DUNBARTON BOARD OF SELECTMEN (BoS) MINUTES OF MEETING Thursday, September 21th, 2017 TOWN OFFICES 7:04 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:

  Linda Landry, Dunbarton Town Clerk  
  John Stevens, Chairman, Dunbarton Energy Committee

Members of the Public:

  Mert Mann

It is noted for the record that Mert Mann was videotaping the regular Selectmen meeting.

Mike Kaminski, Chairman, called the regular Board of Selectmen (BoS) meeting to order at 7:04 PM with the full Board present.

Old Business:

Motion:

Dave Nault made a motion to accept the minutes of the BoS Public Session held on September 14th, 2017 at 7:02 PM.

Discussion: Michael Kaminski, stated for the record that he changed the word dioxide to monoxide in the minutes.

Dave Nault made a motion to accept the minutes, as amended, of the BoS Public Session held on September 14th, 2017 at 7:02 PM. Bob Martel seconded the motion.
Vote: (3-0)

Public Comment:

The Dunbarton Town Clerk asked if the BoS were aware of the resignation in the Historical Awareness Committee. Linda Landry presented the appointment paper for the replacement. The Town Clerk also informed the BoS that there will be changes of office hours on Halloween, Tuesday, October 31st. For the safety of the offices and “trick or treaters”, the office hours of the Town Clerk will change to 7:30 AM to 3:30 PM and the Tax Collectors office will be closed. The revised hours will be posted on the Town website and through the renewal notices.

New Business:

Dunbarton Energy Committee:

In a follow-up request from the BoS, John Stevens presented a report on alternate suppliers for the Town’s electric service. John said to get an exact price for a Kilowatt hour (Kwh) the Town must give the company access to review the Town’s past electrical usage.

Dave Nault said he feels uncomfortable giving the electrical suppliers access to our Eversource accounts and would rather just give them our total Kwh usage.

The consensus of the BoS is to, first pursue Eversource and see if the Town is getting their best rate before looking at alternative sources. John Stevens was asked to follow-up with Eversource. John Stevens and the Selectmen had a discussion on peak usage charges and “soft start motors”. They set a goal of two weeks to compile the information from Eversource.

Board of Selectmen’s Mailbox:

The Selectmen acknowledged the draft Joint Loss Committee meeting minutes from Wednesday September 30th. Michael Kaminski noted in the minutes, the report of site and building inspection of the Transfer Station. Michael stated that this could be used as a tool for next year’s building and maintenance budget.

Bob Martel said he would like to step down as the Selectmen’s Representative for the Joint Loss Management Committee so, another Selectman could get first-hand knowledge of the Committee’s work.

The Town received a letter from Merrimack County informing us that the County tax apportionment is going up from $ 846,681 to $922,182 for 2017. This is a 2.01% increase over last year’s County Budget. The Town Administrator said the tax for the County would be calculated in the Town’s overall tax rate.

The Town received an informational update from Health Trust regarding HAS’s as an option in Health Care Plans.
The BoS received an informational copy of a work-related injury that was sent to Primex. Bob Martel said the Town should remind employees to fill out an accident incident report within 48 hours of the accident. The Town Administrator will send out a reminder to supervisors of this requirement.

The Town received a memorandum that our assessing software will be outdated for 2020 and the upgrade is going to cost about $2500.00. The Town is currently using Vision 6 software and will need the Vision 8 upgrade.

Michael Kaminski stated that Town received a “heads up” E-mail that House Bill 324, which was retained, has now come back to life. Mike Kaminski stated that he would urge all property owners to call their State Representatives and ask them to defeat this Bill, if it come out of committee.

Line Comeau explained that the town currently has an independent contractor assess the utilities. If HB324 passes, Towns will be required to use the formula set by the DRA which would reduce the Towns’ utility values resulting in loss of tax revenues.

The BoS received a Workers’ Compensation Survey from Warner, NH that included Dunbarton and other small towns.

The BoS received Roger Rice’s resignation as a Transfer Station employee. The Town Administrator shared with The BoS Mr. Rice’s exit interview.

