A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, May 17, 2018 at 7 p.m. at the Dunbarton Town Offices.

Mike Kaminski called the meeting to order at 7:01 p.m.

Selectmen Present:
Mike Kaminski
Dave Nault
Robert “Bob” Martel

Town Officials and others present:
Line Comeau, Town Administrator
Dan Sklut, Chief of Police
Jennifer King, Recording Secretary

Don Larson was also in attendance, recording the meeting on video for any town residents that could not attend.

OLD BUSINESS
Approve regular meeting minutes from May 10, 2018.
Motion: by Dave Nault, seconded by Bob Martel to approve regular meeting minutes of May 10th as amended.
Discussion: Mike Kaminski remarked that the minutes were well written.
Vote: (3-0)

PUBLIC COMMENT
Don Larson thanks everyone who attended and helped at Arts on the Common this year. They took in about $54,000 over the weekend. Most of our vendors did at least $1,000. There was probably a difference of $7,000 or $8,000 between Saturday and Sunday due to the weather, so it wasn’t bad. Lots of people came through, and there were lots of positive comments from vendors and attendees.

Mike Kaminski shared that the Planning Board meeting was held last night. They approved a subdivision on County road. It is a 13-acre lot, subdivided into two parcels. Also, the Planning Board is still working on their master plan.

MAILBOX
Update on Stark Bridge:
Mike Kaminski said that Chief Sklut sent them some photos of the bridge supports being installed. Dave Nault added that he visited it earlier today. The footings are set on one side. The other side will be done next week, and the bridge itself is to be set the Tuesday after Memorial Day.

Trespassing Complaint:
Mike Kaminski shared an email regarding a trespassing complaint that Chief Sklut responded to. Two residents were arguing over a piece of property. After an
investigation by the chief, backed by our attorney, it will end up being handled as a civil matter. That information was shared with the Planning Board as well.

No Parking Signs:
Chief Sklut shared that on Robert Rogers Road, there’s a section where the edge of the road quickly becomes woods. It’s a dangerous spot especially when cars are parking on both sides of the road and people are walking in the street. He would like to restrict parking to just one side of the road to make it a bit safer. If they do that for one side, they can come up with an event plan for parking and make it part of the yearly plan. He estimates that not parking on the north side of the road, we lose about 7 spots. Parking is always going to be a problem, but we need to make the most of what we’ve got. Mike Kaminski asked if the Road Agent needed to be involved. Chief Sklut responded that the Road Agent would be the one to place them. Mike Kaminski said that he would like to defer a week or two and asked the Chief to talk to the Road Agent to get his thoughts as well.

Library Request:
Mary at the library would like to place some painted rocks outside of the library as part of their summer program. The BoS was in agreement that this is not a problem.

Dunbarton Emergency Operations Plan (EOP):
Line Comeau shared that the Dunbarton EOP requires a signature page to be updated with all current town officials on an annual basis. These signatures also inform the town officials that a plan does exist and is available through the different departments.
All Selectmen signed the necessary forms.

Appointments to Conservation Commission:
The Town Clerk requested that the BoS sign two appointments to the Conservation Commission.

Motion: by Dave Nault, seconded by Bob Martel, to appoint Stanley Sowle to the Conservation Commission, his term ending on March 31, 2021.
Discussion: none.
Vote: (3-0).

Motion: by Dave Nault, seconded by Bob Martel, to appoint Darlene Jarvis to the Conservation Commission, her term ending on March 31st, 2021.
Discussion: none.
Vote: (3-0).

December Reconciliation Summary Sheet:
Line Comeau presented the reconciliation summary sheet to the selectmen for their signatures. They are balanced with the bank through April 30th.
All three selectmen signed the reconciliation.

Knowing the Territory Manual:
Line Comeau shared that they received the new edition of the NHMA’s ‘Knowing the Territory’ manual. It is also available electronically for $50.00.

