Dunbarton Board of Selectmen
Meeting Minutes
October 11, 2018
7:00 P.M.

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, October 11th at 7 p.m. at the Dunbarton Town Offices.

Mike Kaminski called the public session of 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
   Linda Landry, Town Clerk
   Donna Dunn, Historical Awareness Committee
   Jon Wiggin, Fire Chief
   Christopher Remillard, Police Sergeant

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

OLD BUSINESS

Approve Minutes

Motion: by Bob Martel, seconded by Dave Nault, to approve the regular meeting minutes of October 4th, 2018 as amended.

Discussion: none.

Vote: (3-0).

Motion: by Bob Martel, seconded by Dave Nault, to approve the sealed meeting minutes of the 7:58 p.m. nonpublic session of October 4th, 2018.

Discussion: none.

Vote: (3-0).

Motion: by Dave Nault, seconded by Bob Martel, to approve the 8:14 p.m. nonpublic meeting minutes of October 4th, 2018.

Discussion: none.

Vote: (3-0).

PUBLIC COMMENT
Donna Dunn presented the BoS with what the Historical Awareness Committee would like for the Stark Mill Bridge sign. General discussion about sign placement occurred. The sign will be funded by the Historical Awareness Committee.

AGENDA ITEMS

**Dog Licensing**

**Linda Landry** appeared before the BoS to discuss the issue regarding dog licensing. According to Police Chief Sklut, it is rather late in the year to issue a Civil Forfeiture Warrant. She explained that all dog licenses expire annually on April 30th. Initial letters are supposed to go out to unlicensed dog owners in May. She did send out 140 letters this year, but it was after the recommended window of time. In response to the letter she sent, she’s gotten all but 55 dogs licensed.

**Bob Martel** asked if they check to see if the residents still have the dogs. Linda replied that there is no way to know for sure unless she is notified that the owner no longer has a dog.

**Dave Nault** didn’t really feel that it was right to send the police out with a civil warrant after the first notice. He would like to send out a 2nd letter with a copy of the RSA attached.

**Mike Kaminski** agrees with the suggestion of a second notice and added that for next year they implement a stricter policy. He also feels that it should be noted up front on the second notice that if the owner no longer has their dog, then to call the town to notify them. **Linda Landry** added that some of the issue may be attributed to some of these being renters that have moved out of town. She does waive some fees for people but makes sure that other fees are applied as equitably as possible.

General discussion regarding the wording of the notice took place.

**Linda Landry** said that she is reaching out to the NHMA to find out the process for increasing the dog licensing fees. The fees have not increased during her time as Town Clerk. They currently charge $6.50 per spayed or neutered dog ($9.00 for unsprayed or unneutered). $2.50 of this goes to the state. she feels that increasing the fees by a dollar would help defray some of the costs involved in dog licensing.

**Bad Checks (update)**

**Mike Kaminski** mentioned the subject of vehicle registration fees that remain unpaid due to returned checks. Linda said that her process is to call the person and ask them to bring in the money along with the $25 returned check fee. She has always gotten them to come in and pay. If it is not paid, then an Administrative Complaint is sent to the DMV business office. The DMV then suspends the registration. They will not lift the suspension until the person makes good on what they owe.
registrations of the person in this particular case have been suspended. There is nothing that DMV can do to collect the money that is owed. **Bob Martel** wondered what would happen if this person gets into an accident. His concern is in part that if the insurance company learned that the person was driving an unregistered vehicle, then they may not cover whatever damage was done. His concern is that the town could get dragged into a situation like that. He added that this constitutes theft of services, and this party in particular has done this more than once.

**Mike Kaminski** asked if they could notify the PD that there is someone that lives in town that is driving illegally. Linda said that if she were to do this, she could be in violation of the Motor Vehicle Privacy Act.

**Sgt. Remillard** mentioned that they have a bad check policy that they follow. It sounds as though the courtesy phone call didn’t work, so he suggested they check with the chief about looking into a criminal action.

**Leo Martel** asked how much money is involved. Linda answered $1400. **Donna Dunn** said that the insurance company concern mentioned wouldn’t be an issue. As long as the policy was not implemented fraudulently, and is paid and in effect, then the insurance company has to pay the claim regardless of if the vehicle is registered or not.

**Sgt. Remillard** added that given the amount of money they’re talking about, this may qualify as a felony. There is a very specific process within the statute that must be followed, which it appears that the Town Clerk has followed. **Mike Kaminski** suggested that the PD follow up with Linda and they will revisit this topic next week.

**Linda Landry** said that she has been cleaning out a lot files and has a significant amount of paper that needs to be shredded. **Line Comeau** added that they have a shredder they’ve used internally, but due to the amount they need to get rid of, they’ve contacted a company in Goffstown that will take and shred the material for free.

**Mike Kaminski** suggested that all town departments take advantage of this and said they will leave it with the Town Administrator to pursue.

**Highway Safety Enforcement Grant**

**Sgt. Remillard**: presented this grant to the BoS for acceptance. It provides some extra money to put an extra patrol officer out on the roads, going above and beyond their normal patrols. The state covers any additional personnel costs to do so. He did mention that due to the amount of work that goes into preparing for this grant compared to the dollar amount they receive, they are considering not pursuing this grant again next year.

