DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN (BOS)
MINUTES OF MEETING
Thursday, May 4th, 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:

  Jeff Crosby, Road Agent
  Lee Martel, Historical Awareness
  Brian Pike, Planning Board
  John Wiggin, Fire Chief
  Fred Mullen, Fire Department, Town Forest
  Dan Sklut, Police Chief
  Woody Bowne, Transfer Station Supervisor
  Mary Girard, Library Director
  Stephen Laurin, BLD, Planning, Zoning Administrator

Members of the Public:

  Leo Martel, Video Recorder
  Helga Bouchard, United Tree Service
  Madison Arce, Tucker Hill Road
  David Naugler, Gile Hill Road
  Ron Slocum, Tenney Hill Road

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 April 27th, 2017 at 7:03 PM. Dave Nault 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 April 27th, 2017 at 8:23 PM. Dave Bob Martel seconded the motion.

**Discussion:**

BOS consensus was to seal the April 27, 2017 Non-Public session

**Vote:** (3-0)

**Motion:**

Bob Martel made a motion to seal the minutes, of the BOS Public Session held on April 27th, 2017 at 8:23 PM.

**Discussion:**

Dave Nault mentioned that the BOS should seal the minutes within 72 hours of the non-public session. Dave Nault seconded the motion.

**Vote:** (3-0)

**Public Comment:**

Woody Bowne said he received a phone call from a contractor who performed tree services for the Town at the Transfer Station. The contractor received a call from the Town Administrator concerning an invoice that the company had submitted and was upset to receive a call about this at home. Woody Bowne said he has never seen this done before in this fashion. Mike Kaminski told Woody Bowne in reviewing this bill for tree trimming services, he felt that it with the information listed on the invoice, it appeared excessive for the amount of work done and the other two Selectmen agreed. Mike Kaminski told Woody Bowne that the Selectmen reviewed all the bills and questions any bill that appears excessive.

Fred Mullen informed the BOS that the Goffstown/Dunbarton line was perambulated by himself, Chief Sklut and the Goffstown Perambulator. Fred Mullen will be forwarding their results to the State Archives.
Brian Pike mentioned that now and in the past the BOS always scrutinized the bills submitted by all the Departments. He also mentioned the April 20th minutes omitted the discussion of Debra Trottier regarding the ½ day kindergarten and the kitchen fund and how Deb Trottier would research the warrants and get back to the town. Brian Pike said he thought the reference of RSA A:3 in the April 20th minutes should have been more specifically defined. Brian Pike also voiced that he thought merit pay is not a good way to go for the town.

Mike Kaminski said that they would have further meetings and discussions on the subject.

Jeff Crosby said the town road signs designating boundaries between towns and counties may not be 100% accurate but serve as a good guideline.

Helga Bouchard, United Tree Service, said she was wondering how the Town goes about contracts for work. Line Comeau, the Town Administrator, said the Town tries to get a three telephone quotes on small contracts. Helga Bouchard said she thought some of the comments describing the tree trimming work were disparaging and can hurt the company’s reputation. The BOS concurred that in the future the Department head would be consulted first, if possible, on invoices that have questions.

Public Information Meeting 7:24 PM

Dunbarton Hazard Mitigation Plan Update 2017

Mary Girard, Director of the Dunbarton Library, reviewed the planning process and stated the following:

The purpose of the Hazard Mitigation Plan is to ensure that our town remains eligible for federal mitigation grant funding through FEMA, pre-Disaster Mitigation Assistance project grants during the next 5 years.

The Town’s most recent Hazard Mitigation Plan was written in 2011 and expired in 2016. The Hazard Mitigation Committee (HMC) was formed last fall. The HMC met between October 2016 and March 2017 to discuss and assess past potential disasters and other hazardous events. They reviewed critical facilities and vulnerable areas. The HMC then developed actions to better protect the people, buildings, infrastructure, business and property from disasters like flooding, winds and winter storms.

The public planning process was facilitated by Stephanie Alexander of the Central NH regional Planning Commission (CNHRPC) in Concord.

The BOS appointed-HMC was comprised of the following individuals:

Line Comeau, Dunbarton town Administrator
Jeff Crosby, Dunbarton road Agent
Stephen Laurin, Dunbarton Building Coordinator
Robert Martel, Dunbarton Selectman
Chief Daniel Sklut, Dunbarton Police Chief
Chief Jon Wiggin, Dunbarton Fire Chief
Kenneth Swayze, Dunbarton Planning board
Lee Simons, Dunbarton Elementary School Maintenance Director
Mary Girard, Dunbarton Public library Director
Kevin Fadden, Industrial Communications Manager
Shawna-Leigh Morton, NH Homeland Security and Emergency Management
Stephanie Alexander, CNHRPC Senior Planner
Craig tufts, CNHRPC Principal Planner (GIS Mapping)

The town’s HMC meetings were publicized throughout the local area. All engaged citizens, businesses and organizations were invited to attend and participate.

