Dunbarton Board of Selectmen
Meeting Minutes
February 7th, 2019
7:00 P.M.

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

Mike Kaminski called the meeting to order at 7:00 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
- Police Chief Dan Sklut
- Fred Mullen, Town Forest
- Fire Chief Jon Wiggin
- John Stevens, Energy Committee
- Jeff Trexler, Dunbarton School Board
- Deb Trottier, Dunbarton School Board Chair
- Rene Ouellet, Town Moderator
- Linda Landry, Town Clerk
- John Trottier, Zoning Board Chair
- Jeff Crosby, Road Agent
- Brian Pike, Planning Board Member

**Members of the public present:**
- Mark Landry
- Bob Leonard

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

**Mike Kaminski** shared that Les Hammond passed away earlier this week. Mr. Hammond was a long-time former selectman. A moment of silence was held to acknowledge his passing.

**OLD BUSINESS**

**Approve Minutes**

**Motion:** by Dave Nault, seconded by Bob Martel to approve the regular meeting minutes of January 31st, 2019 as amended.
Discussion: none.
Vote: (3-0).

PUBLIC COMMENT
Fred Mullen shared that Dunbarton is going to be featured on an episode of Chronicle on channel 5. He and Donna Dunn gave the TV crew a tour of the town.

AGENDA ITEMS
Accept Donation
Motion: by Dave Nault, seconded by Bob Martel to accept a donation from Dunbarton Family Dental Care and others in the amount of $225 for Wreaths Across Dunbarton per RSA 31:95-b III(b)
Discussion: none.
Vote: (3-0).

TOWN BUSINESS
Mailbox Items
Mike Kaminski shared the following items received over the past week:

A thank you card was received from the Gamache family.

Patrick Bowne’s father passed away. A card will be sent from the BoS, and a donation will be made on behalf of the town.

Amendment to Personnel Plan
The BoS were in consensus at a meeting on January 14, 2019 to adopt an amendment to the town’s personnel plan pertaining to the highway winter maintenance on-call policy.
Motion: by Dave Nault, seconded by Mike Kaminski to adopt the amendments to the highway winter maintenance on-call policy as follows:

“Full-time Highway Maintenance employees are required to be on-call in order to provide timely, efficient winter maintenance, snow removal and ice control on the roadways of the municipality for the safety and benefit of the Town residents and the general motoring public. Compensation for being on-call will be set by the Board of Selectmen and be distributed each year in the last pay period of January.

Discussion: nothing further.
Vote: (3-0).

A thank you note was received from an employee for the gift card they received during the holidays.
An opinion from the town attorney was received regarding the contract with Granite State Solar for the solar panels. Decision to sign the contract will be deferred to next week’s meeting.

Follow up to Kelsea Road Winter Maintenance

Mike Kaminski shared that Michael Guiney contacted him saying that he was very pleased with the job the town did with snow clean up during the last storm. He does have concerns regarding the old septic system that is on the property and wants to be sure that no trucks or heavy equipment drive over that section.

BOARD MEMBER ISSUES

Dave Nault said that where Les Hammond was a long-time selectman in town, and served the town on other committees, he would like to send a card and flowers from the BoS but out of their pockets. Bob Martel said that he would also like to put a tribute to him in the town report.

➢ The BoS was in consensus to include a tribute page to Les Hammond in the Town Report. Each selectman will contribute $20 to go toward and to send flowers to be sent to his family from the BoS.

Bob Martel shared that the new owner of the land that was recently sold by the Hammonds is being looked at to start making future plans for subdivision. There is a parcel of land along Rt. 13 that would be available. Mr. Martel thinks it would be a good idea to start looking at whether or not the town would have use for that property.

➢ The BoS in consensus to initiate discussion regarding the property.

Fred Mullen asked about Purgatory Pond Road and if public parking was allowed in or near the turnaround there. Dave Nault replied that the road is very wide, and during the design process, Brian Nordle said that he had no problem with people parking on either side of the road because the town trucks would still have room to turn around as needed.

A short recess was held prior to the start of the public hearing.

PUBLIC HEARING TO REVIEW THE WARRANT FOR TOWN MEETING 2019

Mike Kaminski opened the Public Hearing at 7:29 p.m.

Mike Kaminski began by explaining the first 4 items on the warrant are to be decided upon by ballot only. There was one petitioned article that was dropped as it missed the filing deadline.

Mike Kaminski read warrant article #5:
To see if the town will vote to raise and appropriate the sum of (2,546,940) for general municipal operations with ($255,000) to come from unassigned fund balance surplus. This amount excludes all appropriations contained in special or individual articles addressed separately.

