DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL
DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, June 29th, 2017
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

Members of Boards/Committees & Town Officials:

   Linda Landry, Town Clerk

Members of the Public:

   Merton “Mert” Mann
   Ron Slocum

It is noted for the record that Merton Mann 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:

Approve minutes from June 15th, 2017.

Motion:

David Nault made a motion to approve the regular meeting minutes of, June 15th, 2017. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Approve minutes of the workshop from June 21st, 2017.
**Motion:**

Bob Martel made a motion to approve the workshop minutes of, June 21st, 2017. David Nault seconded the motion.

**Discussion:** Michael Kaminski, wanted to make a correction for the record, on a statement that was made during the workshop meeting. Michael stated that he made a reference that the Town Clerk could become an employee and become eligible for all the benefits and pay structure of a town. Per the RSA, as a small town we cannot do it. Only in cities with a different form of government, can there be an appointed Town Clerk. It was stated in the workshop minutes and this was an incorrect statement for the record.

**Vote:** (3-0)

Approve non-public minutes of workshop from June 21st, 2017.

**Motion:**

David Nault made a motion to approve the non-public workshop minutes of, June 21st, 2017. Bob Martel seconded the motion.

**Discussion:**

Michael Kaminski stated that the meeting was related to an employment action.

**Vote:** (3-0)

Michael Kaminski stated that the new employee hiring was subject to a physical. Both recommended employees passed their physical so we are good to go for the new employees for the transfer station.

**Public Comment:**

David Nault requested the public state their name as there was no recording secretary present, so the minutes would be transcribed from a recorder.

Linda Landry, Town Clerk, wanted to bring up the subject of the workshop meeting discussion. During the discussion of, as to whether or not the Town Clerk, qualifies for longevity, Selectman Nault suggested a review of the minutes from the 2007 town meeting to see how the voters accepted it. The quote from the Town Administrator is “We have the minutes, but keep in mind too, it could be construed as a conflict, she wrote the minute for that particular town meeting, which was her job.”

February 7th, workshop meeting, Selectman Martel referenced the minutes from the 2007 meeting. The Town Administrator said “Can I just say too, that the person who typed those minutes was the person that was on that warrant and that could be construed as a conflict. I’m just going to throw this out there
because it is true, if there is an audio recording of if, it could be something different that you could listen to.”

**Linda Landry** stated that she was not here not to slam an employee but to defend the fact that twice there was a very serious implication close to an accusation that I altered those minutes to my own advantage. I was exceptionally careful when I did those minutes of that meeting to the point where it was darn near a transcript of what happened. That to imply I did anything but, could cause me to be removed from this position. That was an unfounded statement, nothing to back it. I gave Selectmen Martel the cassette tape. We did not have a digital recorder in 2007, I am not sure if Selectman Martel had a chance to listen to it but he did mention at one of those meetings, that it was a fair assessment of what happened. I think that the Selectmen should take steps to see to it that such unfounded accusations don’t happen again. This is my reputation that has been tarnished, I don’t know how many views there have been on YouTube, but that seed has been planted not once, but twice that I can document and I don’t have the time or inclination to research it further. It is not a discussion about anything other than, I am not looking for a response, I am just looking to make a statement.

**Linda Landry** presented the appointments for representatives to Central NH Regional Planning Commission, for Ken Swayne & George Holt. Linda Landry stated that the appointment to this position comes from the Committee itself to represent Dunbarton.

**Ron Slocum** Tenney Hill Road. Ron said, to follow up with a statement made by David Nault, that if the Board is looking to seal non-public minutes, there should be a motion to seal the minutes. When researching past minutes, there is only a statement made, with no motion to seal, there has just been a statement. Would like to know if there is a policy by which the Board makes a motion. Would like to clarify for the Board that there should be a motion in the public minutes to seal the minutes.

Michael Kaminski replied that the statement was made out of sequence, stated that if minutes are to be sealed, then the process should be to seal the minutes during the non-public meeting.

Ron Slocum asked if the motion should also be done in the public session.

Dave Nault replied, so that we are clear, on a couple of those meetings, had followed with process of when to seal meeting minutes. Had followed up with CNHRP to get the time line to seal non-public minutes. So, we did a delayed sealing on a few of those minutes, which would explain his question, now it has been corrected.

Bob Martel stated that he was not sure if it was a general statement of asking if they need to be sealed and decided they did not have to be sealed.

Michael Kaminski confirmed the process is to make the motion during the non-public meeting then when we enter back into the regular meeting.

