DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, July 27th, 2017
TOWN OFFICES 7:03 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
   Koren Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

   Dan Sklut, Police Chief
   Jon Wiggin, Fire Chief
   Linda Landry, Town Clerk
   Patrick “Woody” Bowne
   Donna Dunn, Historical Awareness Committee, Chair/Secretary
   Les Hammond, Historical Awareness Committee, Treasurer

Members of the Public: None

It is noted for the record that Donna Dunn was videotaping the regular Selectmen meeting.

Mike Kaminski, Chairman, called the regular Board of Selectmen (BoS) meeting to order at 7:03 PM with the full Board present.

Old Business:

Motion:

Mike Kaminski made a motion to accept the minutes, of the BoS regular meeting held on July 13th, 2017 at 7:03 PM. Bob Martel seconded the motion.

Discussion: Dave Nault recused himself from the Board and as a resident asked that his statement on Kelsea Road, for the record, be attached to the July 13th, 2017 minutes. The remaining BOS agreed to have Dave Nault’s statement attached to the minutes.
Vote: (3-0)

Dave Nault rejoined the BoS.

Motion:

Dave Nault made a motion to accept the minutes, of the BoS from a workshop session held on July 20th, 2017 at 3:00 PM. Bob Martel seconded the motion.

Discussion:

Mike Kaminski said he felt the agenda for the workshop helped keep the workshop on track.

Vote: (3-0)

Public Comment:

Linda Landry, the Dunbarton Town Clerk thanked the BoS for their help in setting up the polling area as well as the new volunteers.

Dave Nault thanked the ballot counters.

Chief Sklut said he wanted to commend Dave Nault’s actions to recuse himself from the BoS and then move to the resident’s area to address the BoS.

New Business:

Donna Dunn representing the Historical Awareness Committee (HAC) addressed the BoS concerning an issue about a member of the HAC. The BoS decided on the request received today by that member to have the matter discussed in a non-public session later on in the meeting.

Donna Dunn shared with the BoS some old pictures of a Farm on Black Brook Road.

Motion:

Dave Nault made a motion to accept the Grant for $132,381.00 for updated breathing apparatus with the Town contributing $6619.00 toward the Grant for a total of $139,000.00. Mike Kaminski seconded the motion.

Discussion: None

Vote: (3-0)

Public Hearing per RSA 31:95-b III (b) to accept unanticipated funds.
Motion: Dave Nault made a motion to accept a $12,354.00 disbursement of the assets of the Co-op per RSA 31:95-b III (b). Mike Kaminski seconded the motion.

Discussion: The BoS by consensus agreed to place the funds in the General fund.

Vote: (3-0)

Woody Bowne, Transfer Station Supervisor, said he would like to see the monies go towards repairing the Transfer Station’s Mack Truck and this was so noted by Mike Kaminski.

Dave Nault explained that since the meeting was ahead of schedule for the posted time of the above Public Hearing, anyone coming in at 7:30 PM and wants to address the Co-op disbursement would be granted time to do so.

Motion:

Bob Martel made a motion to accept $80.00 per RSA 31:95-b III (b) for the Old Home Day table fees. Dave Nault seconded the motion.

Discussion: None

Vote: (3-0)

Review of Personnel Plan Changes

Reviewed the change to the Table of Contents and the addition of a new section on Abusive Work Environment.

Motion:

Dave Nault made a motion to add to the Personnel Plan the section on an Abusive Work Environment and add it into the Table of Contents. Bob Martel seconded the motion.

Discussion: Bob Martel said this section was added by a change in the Law and needed to be added to our Personnel Plan.

Vote: (3-0)

Longevity Pay:
Dave Nault explained the new payment amounts for Longevity pay. Also, Dave Nault went over the change for longevity pay of which the Town Clerk will be eligible to receive January 1st, 2018 as approved by the legislative body.

By consensus the BoS approved the changes to the Longevity section of the Personnel Plan.

Holiday Pay:

Mike Kaminski said work on Holidays, pays time and half for full-time and part-time employees and to work on a holiday, it requires approval from the Town Administrator, Department Head or BoS.

Motion:

Dave Nault made a motion to accept the changes made in section IV, Time Away from Work and Other Leave. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Vacation Pay:

Dave Nault explained the changes in this section that clarifies the date when an individual is eligible for his vacation time.

Motion:

Mike Kaminski made a motion to add the changes/additions to the section on vacation time. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Personal days:

Mike Kaminski said small changes were made to clarify the use of personal days.

Motion:

Dave Nault made a motion to the changes to clarify use of personal days. Bob Martel seconded the motion.

Discussion: None
Vote: (3-0)

Retirement Plan:

Mike Kaminski explained the clarification of the changes using sick leave and sick bank hours for retirement.

Motion:

Dave Nault made a motion to accept the changes on the Retirement section in the Personnel Plan, Policies and Procedures Manual. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Motion:

Dave Nault made a motion to accept the Personnel Plan, Policies and Procedures Manual as amended and adopted. Bob Martel seconded the motion.

Discussion: All Town Employees will receive the amendments to the Personnel Plan, Policies and Procedures Manual.

Vote: (3-0)

Old Business:

The Selectmen reviewed the letter from the Town lawyer regarding the Score Construction request for a liability waiver to complete the installation of the steel roof support system in the Library attic. The feeling from the Town’s Attorney is that the steel beam support was in the contract that they were awarded. The BoS by consensus agreed that liability waiver for Score Construction would not be given and a letter from our lawyer sent to Score Construction stating so.

Board of Selectmen’s Mailbox:

Received an update from the Dunbarton Telephone Company on the Fiber Optic (High Speed Internet) project.

Received an informational copy of Primex’s intent to send consultants to evaluate the Town Clerk’s workstation.

General Town Business:
Bob Martel said he would like to explore the opening the polls earlier that 8:00 AM.

Bob Martel said he would like to contact the Cemetery Trustees to see if they would be acceptable to having up to two alternates. He said people have asked him about helping in cemetery affairs.

Bob Martel said that NEC offers a free evaluation and tips on ergonomics and felt the Transfer Station would be well suited by the evaluation and advice.

The Board asked Woody Bowne to handle scheduling an evaluation of the Transfer Station through NES. NEC.

**Public Comment:**

Jon Wiggin praised the BoS on their work updating the Personnel Plan, Policies and Procedures Manual.

Chief Sklut said he received word that the new cruiser should be ready for pickup next week.

Dave Nault asked Chief Wiggin if he intended to paint the cruiser that he will receive from the Police Department. Chief Wiggin said he is looking at some options in painting the designated command vehicle.

Donna Dunn mentioned that the Library cellar is very damp and is in need of a dehumidifier to protect some of the stored records. Dave Nault said we should look into this at the next meeting.

The BoS tabled till next meeting concerning signs (Non-Profit) at the Transfer Station.

Mike Kaminski asked the Chief of Police to look at the Town Ordinances and give the BoS on any recommendations.

Mike Kaminski said one of their action items is replacing the Library Entrance Door.

**MOTION:**

Dave Nault made a motion to go into a Non-Public session per RSA 91-A: 3, II (c) at 8:05 PM. Mike Kaminski seconded the motion.

**DISCUSSION:** None

**VOTE: Roll Call:**

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MOTION:

Mike Kaminski made a motion to end the non-public session and resume the scheduled public meeting at 8:40 PM and return to the public session. Bob Martel seconded the motion.

DISCUSSION: None

VOTE: Roll Call:

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Motion:

Dave Nault made a motion to adjourn the meeting at 8:49 PM. Mike Kaminski 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