Dunbarton Board of Selectmen  
Meeting Minutes  
October 24, 2019

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, October 24th at 7:00 p.m. at the Dunbarton Town Offices.

**Board members present:**  
Mike Kaminski, Chair  
Robert “Bob” Martel, Selectman  

*Selectman Dave Nault was not in attendance.*

**Town Officials and others present:**  
Line Comeau, Town Administrator  
Jennifer King, Recording Secretary  

Members of the Public present:  
Fred Mullen  
Patrick Mohan  
Victoria Cameron  

Leo Martel was present to record the meeting for the benefit of citizens that were unable to attend.

Mike Kaminski called the meeting to order at 7:00 p.m.

**OLD BUSINESS**  
**Approve Minutes**  
Motion: by Bob Martel, seconded by Mike Kaminski to table the minutes of October 17, 2019 until Dave Nault has a chance to review them and is present to vote on them. *The minutes will be posted in draft form for the time being.*  
Discussion: none.  
Vote: (2-0).

**PUBLIC COMMENT**  
Fred Mullen has learned that the granite bound that a Bow selectman was willing to donate to replace the missing Bow/Dunbarton town bound is not a standard size, so they will not be able to use it. Mr. Mullen also put together a price request to send out to the surveyors (and a copy to the Town of Bow). Line Comeau said that due to the size of this project (under $10,000), 3 telephone quotes would be adequate. They may mail or email them to her and she will print them for review. Mike Kaminski thanked Mr. Mullen for his work on this.
PUBLIC HEARING ON UNANTICIPATED REVENUE

**Mike Kaminski** called the public hearing to order in accordance with RSA 31:95-b III (a) at 7:05 p.m.

The town stands to receive money from the State of NH for Municipal Aid to be paid in two installments (Oct. 2019 & Oct 2020) each in the amount of $23,647.91.

**Mike Kaminski** said that these funds were unanticipated, and they would like to add this money to the surplus, as they are currently below the 5% recommended by the auditor.  
**Bob Martel** noted that they had discussed this plan at last week’s meeting, and that all 3 selectmen were in favor of this option.  
**Line Comeau** added that this amount is not going to affect the tax rate.  
**Mike Kaminski** said that next year, the other installment will go into the general fund.

There were no comments from the public.

**Motion:** by Mike Kaminski, seconded by Bob Martel, to accept the amount of $23,647.91 from the State of NH for Municipal Aid.  
**Discussion:** none.  
**Vote:** (2-0).

**Mike Kaminski** closed the public hearing at 7:08 p.m.

**Audit Results**  
Patrick Mohan, CPA & Victoria Cameron, MSA, auditors with Melanson Heath presented the BoS with the highlights of the town’s financial statements and reviewed the management letter. After their review of the town’s financial statements, their opinion is that the town is in compliance with Generally Accepted Accounting Principles (GAAP).

A few items of note:

**Fixed Assets**  
The town currently has no bonds payable against their fixed assets.

**State Pension Liability**  
The town is responsible for paying their portion of the State of NH’s unfunded pension liability into the retirement system from their payroll on a monthly basis and reporting it on their balance sheet. The town is doing just as they should be with this liability.
Other Post-Employment Benefits Other Than Pension
A new item this year is listed as ‘other post-employment benefits other than pension’. There is again a state portion and a local portion.

- **State**: There is a new requirement that the unfunded medical subsidy (which goes along with the unfunded pension liability) be reported just as the pension piece is.

- **Local**: These are benefits for which the premiums are paid for 100% by the retired employee, but the benefit they receive is a result of their prior employment with the town. It is not paid by the town, but is instead an implicit subsidy, and is required to be reported.

The town is in compliance with these reporting requirements.

The auditors reported that overall, the audit went very well, and the town was very good to work with.

There were no questions from the public regarding the audit results.

**Leo Martel** commented that, **from what I am hearing is that the auditor’s report suggest that the Selectmen are** doing a good job.

**Bob Martel** further elaborated that **the Selectmen** have been working **hard to also improve the town’s buildings while keeping the tax rate fairly steady.**

**TOWN BUSINESS**

**Mailbox Items**

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

- Correspondence from HealthTrust to be reviewed prior to the next meeting on November 7th.

- NHMA Legislative Bulletin RE: HB4 Municipal Aid (unanticipated revenues).

- NRRA Member Annual Meeting registration. **Mike Kaminski** said that he asked Transfer Station Supervisor Woody Bowne if he was interested in attending this meeting. Woody said that this isn’t a policy meeting,
but more of a social gathering. Because he has a lot going on currently, he is going to pass for this year.

- Two bids were received for bandstand repairs and painting (funds from Town Common checkbook in the amount of $8,513.01 earmarked for this purpose, not funded by taxpayers).

  **Motion:** Mike Kaminski, seconded by Bob Martel to accept a bid from Vulcan Construction for repairs and painting of the town bandstand.
  
  **Discussion:** none.
  
  **Vote:** (2-0).

  **Leo Martel** said that the next piece of the bandstand that should be looked at is the roof.

- Report from Steve Lawrence of Protechnologies (fire alarm monitoring) who recently inspected the Library second floor and gave his recommendations regarding the false alarms that have been occurring. He is recommending that if they are going to keep the upstairs unoccupied, they should replace the smoke detectors on the second floor with heat detectors. It was decided that further discussion be deferred until a future meeting.

  1. **Motion:** by Mike Kaminski and Bob Martel to authorize a total of $1258.26 for required service, system testing and inspection on the fire alarm system. **Line Comeau** stated that this is going to be part of regular maintenance of our buildings and will allow us to get on a scheduled rotation.

  **Discussion:** none.

  **Vote:** (2-0).

- Milfoil treatment for 2020 has been put out to bid. DES is looking for divers **only to manage milfoil control for the upcoming year** only. **Line Comeau** said they did apply for the milfoil grant for next year.

- FYI: Delta Dental is offering additional coverage for Delta Vision. Line said that this offer is for the employee to take advantage of additional benefits directly through Delta, not through the town.

**PUBLIC COMMENT**

**Leo Martel** asked if the town is going to reach out to the library trustees so they can attend the presentation by HealthTrust at the BoS meeting on
November 7th. **Line Comeau** said that she has already reached out to the trustees to let them know of the presentation and is going to follow up with them.

**BOARD MEMBER ISSUES**

**Line Comeau**: reminder that there is no meeting on October 31st save for an emergency.

**ADJOURNMENT**

**Motion**: by Mike Kaminski, seconded by Bob Martel, to adjourn the meeting.

**Vote**: (3-0).

The BoS adjourned at 7:59 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

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Mike Kaminski, Chair

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Bob Martel, Selectman