Dunbarton Board of Selectmen
Meeting Minutes
April 25, 2019
7 p.m.

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, April 25th at 7:00 p.m. at the Dunbarton Town Offices.

Mike Kaminski called the meeting to order at 7:02 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
Chief Dan Sklut, Dunbarton Police Department
Sgt. Christopher Remillard, Dunbarton Police Department
Patrick “Woody” Bowne, Transfer Station Supervisor
Chief Jon Wiggin, Dunbarton Fire Department
Linda Landry, Town Clerk
Jeff Crosby, Road Agent

Members of the public present:
Brian Pike
Ken Koerber

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 April 18th, 2019 as amended.
Discussion: none.
Vote: (3-0).

PUBLIC COMMENT
None.

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

- A monthly Building/Planning/Zoning Report
  A copy of the letter that went out to the property owner of a lot on Twist Hill Road that has a lot of unregistered vehicles. Line Comeau noted that she did receive a call from the property owner, he stated that he was told when he purchased the property, that the lot was zoned commercial. Additional research will be done to address his concerns.

Fund Reconciliations
Line Comeau shared that she has been working with their CPA to reconcile the town’s cash funds. They have completed July through December of 2018. Each report has a summary sheet that the treasurer has signed off on, and the BoS will need to do so as well. They are currently working on reconciling Feb/March of this year.

2019 Tax Warrants
Line Comeau told the BoS that she has finalized the first tax warrant due in July. Pending any abatements or settlements, they are looking at picking up $4,214,000 in new taxable revenue, resulting in a possible $0.26 decrease on the town side. As discussed previously, the tax bills in July are going to be artificially low due to the School Board’s budget surplus from last year, resulting in the December bills being significantly higher. Discussion took place regarding the best way to ensure that all residents are aware of this special tax situation, so they may plan accordingly. Mike Kaminski feels they should send out a letter in July after the artificially low tax bill to remind residents that the December bill is going to be a lot higher. Mike asked Line to work with the School Board to draft up an explanation for the taxpayers.

PUBLIC HEARING ON PROPOSED REVISED FEE SCHEDULES
Mike Kaminski opened the public hearing at 7:15 p.m.

The heads of various town departments presented their proposed fee increases for certain services:

- **Building Department proposed changes:**
  The Building Department requested adding a solar permit fee ($50) and a generator permit fee ($50) to their current trade permit fees with all other fees remaining the same.
  Brian Pike wanted to know what would qualify as a generator, as some are wired into the home, others are portable. Line Comeau said the fee would apply to stationary generators.

- **Transfer Station Fee Schedule proposed changes:**
**Construction & Demolition** etc. increase, of .25 cents per cubic foot to: $1.75 / cubic foot

- **Shingles, sheetrock etc.** increase, of .25 cents per cubic foot to: $2.25 / cubic foot
- **No change for ¼ vehicle load of straight wood or 40 gallon trash can** $10.00 each with a $12/ for additional barrels.

- **Cement (Blocks, Bricks, Pavement) (NEW)** charge $2.50 / cubic foot
- **Toilets, Pedestal Lavatories, Ceramic Countertop (NEW)** charge $9.00 each

**Appliances,** (anything with freon) **no change,** $13.00 each

- **Tires 20” or less (off rim), no change, $3.00 / tire**
- **Tires 20” or less (on rim), no change, $6.00 / tire**
- **Truck Tires 20” -24.5” (on/off rim), no change, $12.00 / tire**

**NO SPLIT RIMS, TRACTOR OR LOADER TIRES ACCEPTED**

- **Propane tanks, 1lb. no charge, no change, 5lb-20lbs, no change, $5.00 / tank**
  - Larger than 20lb., **no change, $20.00 / tank**

- **Bulky waste,** sleep sofas, reclining sofas & reclining chairs, **no change, $7.00 each**
  - Mattress & box springs, **no change, $4.00 each**
  - Hot Tubs, pianos, etc., **no change, $20.00 each**

- **Electronic Disposal,** Large Projection & Console TV, **no change, $20.00 each**
  - Greater than 19” to 60” TV, **no change, $10.00 each**
  - 19” or less TV, **no change, $5.00 each**
  - Microwaves, fax machines, printers, scanners, copiers etc., **no change, $5.00 each**
  - Monitors, & CPU’s or laptops,
  - VCR/DVD, stereos, speakers, radios, camcorders, mouse, keyboards and other small electronics, **no change, N/C (no charge)**

**Woody Bowne** said that one of the largest increases will be for demo items. Increases are as follows:

- $0.25 increase on wood,
- $0.25 on sheetrock/shingles,
- $2 on barrels,
- $2.50 per cubic foot for cement (bricks, pavement, etc.).

Looking to charge a total of $9.00 for Toilets, pedestal lavatories, ceramic countertops, and $2.00 for mattresses and box springs.

**Mike Kaminski** asked why he left some of the fees the same. **Woody Bowne** replied that their demo costs are increasing the most. Last years cost to get rid of demo items was **$9,667.85 of which we only recouped $6,800.33.** He would like to see them close that gap for cost vs. revenue.