Stephen Laurin has asked for a meeting with the BoS concerning his termination. The BoS discussed this matter and it was by consensus that before a meeting with Mr. Laurin, the Town would send copies of his personnel file.

**Motion:**

Mike Kaminski made a motion to accept the letter of resignation from Tiffany Dodd from the Dunbarton Historical Awareness Committee. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**Motion:**

Mike Kaminski made a motion to accept the appointment of Paula Mangini to the Dunbarton Historical Awareness Committee, with her term ending March 2018. Bob Martel seconded the motion.

**Discussion:** None

**Vote:** (3-0)
Public Comment:

Koren MacCubbin gave an explanation on Eversource’s different rate schedules from information she received when she changed over a commercial meter to a resident meter on her property.

General Business:

Dave Nault informed the Board that he passed on a letter to the Gonyers about the placement of their memorial bench on the Town Common.

Dave Nault said he understood that Matt Monahan would be working in the planning department until the vacancy is filled. Funds for Matt would come out of the Planning Board’s budget.

The Town Administrator will send out a draft job description for the full-time position in the Building Planning & Zoning Departments to the BoS and to the chairmen of the Planning Board.

The BoS stated that they would like to see the ad for the position advertised as soon as possible.

The Town Administrator informed the BoS that the exit conference is scheduled for September 28th, 2017 with the Towns’ Auditor. The Financial Statement and the Management Letter have been distributed to the BoS for review.

The Town Administrator informed the Board that Lamontagne Builders has requested a public hearing to accept Phase II of Overlook Drive. (Phase II is approximately 785 feet around the cul-de-sac) A Public Hearing is scheduled on Thursday, October 19th. This is contingent on the recommendation by the Planning Board.

A reminder from Bob Martel to the other Selectmen to do a site visit to the Transfer Station.

The Town Administrator reminded the BoS that the Purgatory Pond Road is moving right along. A site visit is highly recommended (Outstanding are an engineered plan as built, a deeded easement of the turnaround and an Engineer Review.)

The Town Clerk asked permission to attend a training class for Preservation of Documents. Funds are available in the Archive Account. The BoS consensus was to grant permission.

Mike Kaminski gave the Board an update on the painting of the Town Offices. The painter asked to perform some detail work on the outside bulletin board next to the Town Office. The detail is to match the door detail. The BoS agreed to the detail work on the bulletin board only.

The Town Administrator conveyed a request from Alison Vallieres to order a protective box for the 250th Anniversary quilt. The BoS would like more research for this project. Dave Nault ask the glass be U.V. rated to protect the quilt.
Bob Martel reiterated that if Score Construction wants to go over the steel bracing issues with the Architect, the Architect’s billing should be on their expense, not the Town’s.

Dave Nault asked the Board and the Town Administrator about giving an exit interview with Steve Laurin. The BoS consensus was that it would be all right to have an exit interview.

**Motion:**

Dave Nault made a motion to end the Public Session. Mike Kaminski seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**MOTION:**

Mike Kaminski made a motion to go into a Non-Public session per RSA 91-A: 3, II (b) at 8:53 PM. Dave Nault seconded the motion.

**DISCUSSION:** None

**VOTE: Roll Call:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Kaminski</td>
<td>Yes</td>
</tr>
<tr>
<td>Robert “Bob” Martel</td>
<td>Yes</td>
</tr>
<tr>
<td>Dave Nault</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**MOTION:**

Mike Kaminski made a motion to end the non-public session and resume the scheduled public meeting at 8:55 PM. Dave Nault seconded the motion.

**Discussion:** None

**Vote:** (3-0)

**MOTION:**

Mike Kaminski made a motion to seal the minutes the non-public meeting at 8:56 PM. Dave Nault seconded the motion.

**Discussion:** None

**Vote:** (3-0)
General Town Business:

Mike Kaminski stated his concern to the Board regarding the Town Clerks reporting of hours for NHRS. After discussion, the consensus of the Board would be that Michael Kaminski would talk to the Town Clerk and come up with a form to account for her hours that meets the State Retirement System.

Motion:

Dave Nault made a motion to adjourn the meeting at 9:05 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