Mike Kaminski reviewed the proposed budget line by line:

Executive: overall increase of $4872 includes the pay increase of 2% for town employees, along with an increase of $3,000 annually for the Town Administrator. The BoS voted for this increase after researching average compensation for Town Administrators of comparable towns across the state. Out of the 19 towns they looked at, Dunbarton remains one of the lowest in terms of compensation for their Town Administrator.

Election, Registration, Vital Records: overall changes includes the pay increase of 2% for payroll. Due to fewer elections this year, there is an overall decrease of $698. The BoS also made a slight adjustment to what was requested for the Deputy Town Clerk.

Financial Administration: overall increase of $6886 includes the pay increase of 2% for town employees. There were also increases in computer support, education reimbursement (employee benefit).

Assessing Department: overall increase of $101 includes the pay increase of 2% for town employees.

Legal: overall increase of $6,000 includes a request from the Board of Assessors to cover costs associated with utility appeals.

Personnel Administration: overall increase of $8,152 includes employment costs of the new full-time police officer that was added last year. It also includes a decrease in health insurance. The Board opted for a new health care plan that will save the town money and will involve some cost-sharing with our employees.

Brian Pike asked about why the library did not make the same change as far as insurance. Mike Kaminski explained that the Library Trustees make those decisions for the library but they didn’t know that the town made the change they did. They are going to make some changes in their communication to make sure they are on the same page next year.

Planning/Zoning: overall decrease of $220 due to a projected decrease in the number of meetings.

General Government Buildings: Overall increase of $51,732 includes the pay increase of 2% for a town employee, along with needed building repairs. The roof at the safety complex needs to be evaluated and repaired. The company that was going to do the work
on the Library, roof supports went bankrupt, therefore, we are looking at other options. There are also a couple of oil tanks that need replacement.

Cemetery: this budget stayed flat, and Mike Kaminski shared that they were able to work with the trustees to make that happen.

Insurance: decrease of $1,181 resulting from a decrease in their property liability coverage.

Police Department: overall increase of $42,979 includes the new full-time police officer, and a decrease in radio repair and part-time officers.

Fire Department: overall increase of $1,483 includes the 2% payroll increase as well as an increase in Mutual Aid expenses.

Building Department: overall increase of $8,697 includes the 2% pay increase for town employees, more hours for the administrator and building inspector and a mileage allowance for the building inspector. Jeff Trexler asked if that department was revenue neutral. Mike said it is not. Brian Pike asked why the mileage was included in the line for the building inspector. He feels that it should be included on another line because it is a stipend. Line Comeau said that line amount does not mean that it will be expended completely. She has been asked to condense the amount of lines in the budget.

Emergency Management: no change. The $1,000 in this budget is to generator at the community center that they have in case of emergency.

Highway Department: This budget remains flat despite the 2% payroll increase.

Solid Waste Disposal: overall increase of $3,581 includes the 2% payroll increase for town employees. Municipal waste costs more to recycle. Some decreases as far as maintenance, although they have had a few maintenance issues come up. They are looking at some repairs to the baler. Mike Kaminski noted that they may be decreasing their recycling program as it is becoming more and more cost ineffective/prohibitive to recycle most materials.

Brian Pike asked about plans to change the way we handle trash in town. Mike Kaminski said they had an inspection by the NRRA. They commended us on a lot of things that we do. They want to look again at whether it is worth it to continue to operate a truck at the transfer station. Brian Pike mentioned they are looking at using glass in asphalt. Bob Martel said right now they send it to New London, where it is ground and used for road beds. This is also expensive if you could find a reputable hauler that could meet our dates, it would be more cost effective than having our own vehicle, which is starting to seem to become problematic.

Welfare Department: overall decrease of $132. The Town has a new welfare director who has completely overhauled the welfare handbook and policies. The charitable
funding was divided between the Salvation Army and the Dunbarton Community Church. Both organizations provide direct support to Dunbarton residents.

Parks and Recreation: Mike Kaminski explained that in part due to lack of participation in some of the trips and excursions sponsored by the Parks and Recreation department, they took $500 from the Excursions line and moved it to Old Home Day.

Library: Overall increase of $16,271 includes the position of Library Director being made a full-time role, so there is an increase in both salary and benefits. The director has been doing an outstanding job and has brought a lot of life back to their library.

Mike Kaminski gave an overall summary of the budget: the overall change from 2018 to 2019 is an increase of $134,626 (5.58%). Overall tax impact is $4.40.

