Dunbarton Board of Selectmen
Meeting Minutes
November 8, 2018
7:00 P.M.

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, November 8th 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
  Chief Dan Sklut, Dunbarton Police Department
  Sgt. Christopher Remillard, Dunbarton Police Department
  Deb Trottier, Chair, Dunbarton School Board
  Mary LaValley, Chair of the Board of Assessors
  John Trottier, Chairman of the ZBA
  Kenneth Swayze, Chairman of the PB

Members of the public present:
  Don Larsen

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 November 1st, 2018.

  Discussion: none.
  Vote: (3-0).

PUBLIC COMMENT
  Sgt. Chris Remillard

  Update on Pages Corner Traffic Study
  Sgt. Remillard met with an engineer and the Central NH Regional Planning Commission. The outcome of a meeting is that a roundabout is very doable at the Pages Corner intersection. The engineer is drawing up a cost estimate and should have it ready to submit next week.
Deb Trottier, School Board Chair

A/V System Proposal

Deb Trottier told the BoS that they have been looking into an A/V system for the gym at the Community Center. It has been tough to find someone interested in installing one for them, but they did receive a cost estimate from interested party in the amount of $21,000. She suspects it may cost a bit more than that when they add in the cost of any caging that may be required.

The School District has a Community Center Fund that was set up for them to accept the matching funds that the Selectmen give them each year ($1,000). The balance in that fund cannot exceed $10,000. Anything spent from that fund is matched by the School Board. They currently have $5,000 in that fund, and the PTO has offered to contribute $8,000. It was suggested that they could split the funding 3 ways, with each party contributing $8,000, which would give them a bit of a buffer.

Dave Nault thinks that this would be a great thing to have there, especially when it comes to holding meetings.

The BoS is in consensus to move forward and research the matter further to come up with a number they are comfortable with contributing.

Mike Kaminski would like to see if they can get a few more bids for this project, given the large dollar amount involved. Deb replied that it was tough to get the offer they did get, but that she will ask Owen Harrington to check into getting some others.

New School Board Member

Deb Trottier informed the BoS that they had a total of 5 great candidates to fill the recently vacated School Board seat. They chose Jeff Moody at their last meeting. He has a background in education and a child in the district.

Tax Bill Adjustment

Deb Trottier asked what the BoS had decided regarding the adjustment of the June tax bill.

Mike Kaminski explained that after thorough discussion, the BoS has decided not to make adjustments to the tax bill.

Dave Nault added that he got the sense that people wanted to let things go through the process. Deb said that they accept their decision, and she just wants to make sure they are giving the same message to town residents regarding the increased tax bill.
Mike Kaminski commented that the elections went well, and they got a lot of support from the custodian there. Also, the school looks great from the outside.

Mike Kaminski also mentioned that Chief Sklut suggested a change in how traffic and drop-offs are handled at the school, having people drive all the way around rather than turning around in the rear parking lot. He thinks it is a great suggestion and that they will look at it more closely once the paving has been completed.

Mary LaValley, Chair of the Board of Assessors

Property Tax Exemption

Mary LaValley mentioned to the BoS that there is an RSA that provides for an optional property tax exemption for the use of alternative energy sources. She feels that if it adds value to the property, it should be taxed.

AGENDA ITEMS

Accept Donation

Motion: by Dave Nault, Bob Martel to accept a donation per RSA 31:95-b III (b) from Blue Ribbon Property LLC in the amount of $350 and misc. donations in the amount of $509 for Wreaths Across Dunbarton for a total amount of $859.

Discussion: none.

Vote: 3-0.

Budget Strategy Recommendations

Mike Kaminski outlined the BoS’ recommendations for the budget strategy.

- Across-the-board pay raise for all employees.
- Consideration of not recommending pay raises for elected officials.
- Consideration of a lower cost health plan with higher deductibles and copays for employees.
- Asking departments to keep budgets in line with 2018.
- Asking departments to review and recommend warrant proposals for their capital fund.
- Offered guidelines for 2018 year-end purchases and services.
  - Final purchases for 2018 should be submitted no later than 10 a.m. on December 28, 2018.
  - If the payment is by credit card, all copies should be submitted.
  - No purchases will be made after December 28th. Emergency purchases after this date will be authorized but need to be made with the knowledge...
of the Town Administrator in order to properly account for those purchases.

**Line Comeau** will coordinate with heads of individual departments between now and year-end to work on their proposal presentations. She has also put together a calendar of the remaining BoS meetings through January to assist with planning. Hopes that they can all find a time within the next few weeks to schedule something with the Selectmen. She will be happy to work with anyone that needs help.