PUBLIC COMMENT
Don Larson said that teachers Leann McCormack and Hannah Wallison and brought their 6th grade class over to the cemetery. For about an hour, the kids cut some of the
grass with scissors, picked up tree limbs, deadheaded some flowers, and removed artificial flowers that had lost their color. It was part of the school’s ‘Outdoor Day.’ They mentioned that they would like to bring their new classes back in the fall. **Mike Kaminski** asked if the maintenance contractor for the cemetery was on board with this. Don said that he spoke him beforehand and came up with a list of things the kids could do.

**BOARD MEMBER ISSUES**

**Dave Nault** asked if there had been any conversation about the buildup of leaves behind some of the town buildings. **Line Comeau** said that she has been in contact via email. Shelly, (School secretary) also asked about having the grass cut because of all the ticks.

**Mike Kaminski** said that he offers his apologies to the BoS with regard to Arts on the Common. At the last meeting, they had reached consensus that the library restrooms would remain closed over the weekend. Several key people at the event asked if they could open them up. He explained the BoS' concerns but made the decision to open the foyer area to them and let them know that the other doors were not to be opened. He came back afterwards and made sure that everything was locked. He apologizes to the BoS for making that change. His only recommendation for next year: he thinks a lot of the last-minute changes could have been handled sooner had they met a few weeks ahead of time. **Don Larson** agreed and thought that in the future, maybe 30 days out, they'll have a good idea of what they are doing, and they can meet with the BOS to better coordinate services, etc.

**AGENDA BUSINESS**

**Transfer Station Update:**

Patrick “Woody” Bowne, Transfer Station Supervisor arrived to discuss topics and provide updates in regard to the transfer station.

**Safety Glasses**

**Mike Kaminski** shared that because there were 2 eye injuries back to back, they thought they should look at their safety procedures in regard to safety glasses.

**Woody Bowne** explained that there are tasks that safety glasses are required for, and they have added the banding machine to that list. Whoever is doing the bales has to have safety glasses on. They have been using them in the yard as well for different tasks. The idea of wearing them all the time wasn’t well-received by the crew.

Upon further discussion, it was decided that the crew could try out some different pairs and decide which ones would work the best for them. Signs will be posted on all machines that require safety glasses to be used, and it will be up to Woody to enforce the policy.

**Maintenance Items**

Woody Bowne and Dave Nault took a walk around the transfer station and ranked the list of needed improvements in order of importance on a scale of 1 to 5. The list, along with the ranking of each item is listed below:

1. Deal with the undrinkable water issue: *taken care of.*
Line Comeau shared that while there have been concerns on the lead content in the water, the test results showed that it is actually within EPA standards. Where it is just a town building with small amounts of use, we could mitigate the problem by getting a bubbler or buying bottled water. Mike Kaminski suggested that Woody start buying bottled water for the staff to drink.

2. Septic was pumped already.

3. Outside silcock at recycling center is showing wear.
   Rank: #1.
   Woody Bowne to get estimate.

4. Replace 4 lights on compactor building with LED and add 1 light with wiring to recycling center.
   Rank: #1.
   Dave Nault shared that 2 of the lights are not LED and are currently failing. He thinks they can call Ernie for this. Woody to get estimate.

5. Floor in lunchroom/office and bathroom.
   Rank: #1.
   Dave Nault said that it's just raw plywood showing staining and heavy wear. Looking at maybe a laminate type flooring. Maybe Schumacher can quote this as well.

6. Mud/tape repair and paint bathroom area.
   Rank: #1.

7. Replace broken trim on compactor building.
   Rank: #1.

8. Paint compactor building.
   Rank: #3.
   Dave Nault said that this is on the ceiling area as you drive through. It doesn't look that bad right now, so they can put it off to a future year.

9. Replace/repair wood on recycling center and paint.
   Rank: #3.
   Dave Nault noted that the front and right-hand side have the most wear.