**Mike Kaminski** said that the grant has been signed and accepted by the BoS, and he thanks Sgt. Remillard for his work in obtaining it.
Sgt. Remillard told the BoS that Dunbarton was not awarded the grant for the speed sign, but he will try again next year.

**Town Hall 2nd Floor Renovation**

Mike Kaminski asked Fire Chief John Wiggin about renovating the upstairs of the Town Hall. Chief Wiggin told the BoS that if they are going to renovate the space to use for public assembly, they need to figure out how to have two means of egress. The fire escape has never been tested or certified, and it blocks two windows of the library. They could look at adding an exterior staircase.

Dave Nault asked about how they could grant handicapped access. Chief Wiggin replied that if it is under 50 people, it falls under a business fire code. More than 50 puts it as a place of public assembly. Due to it being an historical building, a lot of the other codes would be overlooked if a sprinkler system was installed. Dave Nault noted that there was a sheet rock ceiling in there now. Chief Wiggin said that the blown in insulation caused the tin ceiling that was there previously to collapse.

**VFA Grant:**

Chief Wiggin said the Fire Department received a VFA grant from the US Dept of Forestry. It provides money to assist small communities with the intent to buy forestry fire suppression equipment. It is 50/50 split, $2,000 max.

Motion: by Dave Nault, seconded by Bob Martel, to accept a grant per RSA 31:95-b III (b) from the State of NH Division of Forest and Lands in the amount of $1,194.84 to offset expenses of the Dunbarton Fire Department.

Discussion: none.

Vote: 3-0.

**2019 Tax Rate**

Line Comeau explained the changes in the different elements that make up the tax rate that resulted in a new rate of $22.53 for 2019, a decrease of $3.08 from 2018.

The School Board Chair had approached the BoS to ask if they would consider increasing the tax bill for the first half of the year so that the tax bill for the second half isn’t such a drastic increase.

Mike Kaminski further explained that this December’s tax bill will be low because they are giving back the money from the school budget surplus. Next year, the first tax bill (in July) will be based upon this year’s artificially low December bill, so it was suggested by the School Board Chair, to increase next July’s tax bill in order to even it out with what they will be paying in December. Dave Nault doesn’t want to request tax money from people before it is due. Line Comeau asked the BoS if they want to consider putting this on the warrant for next year.
Dave Nault said that in attending the school board meetings, it was clear that the people wanted their credit up front now, and worry about the higher bill when it comes in. Line Comeau pointed out that anything voted on in March will impact the December bill.

The BoS was in consensus to leave the tax bill as is and have it follow the normal process.

TOWN BUSINESS

Town Welfare Guidelines

Line shared a Request from Welfare Director to adopt an appendix to the Town’s Welfare Guidelines for the following Financial Standards as amended. This will allow them to use the following for needs assessment:

- Housing: The NH Housing Authority for Fair Market Rents.
- Living expenses: the IRS Allowable Living Expenses National Standards.
- Food: SNAP (Supplemental Nutrition Assistance Program).
- Transportation: AAA gas guidelines; gasprices.aaa.com

Motion: by Dave Nault, seconded by Bob Martel to accept the recommendation of the Welfare Director to adopt an appendix to the Town Welfare guidelines the following financial standards as amended for needs assessment: housing, living expenses, food and transportation.

Discussion: none.

Vote: 3-0

Mailbox Items

Veterans Day

The BoS is in consensus to post a notice on the town website regarding recognition of Veterans Day.

Request from the Outreach Coordinator

PubliHealth.org would like the town to post a link on the website.

Mike Kaminski: has a problem with this being town business. Most colleges and guidance counselors offer this. He’s a strong proponent of Veterans issues, but the town site is for town business.

Bob Martel agreed and suggested to have them reach out to the school rather than the town.

Received an email detailing the resolution of the problem with mowing at the school.

Merrimack County tax apportionment is up $44,500 to $966,781.

NHRS Employer Contributions will be decreasing for 2019:

Employee will go down .21% (11.38% in 2018, 11.17% in 2019).
Police will go down 1% (29.43% in 2018, 28.43% in 2019).

**Line Comeau** said that they are meeting with the auditor for the exit conference next week. The BoS was provided with copies of the Management Letter and Annual Financial Statements.

The BoS signed notification of the date of Election day, November 6\textsuperscript{th}.

**Line Comeau** presented the BoS with minutes from 2012, detailing a site walk of Purgatory Pond. Asked the BoS to review the stipulations outlined here in preparation for the meeting on October 25\textsuperscript{th}. These were reaffirmed at a meeting earlier this year.

**Dave Nault** pointed to a paragraph in the Permanent Easement Deed. He noted that the paragraph regarding ‘permanent easement’ should be taken out. He wants to ensure that there is wording added to ensure they can use part of the turnaround for parking. He will talk to Brian Nordle to see what kind of language could be added to this to make the turnaround work.

**PUBLIC COMMENT**
None.

**BOARD MEMBER ISSUES**
**Line Comeau** reminded the BoS to review the audit financials and the management letter.

**ADJOURNMENT**
**Motion:** by Bob Martel, seconded by Dave Nault to adjourn the meeting.

The BoS adjourned at 8:44 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