Dunbarton Board of Selectmen
Meeting Minutes
November 1, 2018
7:00 P.M.

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, November 1st at 7 p.m. at the Dunbarton Town Offices.

Mike Kaminski called the public session of 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

**Members of the public present:**
- Fred Mullen
- Hunter Sias

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 October 25th, 2018 as amended.

**Discussion:** none.

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

**Motion:** by Bob Martel, seconded by Mike Kaminski, to approve the nonpublic meeting minutes of October 25th, 2018 as amended.

**Discussion:** none.

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

**PUBLIC COMMENT**

None.

**AGENDA ITEMS**

2019 Health Insurance Rates
Candace Schaefer and Krista Bouchard from HealthTrust appeared before the BoS to review health insurance rates for 2019.

Rates are up due to a sharp increase in claims over the past year. Due to pooling, some of the catastrophic costs were decreased. There are currently 8 plans to choose from, that will soon increase to 10. Plan AB20 is the most popular, closely followed by the AB Site of Service plan.

Candace Schaefer gave an overview of the insurance plans available and associated costs.

Krista Bouchard gave an overview of the wellness incentives associated with the insurance plans for 2019.

Accept Donation

Motion: by Dave Nault, seconded by Bob Martel, to accept a donation (obtained from fundraising) in the amount of $50 for Wreaths Across Dunbarton in accordance with RSA 31:95-b III (b).

Discussion: none.

Vote: none.

Town Clerk Update

Linda Landry appeared before the BoS to give some updates on the following:

Deputy Town Clerk
Hope Arce has completed her training through the DMV. She is now certified as a Municipal Registration Agent.

Returned Check
Linda asked the BoS to review a form that needs to be filled out and submitted to the Police Department in order to proceed with following up on the returned check issue. BoS was in consensus to allow Linda to fill out the form and continue the process with the Police Department.

Ballot Clerk Appointment
Linda Landry told the BoS that Eleanor Swindlehurst would like to be reappointed as a ballot clerk on the Republican side.

Motion: by Dave Nault, seconded by Bob Martel to reappoint Eleanor Swindlehurst as a ballot clerk, with a term expiring August 1st, 2020.

Discussion: none.

Vote: 3-0.

Conference
Linda Landry recently attended a Town Clerk conference put together by the state that was held in North Conway recently. She shared the following updates with the BoS:

**Division of Motor Vehicles (DMV)**

The DMV is making some technological changes: they are phasing out SSL and switching to a P2P, which requires a static IP address. They will need to provide information to their IT company so that they can facilitate this change.

Printers: The DMV will be discontinuing their support of the Lexmark printers that are currently being used and will turn ownership of those printers over to the towns. The towns have the option to either keep them at no charge, return them to the DMV, or upgrade them at their own cost. The maintenance contract with the state expires in June. Linda is going to have them come out prior to the end of the contract to perform a final maintenance check. Towns that decide to purchase their own printers must make sure that they adhere to certain specifications. They could be looking at $500+ each to replace what they have. Dave Nault mentioned the possibility of replacing one at a time. Linda said that she is fine with using them until they no longer work.

**Secretary of State**

The Secretary of State addressed topics related to the election. The Dunbarton Town Clerk’s Office was given kudos in how they handled staffing during absentee balloting. During the 45-day period that absentee ballots are accepted, the Town Clerk has to be available between 3-5 p.m. in order to ensure that all ballots are accepted in a timely manner. Linda was out of the area for a portion of this time but managed to put a process in place that allowed the ballots to be collected and handled properly in her absence.

Linda also updated the BoS on coverage for Election Day.

**2019 Pay Rates**

Bob Martel presented an overview of the Consumer Price Index (CPI) in relation to average hourly earnings and wage increases in preparation for determining 2019 pay rates. He commented that the increase given last year kept the employees afloat in relation to the cost of living increase.

Line Comeau noted that the Department of Labor’s website has become quite difficult to navigate and find information.

Mike Kaminski wants to ensure that their town employees are compensated fairly and competitively.
TOWN BUSINESS
Department heads are coming in next week to discuss budgeting issues as they approach year-end.

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

The BoS looked at scheduling a public hearing regarding the DOT response to the traffic concerns at Page’s Corner. A hearing will be set for either November 15th or 29th, depending on the availability of Police Sgt. Chris Remillard.

Donna Dunn of the Historical Awareness Committee sent an email communicating the committee’s approval of the BoS decision to not change the name of Purgatory Pond Road.

The Police Department will be holding a class on AARP fraud prevention awareness at the library at 6 p.m. on December 18th.

NHMA has an opening available on their leadership team.

The BoS received a letter of resignation from a transfer station employee. Dave Nault mentioned that he spoke with the employee to see if his leaving was the result of something the town did. The employee told him that it was more of a conflict with his own personal responsibilities. Dave asked him if changing his hours would be helpful, to which the employee responded that it may be a possibility. Bob Martel also spoke to the employee, who told him if he gets his other things resolved, he may be willing to come back.

The BoS is in consensus to keep him on the employee roster.

The BoS received an email from Transfer Station Manager Woody Bowne regarding burning at the burn pit on November 10th. Mike Kaminski noted that they need to decide what to do about the burn pit as it relates to the Energy Committee’s solar initiative.

PUBLIC COMMENT
Fred Mullen noted that there were some areas on the ceiling tiles that looked like perhaps there were leaks. Dave Nault replied that those marks have been there for a long time, and that the leaks that caused them, have been taken care of.

BOARD MEMBER ISSUES
Kelsea Road Winter Maintenance: Mike Guinea put in an appeal to the Supreme Court. Mike Kaminski said that according to his attorney, that it will be a year or two process, so they need to decide where the town’s trucks are going to turn around in the meantime. The judge’s decision is binding until something is overturned or agreed to. Mike Kaminski said that a discussion with the Road Agent is necessary. Dave Nault thinks that turnaround should be at the barn where it always was. Mike Kaminski would like to discuss the matter with Bob Martel, Jeff Crosby and their attorney regarding the matter before proceeding (Dave Nault to be recused).

Dave Nault noted that has paid the lion’s share of defending the town’s rights to Kelsea Road, and that he is continuing to do so. They have a judge’s opinion which is binding. His attorney told him that any other town they’ve represented, the town’s attorney would meet with him and write a response or rebuttal. That hasn’t happened in this case. Some discussion occurred regarding specifics of the case.

Dave Nault said it has cost him over $40,000 defending the town’s rights to Kelsea Road, and feels that the town should cover the costs to maintain that road.

Line Comeau will arrange for a meeting between Mike Kaminski, Bob Martel and their attorney.

Update from Town Administrator

Line Comeau shared that the NH Department of Labor has started their labor audit of the town. They will be returning next week to finish. There was one area in which they were not in compliance: inspections of air compressor. She reached out to Primex, their insurance company, who told her that they do inspections at no charge, but it costs about $50 to file reports with the state.

She heard from Melanson Roofing regarding the roofing issue at the safety complex, but they told her that they do not offer the services they need. Line also has calls into Therrien Roofing and Twin Meadows Roofing in MA.

Funds for transfer station painting and signs have been encumbered. Line will give an updated total regarding maintenance next week.

ADJOURNMENT

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

The BoS adjourned at 8:22 p.m.

Respectfully Submitted,