10. Add two windows to box trailer.
    Set as a #2.
    Woody Bowne explained that it needs airflow. The temperature gets up really high. He thinks vents may be easier to put in.

11. Replace sorting bench and trim on the front of recycling center.
    Rank: #1.
    Dave Nault said that it's hard to clean the floor in there. Would like to angle the legs on the bench and put a laminate flooring in there. He recommends Langley Woodworking.

12. New roof on recycling center.
    Rank: #2.
    Dave Nault feels that because translucent panels wear much quicker than fiberglass, we should look at replacing those first.

    Rank: #5.

14. Rebuild the burn pit.
    Rank: #4.
Dave Nault thinks we can get a few more years out of it.

15. Fencing/safety rails on retaining walls.
   Rank: #1.
   Dave Nault thinks this should come first before everything else. He expressed concern that a child could fall into the dumpster. He suggests that they pin and make the walls 2 feet higher. That would make it a total of 3 feet high. It's the most important area that could get us into the most trouble. Woody Bowne is going to talk to the local foundation contractor that did the original walls.

16. Repair and replace pad under compactor box.
   Rank: #4.
   Dave Nault said that the cement pad is chipping and cannot be patched. Woody Bowne added that it is still usable, but he put it on the list for down the road so that they won't forget.

17. Add gutters to the front of recycling center to the left of the overhead door.
   Rank: #3.
   Mike Kaminski suggested making it a 2. Because they're going to be doing painting, he would hate to see the new paint get ruined.

18. Crack seal all pavement.
   Rank: #3.
   The pavement layer is a base coat worn down to the rocks with no top coat ever put on it.

19. Add retaining wall blocks to wall.
   Rank: #4.
   This is for a section around a compactor. Woody Bowne explained that on one side it is flush. He would like to go up one more row of blocks. They're relatively inexpensive. It's ok to move it a year out. It's just an area they have to be careful of when snow blowing.

20. Replace all locks w/same keys locks est. $900.
   Rank: #2.
   Dave Nault noted they are working for now.

21. Insulate recycling center.
   Rank: #4.

22. Add propane heat to recycling center.
   Rank: #5.

23. New A/C unit.
   Set as a 2.
   Dave Nault said it was working today, but it goes on and off. Line Comeau mentioned that it's a window unit being used as a wall unit.

Dave Nault said that in total, there are 8 items on a 23-item list that he would like to work on this summer. Bob Martel asked if they are going to address the public works building as well. Dave Nault replied that once they get dollar values, then they can look forward to seeing which ones they want to do. Mike Kaminski agreed that they can go ahead and get quotes on the most important ones and said that as soon as they get the library painting quotes in, then the Board will have a better idea on what we can take care of now.
Dave Nault said that he asked Woody to call the contractors that he knows for estimates. Asked Line if they could get the estimates in by the first week of June. Line Comeau said it is possible but noted that the contractors are really busy right now, so it may take a bit longer.

Mike Kaminski told Woody that when it comes to training, they need to know who, what, when, where and a dollar amount. If it’s a personal related absence, he can just write that it is personal.

Mike Kaminski brought up the issue of the person that dropped items off at the transfer station that required payment, but they left without paying. He pointed out that this is actually theft of services. He doesn’t think it needs to come to the BoS level. He is going to leave it to Woody to handle. Woody Bowne replied that this is the first time that something like this has happened since he’s been there, and that he was elsewhere on the property when it occurred. He explained the price scale for construction debris disposal. His first thought was to bring it to the BoS because issues like these can become very sticky situations. He is fine with letting it go for this time, but he wanted the BoS’ blessing on where to go with it. Chief Sklut took a copy of the statement given by the transfer station employee and said it is something they can follow up on. Mike Kaminski assured Woody that the BoS’ and the Police Chief will support him in this situation.