**Dave Nault** thinks Woody’s proposed increases are reasonable.

**Chief Wiggin stated his** is concerns that people are going to dispose of some of these items on the sides of the road if the fees are increased too much; he wondered if they could use any of the brick or paver material for fill anywhere. **Woody Bowne** said they don’t get a lot of that material, but some of the material consists of chimney
bricks that are full of creosote, which wouldn’t be suitable for that purpose. **Brian Pike** suggested they talk to DES regarding disposal of certain items. Mr. Bowne said that he is actually going to be attending a class through DES, so he will **ask** about it. **Mr. Pike** also asked if they would charge \( \frac{1}{2} \) price for half a toilet. **Mike Kaminski** thinks that can be left up to the discretion of the Transfer Station employees. Woody added that sometimes it depends on the additional work they need to do to dispose of an item. **Mike Kaminski** commented that he would rather see bricks on the road than tires. Nothing is going to stop someone trying to be cheap.

- **BoS was in consensus on the proposed increases for the transfer station.**

- **Police Department Special Duty Services proposed changes:**
  - Officer increase, $6.00 to $48.00 per/ hour
  - Admin Surcharge increase, $2.00 to $12.00 per/hour
  - Cruiser proposed no change, $15.00 per/hour

Chief Sklut stated for the record that the last time that the Police Department last adjusted their rates was in 2012. They are currently looking to increase rates on special police details. **Chief Sklut stated that they had** compared their current rates with those of comparable towns, and **found** theirs to be definitely a lot lower, even including this increase request. **Dave Nault** said that the BoS feels that the line on the cruiser should increase a bit. **Chief Sklut** said that was one charge for which their rate is higher than other towns. The BoS feels that looking at their rates as a whole, they are still a lot lower than other towns. Chief Sklut said that he would be ok with increasing the vehicle rate by **an additional** $3 over what was proposed.

- **BoS was in consensus to increase the Cruiser line $3.00 from proposed to $18.00 per/ hour.**
- **BoS was in consensus to increase the Admin Surcharge line $3.00 from proposed to $15.00 per/ hour.**

- **Without Cruiser per / hour total will be $63.00 / hour**
- **With cruiser per / hour total will be $81.00 / hour**

Chief Sklut also brought up for discussion, the Pistol Permit fee. **Chief Sklut stated** that he would like to do away with the $10.00 pistol/revolver license fee. **Line Comeau** disagrees with this suggestion, stating that the fee of $10 per 4-year fee works as an offset for their time processing them. **Line Comeau** said they provide a lot of services to the town, and all of the people that work in her office are notaries.

- **After further discussion, the BoS was in consensus to eliminate the $10.00 fee to no charge for a pistol permit.**

**Brian Pike** asked Chief Sklut if the police cruisers were equipped with LED lights, noting that they shouldn’t have to do a lot of idling to run LED lights.

- **Town Clerk Fee Schedule proposed changes:**
  - **Dog Licenses:**
**Dog license – Neutered/Spayed, increase 1.00 dollar to $7.50***

**Dog license – Basic, increase 1.00 dollar to $10.00***

**Dog license – 1st dog for Seniors, increase 1.00 to $3.00***

**Dog license – Group (5 or more dogs), increase 1.00 to $21.00***

**Dog license – Puppy (7-months old or less), increase 1.00 to $7.50***

**Dog license – Replacement tag, increase 1.00 to $2.00***

**Effective January 1st, 2020.***

Linda Landry told the BoS that the state has not raised dog license fees since 1979. The State of NH gets .50 of all licenses. $2.00 goes to pet overpopulation fund. There are costs for materials, postage for reminder letters and other labor costs involved. She is looking to increase their dog licensing fees by $1.00, to go into effect next year (2020). **Dave Nault** would prefer to see the senior citizen rate stay the same. **Bob Martel** disagreed, as he doesn’t really feel that the dollar is a huge difference. He asked how they have been handling those dog owners who are reluctant to license. **Linda Landry** replied that having a deputy clerk has helped immensely with that process. She said that they sent out the e-reminders recently, and as a result, they’ve licensed 50 dogs just this week.

➢ **BoS was in consensus to raise the dog licensing fees as proposed.**

Brian Pike noted that at the current rate, the town has been **charging for Seniors is $3.00.** He also agrees with Dave Nault that the seniors should get a break on the increase. **Leo Martel** disagreed, stating that if they can afford the food for their dog, they can likely afford an increase of $1.

- **Fire Department Ambulance Rates proposed changes:**
  - **ALS Non-Emergency BR A0426, increase**, 200.00 to $800.00
  - **ALS1 Emergency BR A0427, increase**, 200.00 to $800.00
  - **ALS2 Emergency BR A0433, increase**, 300.00 to $1,200.00
  - **BLS Emergency BR A0429, increase**, 120.00 to $600.00
  - **BLS Non-Emergency BR A0428, increase**, 120.00 to $600.00
  - **Mileage A0425, increase**, 5.00 to $15.00

Chief Jon Wiggin stated that Dunbarton is one of the last towns in NH with a volunteer ambulance service. Their rates are well below the state averages because other towns use their fees to offset salaries for full-time staff. They are looking to increase ambulance rates **between $120-$300.** **Mike Kaminski** said that with the way this town is developing, they will likely end up outsourcing that service in the near future.

