DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL
DUNBARTON BOARD OF SELECTMEN (BoS)
MINUTES OF MEETING
Thursday, September 28th, 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
Koren Maccubbin, Recording Secretary

Members of Boards/Committees & Town Officials:

Jon Wiggin, Dunbarton Fire Chief
Michael Cumings, Dunbarton Building Inspector
Ken Swayze, Chairman of Dunbarton Planning Board
Patrick, “Woody” Bowne, Transfer station Manager

Members of the Public:

Leo Martel
Patrick Mohan, Auditor from Melanson and Heath
Samuel Dewyngaert
Crystal Dewyngaert
Paul Modzeleski
Mark Rondeau
Glenn Doten
Arvid Rain
Keith Lavoie
Linn Kurkjian

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:

Dave Nault made a motion to accept the minutes, with amendments of the BoS Public Session held on September 21st, 2017 at 7:04 PM. Bob Martel 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 September 21st, 2017 at 8:35 PM. Bob Martel seconded the motion.

Discussion: None

Vote: (3-0)

Public Comment:

Leo Martel thanked everyone who filled in for him in filming the Board of Selectmen’s meetings. He also thanked Linda Nickerson for uploading the video.

Woody Bowne, Transfer Station Manager, informed the BoS of a wrong date posting for the Hazardous waste day. Town Administrator will rectify. Saturday, October 7th is the correct day.

New Business:

Patrick Mohan, Auditor from Melanson and Heath: Audit Exit Conference

The Auditor from Melanson and Heath gave an exit brief on the Town of Dunbarton’s annual financial statements. Some of the financial highlights were:

- As of the close of the current year, the total assets exceed liabilities by $5,389,092 (i.e., net position), a change of $89,904 in comparison to the prior year.
- As of the close of the current year, governmental funds reported combining ending fund balances of $1,347,285, a change of $190,760 in comparison to the prior year.
- At the end of the current year, unassigned fund balance for the general fund was $268,634, a change of $242,347 in comparison to the prior year.

The Auditor also gave an exit brief on their letter to the Town on Town Management. The following topics were discussed:

- Prior Year Recommendations
  
  Improve reconciliations of withholding accounts
Process all disbursements on the Town Manifest
Improve year-end cut-off procedures
Improve cash reconciliations procedures

• **Current Year Recommendations**

Reconcile tax receivables
Improve controls of Library Disbursements
Other current year issues Glenn Doten

**Complaint Received from Paul Modzeleski**

The Town received a formal complaint from Paul Modzeleski concerning the property Lot B4-03-05. Along with other abutters of Lot B4-03-05, Mark Rondeau, Samuel Dewyngaert, Crystal Dewyngaert, Glenn Doten, Arvid Rain, Keith Lavoie and Linn Kurkjian were present at the meeting and added their comments in support of the complaint. Listed below are noted initial observations and concerns:

Owner of record: Judy Stone, Martha Hammond and Trust

- Temporary means “temporary by nature” which is allowed, i.e. a wedding tent would be temporary. These structures appear to be permanent, based on their condition. They appear to have been there for more than a few months.
- This is an abuse of process.
- The driveway conditions are terrible. They are currently using a class VI road to access the operation. Class VI access is only allowed by the BOS.
- There is only one portable toilet located at the end of the driveway along the class VI road. A head count of people was taken; the count was at least 20 people. Some working others supervising the work on the property. No one approached the town official when they drove onto the property to inspect the complaint.
- There is a potential labor board violation. (Department of Labor)
- Life safety violations. (State Fire Marshall)
- Structures are in poor conditions and could be in violation of building code.
- There has been no notice to the town of the operation.
- No well or building permit has been pulled for this lot.
- There is no street address for 911.
- This property is in current use and this use disqualifies the area improved. (CU penalty)
- This agriculture business operation is subject to site plan review.