Mike Kaminski explained that the town has to keep a contingency fund for the school and the town. If something catastrophic happened to the school or town, they would use that money. The DRA recommends that they keep at least 5% in that fund. They are adding another 55,000 to that fund (5.8%). Our auditor had told us that our fiscal management is great. The school bond is the sole liability so our reserve is adequate. The BoS decided to apply a significant part of this surplus to offset of increase in taxes.

Dave Nault said that rainy day fund had been brought to a very low amount prior to his start as selectmen. They brought it up substantially last year, and they were also able to put a lot of money into their town buildings. They would like to continue that in 2019.

REVENUES
They are anticipating an overall decrease in land use taxes, due to less development expected in 2019. They are expecting an increase in motor vehicle registrations and a decrease in building permits. Overall, they aren’t expecting any large changes to their revenues. In 2020, there will be a revaluation done.
WARRANTS

Mike Kaminski reviewed the remaining warrant articles.

6. To see if the town will vote to raise and appropriate the sum of ($14,000) to be added to the Revaluation Capital Reserve Fund previously established for this purpose and as summarized in the Capital Improvement Plan.

7. To see if the town will vote to raise and appropriate the sum of ($40,000) to be added to the Fire Department Emergency Vehicle Capital Reserve Fund, previously established for this purpose and as summarized in the Capital Improvement Plan.

Rene Ouellet asked how much was currently in the fund. Line said that $183,564 is there now. Jeff Trexler asked when they will need to look at replacing it. Jon Wiggin answered 2021, but they won’t have enough to outright purchase. Mr. Trexler asked if they would look at increasing the warrant article. Mike Kaminski said they don’t want to collect too much money from the taxpayers, as there will be various options to purchase the fire truck.

8. To see if the town will vote to raise and appropriate the sum of ($30,000) to be added to the Highway Vehicle Capital Reserve Fund previously established for this purpose and as summarized in the Capital Improvement Plan.

Line Comeau confirmed that there is currently $130,056 in the fund.

9. To see if the town will vote to raise and appropriate the sum of ($171,000) to purchase a new international truck six-wheeled dump/plow truck for the highway department and to fund this appropriation by withdrawing up to ($171,000) from the Highway Capital Reserve Fund. No amount to come from taxes.

Brian Pike asked why they wouldn’t combine warrant articles 8 and 9 into one.

Jeff Crosby said that he likes it this way because it gives the taxpayers two options. Dave Nault agrees because even if 8 passes and 9 doesn’t, you still have that money.

Rene Ouellet asked what truck they are looking to replace. Mike said the highway department truck that moves gravel, plows, etc.

Brian Pike asked if they would be holding onto the old one. Jeff Crosby answered that they are leaning toward holding onto it as a spare, although it does need a lot of work.

10. To see if the town will vote to raise and appropriate the sum of ($100,000) for additional costs associated with paving.

Mike Kaminski noted that this has been a consistent warrant year to year. Dave Nault added that they didn’t identify specific
projects in case there are other problems that come up that need to be attended to first.

11. To see if the town will vote to raise and appropriate the sum of ($20,000) to be added to the Transfer Station vehicle or equipment Capital Reserve Fund previously established for this purpose and as summarized in the Capital Improvement Plan.

Dave Nault said that this was brought down to $20,000. They have just enough to purchase the truck, but they need to keep this fund going for future needs.

12. To see if the town will vote to appropriate the sum of ($16,010) to be added to the Invasive Plant Species Capital Reserve Fund previously established. This sum to come from the unassigned fund balance. No amount to come from taxes.

Dave Nault said that we now have zero milfoil in any of our ponds. Fred Mullen mentioned that there is some in the pond by the fire station.

13. To see if the town will vote to raise and appropriate the sum of ($16,928) for the milfoil control at Gorham Pond and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of ($4,232), known as the Variable Milfoil Control Grant, and to withdraw ($130) from unassigned fund balance and to withdraw ($12,566) from the Invasive Plant Species Capital Reserve Fund established for this purpose. No amount to come from taxes.

Mike Kaminski said that this is necessary to keep us on the list to receive the grant from the state. Dave Nault added that the costs to control the milfoil are varied. Rene Ouellet spoke to the disconnect between knowing they have zero milfoil and needing to increase money.

Leo Martel noted that it could apply toward any invasive species, not just milfoil and not just at Gorham Pond. Fred Mullen asked if it would affect the variable milfoil control grant? Mike Kaminski said that they have to have money available to match the grant.

Rene Ouellet asked to clarify that they have the fund, but the warrant article is to expend the money. Line Comeau confirmed that this is correct.