Town Demographics:

Population - 2797
Land Area - 30.8 square mile
Density - 90.1 persons per square mile
Description of the Land – Comprised mostly of fields, forest, recreation and wildlife ponds

Chief Daniel Sklut, Dunbarton Chief of Police addressed the Goals and Objectives of the Plan.

Goals – To reduce the risk of injury, loss of life and property damage in the town from all natural hazards and disasters.

Objectives – To focus on minimizing or mitigating the hazard events such as:

Flood hazards
Fire hazards
Severe wind hazards
Extreme temperature hazards
Human hazards (sabotage/vandalism/terrorism/hostage situations/civil disturbances
Technological and Transportation hazards

The Plan identifies recent incidents of hurricanes, tropical storms, snow emergencies, ice storms and flooding. FEMA reimbursements to the Town from 1993 – 2016 were $112,000.00. Future hazards could be more of what we have experienced as well as wild fires. The Plan identifies vulnerabilities and action plans to mitigate the hazard/disaster such as replacing culverts, planning, developing policy and exercising our capability to respond.

Jon Wiggin, Dunbarton Fire Chief explained the Town inventoried equipment that may be needed for the above type of disasters, and incorporated it into the plan

Stephan Laurin walked the BOS through what comes next;

Will take comments made tonight and forward them along to the CNHRPC.
Stephanie Alexander with the CNHRPC is managing communications with State and Federal Agencies.
CNHRPC will submit the plan and comments to the NHHSEM and FEMA.

If no additional information is required NHHS will provide conditional approval (APA; approval-pending-adoption). Usual turn-around time is 30 days.

The BOS will schedule a public meeting to adopt the plan and sign the Certificate of Adoption.

The CNHRPC will submit the plan and Certificate of Adoption to the NHHSEM and FEMA.

The town anticipates that FEMA will provide a Letter of formal Approval (LOA). The LOA comes with a 5-year expiration (2017-2022).

The BOS should appoint a permanent HMC. Jon Wiggins recommended that the BOS assign positions to the HMC such as Police Chief, Fire chief, Road Agent, etc., and whoever holds those positions be appointed by the BOS to the HMC. Next HMC meeting will be in late July, 2017.

**Public Hearing on Road Projects for 2017**

Jeff Crosby said that in 2017 they will be finishing the third phase (4,000’) of Grapevine Road. Jeff Crosby said they would finish this section of Grapevine Rd. in the same manner as in Phases 1 and 2.

Jeff Crosby said there is a substantial maintenance required on Guinea road that would be done during 2017 as well as numerous culvert repairs.

The Stark Bridge Project is still awaiting the permits from the State. Jeff Crosby said his best guess is that the project will start no sooner then mid-July and should take approximately 1 month to finish. Brian Pike asked Jeff Crosby if he had or applied for the DOT stamp of approval. Jeff Crosby said not yet but it is his understanding that the Engineer on the project would do so.

Ron Slocum asked the Road Agent what was being done about dust control on the town’s dirt roads. Jeff Crosby said they have been using a calcium mixture. Ron Slocum said the Town should try to do a section of dirt road using product called “Gorilla Snot”. Ron and Jeff will look into this product and possibly do a small section of dirt road. Leo Martel said that if the roads are tamped down it seems to limit the amount of dust. Jeff Crosby said that usually road traffic works on dirt roads to pack down the gravel and that the overhead tree canopy can keep from drying out the dirt roads. Roads such as Kimball Pond road stay damp which cuts down on road dust. Jeff Crosby also stated that the town does not have the equipment to pack down the gravel on the town’s dirt road.

Mike Kaminski made a comment that the residents have to inform the Road Agent if they have a problem with the roads.

Jeff Crosby reminded everyone that the culverts at the end of their driveways are the owner’s responsibility but call him and he will work with you.
The BOS, the Town Administrator and the Road Agent went over exaction fees and Bob Martel cited reasons why it is so important to track the spending of these fees from past experiences.

Brian Pike asked what were the town’s plans for Morse Road.