Mike Kaminski told the abutters that that the BOS will initiate an investigation and consult our town attorney as needed. Dave Nault added that research is needed about the rules for agriculture land and temporary structures that are in current use. The Board Chair said the Town would move quickly but cautiously in the above complaint.
Board of Selectmen’s Mailbox:

The BoS received E-mail from John Stevens showing Eversource’s electrical and supply rates. It was noted that the electric rate was the same on all the Town buildings but the School had a $.03 cheaper supply rate. Dave Nault mentioned that we should let John Stevens look at other rate options.

The BoS received a letter from the Town Clerk informing the BoS of utility pole replacement.

The Town Administrator presented the BoS with the final 2017 MS-434 (Revised Estimated Revenues). Notable changes were as follows:

- The Rooms and Meals increased ($14,332) to $144,332
- The Highway Block Grant increased ($8,501) to $98,501
- The Flood Control increased ($8,345) to $77,345

The revised revenue to be used to offset the tax rate will be $1,328,031 (per DRA) or an overall increase of $24,525.

Job Descriptions:

The BoS reviewed the job Description for the Administrative Assistant in the Building, Planning and Zoning Department. Consensus of the BoS is that the wording is fine and asked The Town Administrator to advertise it in the paper.

Mike Kaminski stated that he is investigating a citizen’s complaint against the Dunbarton Police. Mike Kaminski said that he and the Chief of Police would be meeting on this matter. Mike Kaminski said the complaint comes from one of two neighbors who are having a dispute.

Town Business:

Mike Kaminski said he would like to get a quote on the Library’s gutters.

Mike Kaminski said the Painting Contractor approached him and Dave Nault concerning painting the back of the Town Office. The siding on the cemetery side of the building is touching the grass and the contractor suggested putting crush stone along the backside. Bob Martel suggested contacting the Cemetery Trustees on this matter.

Dave Nault also mentioned that the Painting Contractor told him the Library has a couple of the plinth blocks are loose and he would reattach and caulk them at no charge.

Transfer Station Manager told the BoS he has not received a viable assistant manager applicant that has or is willing to get a CDL.

Breathing Apparatus Grant for Fire Department
Jon Wiggin said he wants to move ahead on purchasing the breathing apparatus. Jon Wiggin recommended the quote from Fire Tech & Safety of NE, Inc., for the purchase of the breathing apparatus. Jon said the breathing apparatus has gone up in price and Fire Tech is the only bid that came inside the warrant amount. Fire Tech said they would work with the Town by donating the carbon cylinders and Pak-tracker and also throw in free training. The BoS by consensus agreed with Jon Wiggin.

Jon Wiggin said he would be taking the old cruiser to auction. He is also looking for someone to paint his newly acquired cruiser at a reasonable price.

Quilt Case

The Town Administrator explained how a local contractor started making the case for the Anniversary Quilt without any authorization from Town. The BoS by consensus want the contractor to present a quote listing the material and construction.

Public Comment:

Woody Bowne informed the BoS that the roof at the Transfer Station trash compactor was completed.

Jon Wiggin gave more background information on Lot B4-03-05 the Hammond/Stone lot, being used by the Somalians. Jon said the structures are temporary and there should be paperwork on file in the Building Department. Jon stated that Steve did meet with the owners to discuss the structures.

The BoS asked the Town Administrator to work with the health officer/building inspector to see if we identify a point of contact person who can answer questions about the operations on Lot B4-03-05.

Leo Martel said Ian, a spokesman for the immigrants, met with the Conservation Commission and stated that the people working on that lot, eventually intend to build.

Leo Martel asked and was given an update on the Stark Bridge.

Leo Martel said he was disappointed in the outcome on a current member of the Historical Awareness Committee.

Dave Nault stated that the Board contacted NHMA for legal interpretation on member term changes. The Board did not act per NHMA advice; the current member clearly stated that they would not seek reappointment at the end of the term in 2018, so no action was taken.

General Town Business:

Dave Nault said he would meet with the Town Administrator for a conference call with Score Construction regarding the Library roof reinforcement completion time.

Motion:
Dave Nault made a motion to adjourn the meeting at 9:19 PM. Mike Kaminski 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