**New Business:**

**OHRV GRANT application:**
Dan Sklut, Police Chief & Christopher Remillard, Police Sargent, Dunbarton Police Department were present to answer any question related to the OHRV grant.

David Nault, at this point wanted to commend the Chief for the award he received from the Dunbarton Elementary School with all the work that they do with the children.

Dan Sklut explained the grant to enforce the OHRV lot within the next grant period.

Michael asked if we need the Grant?

Dan Sklut explained the normal staffing of the police department. Dan stated that the grant targets the problem within the OHRV lot. The grant allows the town to interact with the public. With the grant, it allows for additional coverage during a given period.

Bob stated that the explanation of what Chief Sklut provided did explain things. His only concern was if the grant covers any administrative fee associated with the cost of the grant that the town would have to bare.

The fees collected for special duty was reviewed regarding the excess administrative fees collected for overall services.

Chris Remillard stated that the grant enables the town to conduct OHRV inspections in the Hopkinton Flood area that the Town would not normally be able to do conduct over a long period on the weekend. The department chooses the weekends with the most activity. During the last year’s grant, we conducted over 300 OHRV checks during the grant period with only four warnings issued. The other benefit is the public relations. We often get positive feedback on how the public is grateful to see the coverage of the police department.

The Selectmen’s consensus was to accept the OHRV grant.

**Motion:**

David Nault made a motion to accept the grant from the New Hampshire Fish & Game OHRV in the amount of $1,080 dollars to be used before June of 2018. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

The Board signed the grant.

Michael Kaminski requested one on one explanation from the Chief on a personal level to explain his numbers in his report so he can better understand the special duty services.
There was general explanation from Chief Sklut for filling the shifts of his department and special duty shifts.

Michael Kaminski stated that he would like to meet with the Chief for further education on his department.

Dave Nault informed the Chief that the Board is currently working on changing the personnel plan to address the pay for the part time staff when they are requested to work on a holiday.

Michael Kaminski asked that the discussion be tabled until the personnel changes have been accepted entirely.

Christopher Remillard gave some clarity to scheduling on a holiday.

Bob Martel stated that because the personnel plan is a work in progress and we are going to have another meeting. If anything were to be brought up tonight, would have to vote against it because the Board really didn’t have a chance to go through it entirely.

Dan Sklut, also clarified for the Board the on-call stipend and the fact that the Dunbarton Police Department works under the town’s personnel policy. Stated that they do have policies and procedures which reference the Dunbarton Personnel Plan.

Review painting quotes for the town office. Consensus was that the Board would have to come up with a RFP with specifics to have comparable quotes.

Michael Kaminski reviewed the three paint quotes for the town office building of which two met the towns policy to get telephone quotes if less than 10,000 dollars.

There was substantial discussion on the paint quotes regarding the method of applying and the type of paint and primer to use.

Public comment was accepted at this point.

Ron Slocum made the comment that he felt all three companies should be given the opportunity to update their quotes.

The consensus of the Board was to give all three companies the opportunity to update their quotes with the same materials and method of application. The Board consensus was to have Michael Kaminski contact the three companies.

**Board of Selectmen’s Mailbox:**

- Reviewed the Milfoil treatment permit approved by the NH DOA, David Rousseau, Director of Division of Pesticide Control dated June 13, 2017. The treatment date has been posted to the website for public information.
• Reviewed message from a resident Requesting community service in town through the transfer station. The name, email, telephone number was given to Patrick Bowne for potential staff coverage. It was noted that the individual should be placed in a non-hazardous location at the transfer station and required to wear proper footwear.

• Reviewed the NH DES Wetlands and NON-Site Specific Permit 2017-00417, which has been granted to the town with conditions.
  This would be for the Stark Bridge wetlands permit crossing off Ray Road. The town is moving forward with casting the bridge.

**Continue the town business to the end of the meeting.**

**Fire Station lighting**

John Stevens presented three quotes to the Board for the lighting at the safety complex. John received two quotes with a third email declining the to quote on the project.

Quote #1 Ernie Gagnon

Material, labor, and lift rental, total price: $6,094.00

Quote #2 Dodd Electric

Material, labor, total price: $4,943.69

Quote #3 declined to quote.

The Board reviewed the budget for the town’s building and maintenance.

The Board asked the Town Administrator to create a list with everything that was on the building maintenance budget list to show what is still outstanding vs. what has been done.

The amount allocated for projects on the safety building was $2650. The lighting quotes came in $2,264 more than the budget for that building.