Jeff Crosby said he will start looking into working on Morse Road when Grapevine Road Project is finished. The Road Agent discussed the reasons the Town has in the past decided to do smaller parts of the projects yearly instead of doing a whole road and taking out a bond to fund the project. Jeff said he feels it is cost effective by eliminating the interest charges on the bond.

Helga Bouchard and Mike Kaminski commented on the good work that Jeff Crosby does in maintaining ditches and the sides of the Town roads.

A question was asked of the Road Agent how much work could he do in a year if the town decided to take out a bond to do most of the paving work needed. Jeff Crosby said he would have to subcontract a large portion out.

**Board of Selectmen’s Mailbox:**

The Town Moderator asked the town Administrator to summarize House Bill 329 to the BOS. Under house bill HB 329, Town Meeting Ratification bill.; states that there is no further action required to address ratification of voting results if held on March 14th. (which it was) , But,

The governing body **may** ratify all other “actions, votes, and proceedings” held at any session that was scheduled to take place on March 14 and was postponed due to weather. (Town Meeting)

If the governing body elects to follow this process, it must first hold “a properly noticed public hearing.”

Under the bill the terms of the bill, a notice of the public hearing must be published at least 72 hour (3 days) in advance of the hearing “in a newspaper and on the town’s internet website”.

There are no prescribed rules for the conduct of the hearing – but it must be discussed at a public hearing so the governing body can allow for members of the public to speak before making any decision.

After the public hearing is closed, the governing body may take a vote to “legalize, ratify and confirm” the actions taken at the postponed session.

The bill does not require any town or district to take ratification vote. But is highly recommended by the Town Moderator to avoid any future challenge to a town’s vote on the warrants and budget.
This decision must also be in writing and be posted in the same manner as to the results of the postponed election or meeting. DRA has request that towns submit a copy of the minutes of the meeting where the vote was taken and a copy of the decision posted by the governing body.

**Discussion:**

The BOS discussed the pros and cons of the above summary and asked the public for comments. Brian Pike said everything was done above board, transparent and the town’s Legislative Body was within the law to postpone the Town Meeting to the next Saturday.

**Motion:**

Mike Kaminski made a motion that the Town should not to ratify the deliberate session (Town Meeting) for 2017. Bob Martel seconded the motion.

**Discussion:**

Bob Martel said he felt it was not necessary to ratify the Town Meeting for 2017, and understood why the Moderator brought up this subject, but all aspects of Town Meetings was legal and did not require ratification. Bob Martel said the people ratified the Town Meeting by showing up on the Saturday of the town Meeting.

**Vote:** (3-0)

The Town Administrator informed the BOS that the Town Moderator would be on the Agenda next meeting to go over the plan for the next election. Mike Kaminski reminded everyone that the Primary Election is on June 6th, 2017 and the general election is on July 25th, 2017.

Informational memo on the Survey Monkey results on residents concerning an Independent Internet Provider:

**Question 1:** If an Independent Internet provider for services were offered in your neighborhood would you be interested?

- Yes 77.78%
- No 11.11%
- Maybe 14.81%
- Other 3.70%

**Question 2:** If an Independent Internet provider comes to Dunbarton NH, what are your needs?

- Bundle Package 67.67%
- Television Service 20.83%
Public Comment:

Resident asked the BOS if the information she heard that the telephone poles are too short to apply fiber optics (High Speed Internet).

Mike Kaminski said this was correct but many of the poles have been replaced to accommodate fiber optics.

Jeff Crosby said as a resident he is disappointed that a new subdivision in Town is getting fiber optics while he is still waiting and he lives a “stones throw” from the Telephone Company.

Chief Sklut gave an explanation (Shortage of old copper wiring) as to why the Dunbarton Telephone Company fiber optics was placed in the subdivision.

Chief Sklut informed the BOS that he got word that the new cruiser is ready for pickup.

Chief Wiggin said that a new cistern was installed at the Overlook Estates Development. It Will be tested next week.

Brian Pike informed the BOS that telephone poles were being installed on Twist Hill Road and wondered if the BOS had seen the pole licenses. Dave Nault said that they did see the licenses.

The Town Administrator said the 1st half tax warrant has been processed and will be signed by the Board of Assessors. Tax Bills will arrive early with a due date of July 1st. The Town has picked up 3.2 million dollars in property tax assessments which equates to a little more than $70,000.00 in Town revenues.

Line Comeau said she had one more electrical quote for the Town Garage and she will get that put together for the BOS.

Motion: Dave Nault made a motion to adjourn the meeting at 8:36 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)
Respectfully submitted,

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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