairman

David Nault, Selectman