The Board discussed the life safety pros and cons to do the work. The consensus of the Board was to approve the quote for the lighting upgrade for the benefit of life safety at the safety complex.

Bob Martel, stated at some point in time, would like to get something done instead of putting everything off.

**Motion:**

Michael Kaminski, made a motion to accept the quote from Dodd Electric in the amount of $4,913.69 to correct the exterior lighting at the safety center. Dave Nault seconded the motion.
**Discussion:** none

**Vote:** (3-0)

**Mailbox continued:**

Michael Kaminski informed the public about a presentation to the Board of Assessors with the utility assessor George Sansoucy from Granite State Power Link, for an upgrade on the existing power lines as a competing option to the Northern Pass. If this company is awarded the project, it could be a viable source of additional tax revenue. They are required to meet with every town at a public hearing which is expected to be held soon.

**General Discussion:**

Town Administrator asked the Board to set the next personnel workshop date.

David Nault made a motion to accept George Holt to the CNHRPC representative until 2021.

David Nault made a motion to accept Kenneth Swayze to the CNHRPC representative until 2021.

Bob Martel seconded the motion on both appointments.

**Vote:** 3-0

Town Administrator asked that the Board sign a certificate of appreciation for Brad Jobel.

Dave Nault stated for the public that the Board was signing a certificate of appreciation for Brad Jobel, who works at the Transfer Station for all his hard work. Dave stated that the Board had received a letter from a resident which was read at the last Board meeting which was put in his personnel file, thanking him for all his hard work in helping the senior citizens in town. We thought we would take the time to recognize him for all his hard work with a certificate from the Selectmen.

When asked when the certificate would be presented, the Town Administrator replied that she would present it on the following Saturday.

Michael Kaminski presented the Board with a draft agenda for the next workshop meeting. Michael stated he thought the workshop was a disaster, we learned from it but feels that we did not accomplish as much as it could have been. Michael read the agenda point items to the Board for example.

- The meeting should be open to the public but will be closed to public comment while we are working. We received too much distraction from town employees giving us their opinions as to what they wanted. There was too much interruptions that kept us off track.

David Nault agreed, that public comment should be held to the end of the meeting.
Michael Kaminski, also stated that if we are to be productive in our meeting that we should follow an agenda. Would like the other Board members to add to the agenda, specific things that we can attack. Michael Kaminski also said that the location of the meeting should be held in the meeting room.

There was further discussion about the personnel plan process for review.

Health care plan. Michael Kaminski stated that on his draft agenda, he has first noted the Healthcare Plan. It is separate from the Personnel Plan but did not want to lose sight of Health Plan which will be reviewed a regular Board meeting.

Consensus of the meeting with the Health Care Plan provider to be scheduled no later than August.

Michael Kaminski also pointed out the other item that he would like the Board to discuss at this workshop.

There was substantial discussion on the agenda for potential discussion at the workshop.

Michael Kaminski, asked the Board to set the schedule for the next workshop. The consensus of the Board is to hold the next workshop meeting on Thursday, July 20th, at 3:00pm.

Public Comment:

Town Administrator informed the Board that the Accounting/Payroll Department would be closed to the public to process payroll. Alison requested to leave early after the payroll is completed. The Town Clerks office and Building department will still be open regular hours.

Bob Martel informed the Board that the Library air conditioner has been taken care of.

At this point, Michael Kaminski stated, the regular meeting would adjourn to go into non-public.

Motion:

Michael Kaminski made a motion to go into nonpublic Per RSA 91-A: 3 II (c) at 8:41pm

Roll Call vote:

Dave Nault yes
Bob Martel yes
Michael Kaminski yes

Dave Nault made the motion to come out of non-public at 9:15pm, Bob Martel seconded the motion.

Roll Call vote:

Dave Nault yes
There were no motions made during the non-public meeting.

**Motion:**

David Nault made a motion to seal the non-public minutes. Robert Martel seconded the motion.

**Roll Call vote:**

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<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Dave Nault</td>
<td>yes</td>
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<tr>
<td>Bob Martel</td>
<td>yes</td>
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<tr>
<td>Michael Kaminski</td>
<td>yes</td>
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Bob Martel made a motion to adjourn the meeting at 9:17 PM. Michael Kaminski seconded the motion.

**Discussion:** none

**Vote:** (3-0)

Respectfully submitted,

____________________________________
Line Comeau, Recording Secretary

____________________________________
Mike Kaminski, Chairman

____________________________________
Robert “Bob” Martel Vice-Chairman

____________________________________
David Nault, Selectman