**Leo Martel** said that he finds the proposed increases totally realistic.

➢ **BoS in consensus with the proposed increases to ambulance rates.**

**Motion:** by Mike Kaminski, seconded by Bob Martel to accept these fee increases as proposed, including the adjustments made this evening. The new rates will be effective
immediately, with the exception of the dog licensing fees (effective in January 1st, 2020) and Transfer Station fees (effective June 1st, 2019).  
**Discussion:** none.  
**Vote:** (3-0).

Mike Kaminski closed the public hearing at 7:53 p.m.

**AGENDA ITEMS**

5-Rivers Conservation Easement  
(F3-02-12 abutting Dunbarton Elementary School)  
**Ken Koerber** approached the BoS to discuss obtaining a conservation easement for a parking area on school property.  
**Mike Kaminski** is concerned that it will increase traffic near the school, noting that there will also be more strangers and nonresidents coming and going near the school. He feels they need to work with the School Board on this issue. **Dave Nault** likes the idea of protecting that property and suggested a smaller dirt parking area down below. He noted there is a lot of conservation area in town and very little parking.  
Mr. Koerber and the BoS will touch base with the school board to get their input and proceed from there.

E3-05-12 (Crooker) *(continued from previous meeting)*  
**Michael Kaminski** stated that the Crookers are looking to obtain a building permit on their lot which is on a class VI road on Guinea Road. A 6-lot subdivision that occurred with the Lyman property which is at the beginning of Guinea Road was approved with a stipulation that the class VI dirt road be upgraded to a class V road before any building permits are issued. **The Selectmen policy for issuing a permit** must be within 300’ a class V road in order to get a building permit. The town has maintained Guinea Road up to the Galvin property. **The Crooker property exceeds the minimum 300 feet to a town maintained class V road therefore restricting the BoS from issuing a building permit.**

The **Board consensus was to have the Crookers apply to the Planning Board who can then bring recommendations regarding the road upgrades to BoS to the make a final decision. The BoS can only give approval to build with conditions (within 300’). If they BoS denies the recommendations of the Planning Board then their decision can be appealed to the ZBA. Most of that road was supposed to be brought up to a class V road.**

**Dave Nault** wants to make sure the Crookers have a copy of the town policy and suggests they get on the agenda of the Planning Board. **Jeff Crosby** mentioned that under 14c it lays out what needs to be done.

**Brian Pike** asked for clarification on how the ZBA overrides the BoS. Dave Nault answered that it is a last stop before going to court.
**Jeff Crosby** will be having a meeting on May 2 addressing road improvements planned for this year.

**PUBLIC COMMENT**

**Jon Wiggin** noted that a severe leak occurred at the safety complex on Monday night. The overall roof condition is ok, but the leak does need to be addressed. It usually is a problem in the winter, but there has been a lot of rain this spring. **Michael Kaminski** said that someone had suggested they extend the eaves of the roof. They just need to find a roofer that can repair a roof where two roofs meet. **Line Comeau** stated that she had called 2 metal roof companies and a rubber roof company. She has been told by different parties that the problem is where the additions meet, one side is insulated and the other is not insulated. Line stated that the insulation is not the problem but the design of the building cannot meet the snow load. **Dave Nault** told Line that he has a contactor that he will pass along to her to call to come out and look at the problem. It is one of the major projects on their agenda for this year.

**Dave Nault** asked Chief Wiggin about a small entryway on the back of the Town Hall and wondered if the 2nd floor can be used for functions of 50 people or less. Chief Wiggin confirmed that any room containing a group of more than 50 requires a sprinkler system. There is a water source to tap into, but a sprinkler system would be required, as well as a second means of egress. He suggests they have an engineer to come in and make a recommendation.

**Brian Pike** found it interested that the treasurer is still using QuickBooks because the BoS had approved the switch to a new system. **Line Comeau** confirmed that the new system is being used, but she still reconciles things on her end to QuickBooks. Mr. Pike noted that the BoS can mandate that only one system be used.

**Brian Pike** asked about what projects are being classified as maintenance, noting that anything above and beyond replacement of what they already have is a capital improvement. **Mike Kaminski** replied that they are looking at general improvements to the buildings and ways to maintain and protect what we have now. They are being very careful on the projects they choose.

**Jeff Crosby** mentioned some issues he has experienced with the flat roof on the addition at the highway garage. **Line Comeau** will have the company that she calls about the safety complex look at that one as well.

**BOARD MEMBER ISSUES**

None.

**ADJOURNMENT**

**Motion:** by Dave Nault, Bob Martel seconded by to adjourn the meeting.
Vote: (3-0).
The BoS adjourned at 8:37 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