Mike Kaminski spoke about the town’s policies as they concern overtime and paid leave in order to clear up some confusion on the topic. Woody Bowne said that he realized he was in the wrong regarding an issue surrounding overtime pay but advised that he has obtained legal counsel and needs to be careful of conversation regarding this topic.

Line Comeau expressed concern that she may have erred in approving Woody’s 30 hours of bereavement leave. It was approved as three 10-hour shifts. Our personnel plan defines a shift as 8 hours (holidays are 8 hours, vacation days are 8 hours, etc.). Mike Kaminski said that they can review that when they look at their personnel plan. He doesn’t feel it’s fair to do something retroactively. Dave Nault said that where his normal day is 10 hours, he doesn’t think she made a mistake. The BoS explained to Woody that while he is not eligible for overtime pay for that week, they agreed to pay him for 43 hours of straight time, consisting of 30 hours of bereavement leave and 13 worked hours.

Mike Kaminski asked why an alarm system is needed at the transfer station. Woody explained that it has been broken into before. They’ll steal anything they can: tools, copper, brass, trash cans, etc. Mike Kaminski asked how many false alarms they’ve had? Woody Bowne replied only one. Line Comeau estimated it costs about $276 a year, which Woody Bowne added also covers fire and police departments. Bob Martel mentioned that they have some valuable equipment in there now, so they definitely want to protect that.

Mike Kaminski asked Woody Bowne if they had a drop-off donation box for clothing and shoes. Woody Bowne said yes, the company is EcoSmith. They get paid $0.05 a pound. Several years ago, it was set up for that money to be earmarked for the children at the school. They do the same thing with empty ink and toner cartridges. He shared that he received a call on Tuesday from another clothing donation collection company
and told them that he would review their proposal. He then talked to the owner of EcoSmith. The company that called was actually started by an ex-employee of his. He is happy with EcoSmith, but thought it would be fair to review the policy of the other company and see what they offer. Line Comeau said that when she received a call from the other company, she had no idea that she had already called the transfer station. Mike Kaminski suggested they leave this to Woody as Transfer Station Supervisor and let it be his decision.

Mike Kaminski asked how they are doing with staffing. Woody Bowne replied that it has been difficult. Mike Kaminski commended him on the attentiveness and conduct of his staff.

Line Comeau asked Woody if he has started looking at a new truck. Woody answered that he has been communicating with someone about it. Line Comeau reminded him that they need a contract in place because the funds will expire by the end of the year.

Woody Bowne stated that he filed grant paperwork for the cover system at the beginning of May. They should hear on that within a few weeks. He also shared that markets are tanking again. On our glass, we pay $30 a ton. It goes to the town of New London. They’re looking at setting up another site that might be more central. Paper and cardboard rates are moving up and down, and paper is at an all-time low. They’re shipping a load soon, but won’t be getting a lot for it. Some towns are actually paying to get rid of it. Metals are good and holding at $165 a ton. They are separating out the aluminums. He has another dumpster going on the auction block. Instead of hauling the aluminums in a pickup, they’re putting it in that dumpster to take advantage of a hire payout for larger loads.

PUBLIC COMMENT
Don Larson commented that he put a bunch of clothes in the bin recently. He always thought they were going to people that needed clothes, but he has heard that they’re actually ground up and used for insulation. Dave Nault would really prefer that they work with a company that sends the clothing to people in need. Asked Woody to find out what the company we work with does with the donations.

TOWN BUSINESS CONT.
Line Comeau shared that the warrant has been processed, and bills will be received by the end of May. She then presented and explained calculations for 2018’s estimated tax rate. She will confirm her numbers with the SAU.
Bob Martel said the applicants for the Welfare Director position are very well qualified. We should have someone to recommend to the board within the next two weeks.

ADJOURNMENT

Motion: by Dave Nault, seconded by Bob Martel, to adjourn the meeting.
Vote: (3-0).

BoS adjourned at 8:53 p.m.
Respectfully Submitted,

_________________________________
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