Dunbarton Board of Selectmen
Meeting Minutes
January 31, 2019
7:00 P.M.

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, January 31st at 7 p.m. at the Dunbarton Town Offices.

Mike Kaminski called the meeting to order at 7:03 p.m.

Board members present:
Mike Kaminski, Chairman
Dave Nault, Selectman
Robert “Bob” Martel, Selectman

Town Officials and others present:
Line Comeau, Town Administrator
Jennifer King, Recording Secretary
Sgt. Christopher Remillard, Dunbarton Police Department
Chief Dan Sklut, Dunbarton Police Department
Jeff Crosby, Road Agent
John Stevens, Energy Committee

Members of the public present:
Michael Guiney
Stan Szopa
Justin Rioux

Leo Martel was present recording the meeting for the benefit of the citizens who could not attend.

OLD BUSINESS
Approve Minutes
Motion: by Dave Nault, seconded by Bob Martel to approve the regular meeting minutes of January 24th, 2019 as amended.
Discussion: none.
Vote: (3-0).

PUBLIC COMMENT
None.

AGENDA ITEMS
Accept Donation
Motion: by Dave Nault, seconded by Bob Martel to accept a donation in the amount of $400 from Staz and Aleeta Szopa to pay for a thermal imaging monocular for the Dunbarton Police Department. Mike Kaminski asked what it
Chief Sklut explained that it is an instrument they can look through and detect heat to locate people or animals.

Vote: (3-0).

Mr. Kaminski thanked the Szopas for their continued generous support of the Police Department and the town.

Ground Solar Photovoltaic (PV) contract with GSS

Mike Kaminski would like to sign this next week. They are all in consensus to sign, but the contract is lengthy, and he would feel more comfortable having the town attorney review the contract before they sign it.

Motion: by Bob Martel, seconded by Dave Nault, to postpone the signing of the contract until the town attorney has had a chance to review it.

Vote: (3-0).

Kelsea Road Winter Maintenance

Michael Guiney expressed his concerns to the BoS regarding the plowing of Kelsea Road. He reviewed the town’s winter road maintenance policy and feels that his road is not being maintained in a timely fashion. Once there are a few inches on the ground, the plows are supposed to be sent out. The storm that occurred on January 29th happened overnight. People work and need to be able to use the roads in the morning. He feels that all the other roads in town were being maintained, but not his. Dave Nault came through with his truck around 6:40 a.m., but the town truck did not come through until 9 a.m. and even then, the town truck did not do a thorough job on the turnaround in front of the barn. Mike Guiney asked if the town could plow the turnaround in front of the barn better. Mike Kaminski suggested that the plow driver may have been a bit overcautious about the plowing of the road because of recent history.

Mike Kaminski asked Road Agent Jeff Crosby to look at the pictures provided by Mr. Guiney and review with his road crew the guidelines regarding the plowing of Kelsea Road. He would also like Mr. Crosby to review and update the town’s snow removal policy.

Michael Guiney wanted clarification that he doesn’t expect to be the first one plowed out, but if the trucks are being called out at 11 p.m., he would expect Kelsea Road to have seen a plow by 5am. He also asked why the right-of-way turnaround isn’t being plowed. Mike Kaminski stated that when the lawsuit was still in progress, an agreement was made through his lawyer that the (town created turnaround) on his property could be used throughout the winter. This winter, we are now abiding by the court decision to maintain the road as it has been in the past, thus that particular turnaround is no longer used. The decision is still awaiting the outcome of the appeal from the Supreme Court which may require permission in the future. Mr. Guiney disagrees and does not feel that he has the right to deny them permission to access
Mr. Kaminski asked Mr. Guiney to review the emails that transpired last year, and they can address this at a later date.

Michael Guiney requested confirmation that his road will be plowed out at a reasonable time during future storms. Mike Kaminski affirmed that Kelsea Road is not being treated differently than any other road in town. Mr. Guiney expressed that he still feels that he is being treated unfairly because of his history with town officials. Mr. Kaminski assured Mr. Guiney that he and Bob Martel have never taken a position on the issue, and Dave Nault has always recused himself from these discussions as a selectman due to his involvement in the matter.

Jeff Crosby confirmed that the plows were sent out around 6:30 a.m. Mike Kaminski said that it comes down to a judgement call. If they send the plows out too early, it is a waste of resources, and too late then they receive complaints. The Road Agent tries his best to get the roads clear as soon as he can. Mr. Kaminski will ask the Road Agent to share the pictures with his crew to clarify the proper way to plow that area.

Truck Purchase for Highway Dept.
Road Agent Jeff Crosby joined the BoS to discuss the purchase of a new 6-wheel dump truck for the highway department. They would buy the cab and chassis from one vendor, and the body and plow equipment from another vendor. He realizes they have to put it out to bid but wanted to know exactly how he needs to go about putting the request together. Mike Kaminski said that Line Comeau can help him with the language as far as putting it together. Mr. Kaminski asked if there were any state contracts they could purchase through. Mr. Crosby explained that the state does things a bit differently and their trucks are usually a bit lighter than he is looking for. So far he’s looked at a few options. Things were a bit higher than anticipated and he is expecting to exceed the $175,000 he initially estimated, so he is wondering if he is going to have any leeway in his budget. Dave Nault said that he would because this is an investment they are hoping will last for the next 20 years. Mike Kaminski said the BoS would be flexible in their support of this purchase, but he is hoping they receive some competitive bids. Mr. Crosby feels that they will. He just wants to make sure they are ready to go because spots start to fill up right after town meeting season.

