DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, May 11th, 2017
TOWN OFFICES 7:01 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

Members of Boards/Committees & Town Officials:

- Rene Ouellet, Town Moderator
- Linda Landry, Town Clerk
- Patrick “Woody” Bowne, Transfer Station Manager

Members of the Public:

- Leo Martel, Video Recorder

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 7:01 PM with the full Board present.

Old Business:

Motion:

Bob Martel made a motion to accept the minutes, of the BoS Public Session held on May 4th, 2017 at 7:01 PM. Dave Nault seconded the motion.

Discussion: None

Vote: (3-0)
Public Comment: None

New business:

Town Administrator explained details of the grant from the NH Lakes Program and informed the BoS that the payroll and expenses are paid directly through the NH Lakes’ Program. Mike Kaminski mentioned that the grant amount is slightly higher than expected.

Motion:

Dave Nault made a motion per RSA31:95-b III (b) to accept a grant from NH Lakes Program in the amount of $1557.84 to be used toward payroll and out of pocket expenses. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

The following Memorandum of Understanding between the Town of Dunbarton (BoS) and the Dunbarton Town Library (DPLT) was presented to the BOS for review and comment:

Dunbarton Public Library Trustee’s (DPLT) Responsibilities.
EXHIBIT “A” - May 11, 2017

1. Minor shoveling of ramp and walk ways when the library is open.
2. Trash/recycling removal/placement.
3. Spread sand/ice melt as needed during business hours as needed.
5. Provide/maintain mail box.
6. Hire a contractor to provide first floor custodial services.
7. Hire a contractor to clean/maintain floors and carpet cleaning.
8. DPLT is responsible to maintain all Library furniture.
9. DPLT is responsible for door lock and keys - one door only. (The older front doors are always locked.)
10. DPLT is responsible for the maintenance/replacement of the below listed equipment.
11. Phone, Fax, security alarm, Carpets, interior paint/painting, floor refinishing.

12. DPLT is responsible for security alarm monthly cost.

Dunbarton Town Responsibility (BoS) Responsibility
EXHIBIT “B” - April 13, 2017

1. Hire a contractor to mow grass around the Library and town common.

2. Replace and repair walkways and drainage around the Library building, including asphalt paving.

3. Maintain, repair, replace parking lots, paint lines, use the road sweeper and obtain any signs needed for the parking lot, coordinate with Road Agent/Town Administrator.

4. Provide snow removal/sand, /ice melt; parking lots, driveways, ramp and fire exit doors facing route 13.

5. Provide trash removal and recycling.

6. The town is responsible for maintaining the exterior/interior of the building including but not limited to; roof, exterior paint, lighting, windows, septic system, fire escape and alarms, heating/cooling systems, Plumbing, exterior doors.

7. The town is responsible for the cost of heating oil, electricity and insurance.

Motion:

Dave Nault made a motion to accept the MOU (Exhibit A, dated May 11th, 2017) between Town of Dunbarton (BoS) and the Dunbarton Town Library (DPLT). Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Rene Ouellet, Town Moderator, briefed the BoS on the upcoming election on Jun 6th, 2017. Set-up will start approximately at 4:30 PM. Linda Landry answered David Nault’s question on an estimate of voter turnout. Linda Landry said regardless of a possible low turn-out, the Town should set up the required number of booths which is based on the total registered voters. The Town Clerk and the BoS discussed the cost of the additional elections and ways to reduce that cost.

The BoS told the Town Moderator their reasoning for not ratifying the results of last Town Meeting. They said everything that the Town Moderator did in rescheduling the Town Meeting was correct. Bob
Martel said by holding public ratification and voting to ratify the results might “Open up another can of worms”. The Town Moderator understands the BoS’s position but respectfully said he still thinks holding the public hearing is the prudent thing to do.

Petition and Pole License

The Selectmen signed the Petition for a Pole License for one pole located on Twist Hill Rd.

Linda Landry asked the BoS to increase the amount of the Town Clerk’s petty cash from $150.00 to $250.00. By consensus, the BoS agreed to the increase of the Town Clerk’s petty cash. The Town Administrator will meet with the Town Treasurer to expedite the increase.

Letter of Agreement (LoA) between the Town of Dunbarton and the Central NH Regional Planning Commission (CNHRPC)

The BoS reviewed and discussed the above LoA.

General Description: The CNHRPC will provide assistance to the Dunbarton Planning Board through the services of a Circuit Rider Planner.

Specific Provisions: Upon notice to proceed from the Town, the CNHRPC staff will provide planning assistance to the Town of Dunbarton depending upon the needs of the Planning Board.

The BoS discussed in detail the LoA and by consensus agreed to proceed with the LoA.

Town Business:

The Dunbarton 4H has requested to use the Town Common to have a plant sale as a fund raiser on Saturday, June 3rd. The BoS by consensus agreed to allow the 4H Club to have use of the Town Common on June 3rd.

The Town Administrator presented the BoS an appointment form for the Health Officer. She recommended that Mike Cumings be appointed to the position.

Motion: Dave Nault made a motion to appoint Mike Cumings as the Dunbarton Health Officer. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)
Score Construction: Mike Kaminski went over the dispute with Score Construction concerning the unfinished work on the Town Library’s roof support. Mike Kaminski said the Town received an invoice for final payment to the amount of $10,000.00.

The Town Administrator said the Town’s records and according to the contract only owes $5,000.00. Mike Kaminski said the Score Construction has not responded to the Town.

Dave Nault said we should send a letter by registered mail to Score Construction as to what are their intentions are to resolve the unfinished work.

The Town Administrator is to draft a letter to Score asking them how they intend to resolve the issue and to correct the outstanding amount to $5,000.00. Letter to be reviewed by the BoS giving Score Construction Enough time to respond.

The Town Administrator gave the BoS a Budget Worksheet for Town Buildings, Maintenance and Improvements. The Town Administrator gave what she thought should be the first priorities:

- Raise the Library’s air conditioner.
- Fix shingles on the Town Offices. (Town Administration to get quotes)
- Paint one side of Library and Town Office. (Town Administration to get quotes)
- Clean the Town office’s carpet

The BoS went over the budget items and asked Woody Bowne, Transfer Station Manager, his input on the budget items listed for the Transfer Station. Woody Bowne said he would like the emergency lighting in the recycling center be a priority and mentioned that the South side of the building needs repair.

The town Administrator said of the $70,000.00 budgeted for 2017, the Town has $9393.65 as of May 11th, 2017.

Public Comment:

Leo Martel commented on the good cleanup work done by the volunteers working at Kimball Pond.

Koren Maccubbin asked Dave Nault a question on matching the paint at the Library.

Other Town Business:

The BoS will meet at the Library on May 18th, 6:30 PM to see first-hand on what needs to be done for the Building. Anyone who wants to accompany them is welcome to do so.

Motion:
Dave Nault made a motion to adjourn the meeting at 8:31 PM. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

Respectfully submitted,

__________________________________
Koren J. Maccubbin, Recording Secretary

__________________________________
Mike Kaminski, Chairman

__________________________________
Robert “Bob” Martel Vice-Chairman

__________________________________
David Nault, Selectman