Jeff Trexler asked what the $130 is from. Line Comeau answered that it was a donation accepted under the RSA. Mr. Trexler asked about wording the article using “up to” a certain amount. That would allow them to keep some of the money in the fund. Line Comeau explained that they won’t know until April or May how the bloom is going to be for the year. The state money goes back to the state. In prior years the money would go back to the GF. Bob Martel added that they write their warrant articles based on a projected cost. Last year they had a surplus.
It was asked how much was in town forest fund. **Line Comeau** answered that there is a principal balance of $11,322, but the interest is $20.25.

**Leo Martel** restated that they need to stop referring to only milfoil and use the term ‘invasive species’ when they are speaking to article 12.

Jeff **Trexler** asked what kind of oversight is in place with regard to Town Zoning Regulations? He asked if there would be an archival record so that the revisions can be seen? Mike confirmed that there would be an archival record in place.

**Mike Kaminski** closed the Public Hearing at 8:45 p.m.

**Warrant Article Vote**

The BoS voted on the articles for the 2019 warrant.

**Mike Kaminski** noted that the warrants have been reviewed for accuracy, and the BoS is in consensus to vote on them as written.

#5. **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)
#6. **Kaminski**-yes, **Martel**-yes. **Nault**-yes. as amended (remove International from description and include 6-wheel plow/dump truck). (3-0)
#7. **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)
#8. **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)
#9. **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)
#10 **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)
#11 **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)
#12 **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)
#13 **Kaminski**-yes, **Martel**-yes. **Nault**-yes. (3-0)

**Warrant Assignments**

The BoS assigned people to speak to the warrant articles at town meeting as follows:

#5. Mike Kaminski
#6. Mary LaValley, (alt. Bob Martel)
#7. Jon Wiggin (alt. Dave Nault)
#8 & #9. Jeff Crosby (alt. Dave Nault)
#10. Jeff Crosby (alt. Bob Martel)
#11. Patrick Bowne (alt. Mike Kaminski)

#4. **School Resource Officer**

**Mike Kaminski** expressed that there is some work that needs to be done on this arrangement before they continue with it. The process was rushed, and there was not enough time to determine the impact. An additional warrant article would be required to
move the money to the school. **Leo Martel** asked if this would be at the detective pay rate. **Mike Kaminski** answered the detective pay rate is the same as a patrolman. **Mike Kaminski** continued that they are not prepared at this time to request another part time to full time position for the police department. **Leo Martel** asked what an SRO does at the school. **Mike Kaminski** said they essentially provide additional security. He further stated that the Governor commissioned a task force to address school safety. The task force met for approximately 1000 hours and came up with 59 security recommendations. One recommendation was for a full-time SRO. We already have officers present at the school more than a few hours a week. The proposal was to add more hours (5.5 hours), but the BoS are not ready to go down that path at this time. We would like to study this more this year before proceeding. **Bob Martel** said that he listened closely at the School Board meeting last night, and he doesn’t feel it is a good investment at this point in time.

**Line Comeau** asked if they could possibly share the cost for the SRO with Bow. **Chief Sklut** said that she would only be going to the Bow schools as needed. **Dave Nault** feels that this just came in too late. He would love to see an SRO in there, but at this time, he doesn’t feel comfortable approaching the voters with this, and feels that the BoS should study this a bit more and come up with a plan for next year. **Bob Martel** thinks the school should have petitioned the town with a warrant article. But at this late in the game, he is not comfortable with proceeding in approving this.

**PUBLIC COMMENT**

**Leo Martel** asked when the town report will be ready for review. **Line Comeau** is still waiting on a few components and will put it together.

Leo: asked about an update on the returned checks issue. **Mike Kaminski** said that they have some movement on it, and it will be addressed at next week’s meeting.

**Chief Sklut** told the BoS that they are receiving $13,716 from the NH Project First opiate reduction grant. The funds from this grant go to cover the costs of training officers in the handling of opiate-related cases and provides education and assistance to families in the area that are faced with addiction. **Mike Kaminski** said that they appreciate the work Sgt. Chris Remillard put into the application for this grant.

**BOARD MEMBER ISSUES**

**Dave Nault** appreciates the BoS agreeing to insert a tribute for Les Hammond into the town report, as well as for holding the moment of silence in his memory. **Mr. Nault** also suggested that for the Annual Report dedication, they list the number of years the honoree spent in service to the town.

**Mike Kaminski** spoke with Jeff Trexler about the tax fluctuations to come later in the year, and they feel it may be a good idea to have some literature available at town meeting for people to take that will remind them of the fluctuations and why they are occurring the way they are.
ADJOURNMENT

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

Vote: 3-0.

The BoS adjourned at 9:21 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