Another option Mr. Crosby looked at was the lease-purchase programs that are available. He’s not entirely sure how they are structured, but it may be an alternative. Smaller towns usually use this option when they need heavy equipment. Dave Nault feels they should leave the warrant as it is.

➢ The BoS is in consensus to proceed with the warrant and the purchase plan the way it is.

Business Sign Approval
**Temporary Sign Placement**

Justin Rioux presented the BoS with the temporary sign they would like to use for the coffee shop they are opening next door. They do have 3 permanent signs coming later that are the same style. Mike Kaminski would like to ensure that the sign is only put out during business hours and asked where they are planning to place it. Line Comeau gave Mr. Rioux the town guidelines regarding signage. Dave Nault doesn’t have an issue with this sign being displayed. Mr. Kaminski noted that it can’t block someone else’s entrance or business. He is ok with it being placed on town property, perhaps near the triangle. Line Comeau asked that if it becomes an issue with line of sight for drivers that they keep the lines of communication open and be able to move the sign as needed. Mike Kaminski suggested that they add a red arrow to indicate their location. Bob Martel is not convinced that the triangle is the best spot but agreed to try it for a week or two and see how it works.

- The BoS reached the consensus to allow the Riouxs to display the temporary (A-frame) sign for their business in the triangle area at the entrance to School Street which would be required to be removed at the end of business day with the location to be revisited if there are line of site issues.

Justin Rioux gave Line Comeau the quote for paving as well as a check to cover the amount and the bond.

**Permanent Sign Placement**

Justin Rioux presented sketches to the Board with dimensions for the Board to approve for the permanent signs. The Board was in consensus that they met the guidelines for size. Mr. Rioux asked Jeff Crosby if there were any guidelines for him to follow for the placement of his permanent standalone sign. Mr. Crosby said that as long as it isn’t blocking anyone’s line of sight, he doesn’t have a problem with the placement. The BoS were in consensus with the Road Agent for the permanent signs. The BoS will direct the Building Department to issue the sign permit that will require annual review with the BoS.

**Town Clerk Deputy Budget for 2019**

Linda Landry told the BoS that she adjusted her numbers for the Deputy Town Clerk salary. 12 hours a week for 52 weeks totals 624 hours which equals $6,709. She looked at what else she would need for additional coverage (vacations, elections, workshops, etc.), and is requesting another $488.

Dave Nault doesn’t have an issue with increasing the amount by $488. Mike Kaminski questioned the need for 40 hours during Linda’s vacation week. Linda Landry explained that there are a lot of other things they do besides the window. There are other duties such as going to the bank, post office, etc. Bob Martel had wanted to see how the year went with what they gave her originally. Ms. Landry
said that she is trying to not go over budget for the year, and simply wants to make sure that there is a reasonable amount available in the budget to cover unexpected circumstances. **Mr. Kaminski** said that he would just like to make sure that there is no shifting of hours between the delineated category. **Bob Martel** also stated that keeping track of hours used in these categories would help future budgets. **Linda fully agreed. Line Comeau** asked if they could move $488 from the office supply line to fund this because her numbers are pretty concrete at this point.

**Linda Landry** also told the BoS that she went to the transfer station on Friday, and the recycling center was closed due to lack of staff. Woody and Sherry put together a makeshift recycling center to be able to continue to serve the town while shorthanded, and she wanted to recognize their efforts.

**Mike Kaminski** noted that due to the decreased markets for recycled materials, they may discontinue their recycling of some items because it will cost them to continue.

**TOWN BUSINESS**

The mother of a full-time employee recently passed away. The family wanted to donate to a charity in lieu of flowers, but some concerns were raised from a town official that it is not a responsible use of taxpayer money. There is no policy regarding this sort of expenditure, but Bob Martel feels that they should create one regarding expenses like this. **Dave Nault** stated that doesn’t understand what the problem is. They are elected to these positions in part to make decisions on smaller disbursements like this.

**Motion:** by Mike Kaminski, seconded by Dave Nault to amend their personnel plan and create a new policy that the town will send bereavement flowers and donations limited to immediate family members, not to exceed $50 for full-time town employees.

**Discussion:** nothing further.

**Vote:** 3-0.

**Mailbox Items**

**Mike Kaminski** shared the following items received over the past week:

Alarm systems are a work in progress.

There are two oil tanks in town that are leaking, one at the library, and the tank at the highway garage is in severe need of repair/replacement.

➢ **The BoS is in consensus to get the tanks fixed.**

Personnel matter regarding transfer station manager.

Report from Building inspector.
PUBLIC COMMENT

None.

BOARD MEMBER ISSUES

Bob Martel would like a status update regarding returned check issue. The Police Department was waiting on paperwork to be completed by the Town Clerk, and he is curious to know where they are with this.

Line Comeau said that the budget hearing will take place next Thursday at 7:30 p.m. Line explained the procedure for finalizing the budget and the warrant for the town report. She is still awaiting reports from other town entities including the school.

General discussion took place regarding the Veterans’ tax credit and how it affects the town’s collection of property taxes.

ADJOURNMENT

Motion: by Dave Nault, seconded by Mike Kaminski to adjourn the meeting.

Vote: 3-0.

The BoS adjourned at 8:47 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

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Mike Kaminski, Chair

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Dave Nault, Selectman

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Bob Martel, Selectman