**Pay Raises**

**Bob Martel** shared that are trying to keep raises for town employees consistent with that of the School District. They are considering a 2% increase.

**Dave Nault** noted that the pay increase will likely be offset by an increase in insurance for 2019. Depending on the plan they choose, he thought it may be a good idea to lower the pay increase in order to allow for the insurance increase. Suggested they table the discussion regarding the pay raise and revisit it after deciding upon a health plan.

**Motion:** by Mike Kaminski, seconded by Bob Martel, to table salary increase discussion.

**Discussion:** none.

**Vote:** 3-0.

**2019 Health Insurance**

**Bob Martel** reviewed some of the differences between their current plan and one of the others. The AB SOS 20/40 plan is over $100 cheaper than what their current plan would be. This plan provides a Sole Source of Services network (SOS) for the subscriber to choose from when it comes to lab tests, scans, and other procedures. By using their network, the deductible can be avoided. You only pay the deductible if you decide to go outside of the SOS network.

If they were to decide to go with this plan, he would want HealthTrust to come in to educate the employees on how this works. More than $100 lower per month.

**Dave Nault** has concerns about the jump in the deductible. He feels that when you go to work for a municipality, you generally understand that while the pay may be a bit lower, your benefits typically make up for it. He feels that the suggested plan will make them less competitive as an employer. He feels that if he were on the current plan, he would prefer to not take a pay increase, but keep the medical plan he has. He also pointed out that the fact that they had a 6% decrease on this plan last year makes the 10.5% increase this year slightly more palatable.
Line Comeau said that her concern is that every employee on the insurance is aging, and there will be a lot more visits because more care is going to be required.

Mike Kaminski noted that the benefit of a plan like this is that if you stay healthy, you end up paying less. Increases in insurance are happening everywhere. He suggested that they could still offer their current plan, but the employee would cover the increase. He feels that at this point, cost-sharing with their employees is a good plan. He would like to call HealthTrust back in to educate their employees on the changes.

Line Comeau added that she would insist upon it.

General discussion regarding costs and requirements of different insurance plans continued.

Chief Sklut pointed out that their employees are focused on their jobs, and not so much shopping around for medical procedures. Asked if there would be some sort of concierge service to assist them.

**Motion:** by Bob Martel, seconded by Mike Kaminski, to adopt the ABSOS 20/40 health plan for 2019.

**Discussion:** Mike noted that if this plan turns out to be a disaster, they can revisit it the following year. They will need appropriate resources (**Health Trust presentations, handouts, etc.**) available for their employees to assist them through this change.

**Vote:** 2-1 (Nault opposed)

**Motion Carries**

**Insurance Cost-Sharing**

Mike Kaminski pointed the BoS’ attention to page 18 of the employee handbook. He would like to consider eliminating the grandfathering surrounding insurance costs and implement an 80/20 cost sharing across the board for all employees.

**Motion:** by Mike Kaminski, seconded by Bob Martel that all full-time employees will be entitled to healthcare benefits paid 80% by the town for the employee and the employee’s spouse and dependents. The remaining 20% of the premium will be covered by the employee. He would like to make this change to the employee handbook, eliminating the current allowance for grandfathering as of Jan. 1st, 2019.

**Discussion:** Dave Nault is not in favor of this change for this year, as they just changed their health insurance plan, and doesn’t feel that this additional change would go over well.

Mike Kaminski countered that health care costs are never going down, they’re going to keep increasing. He feels that the town
erred years ago in paying 100% of the coverage without thinking how much it could cost down the road. They have to make a tough decision and live with it.

Bob Martel suggested they table this portion of the discussion until the next meeting so that they have time to look at the numbers.

BoS tabled the motion until the next meeting.

2019 Pay Increase

The BoS revisited the discussion regarding pay increases for 2019.

Motion: by Bob Martel, seconded by Mike Kaminski, to offer a 2% pay raise to all employees for 2019.
Discussion: none.
Vote: 3-0.

Pay Increases for Elected Officials

The BoS discussed the option of not increasing the pay of elected officials this year.

Mike Kaminski would like to look at reviewing elected officials’ pay on a periodic basis, e.g. every 3 years, regardless of where they are in their term, rather than doing it piecemeal every year.

Jeff Crosby doesn’t feel that they are talking about a large amount of money. He feels they should revisit it on a yearly basis and keep things consistent across the board for all employees. Line said that elected officials are not actually employees.

Discussion took place regarding the best way to implement pay raises

Leo Martel noted that if someone is in for 3 years, and there is a cost of living increase every year, they’re barely keeping up.

Dave Nault is in favor of leaving it across the board.

Mike Kaminski thinks they should leave it to the voters in a warrant article.

Line Comeau said that they can present it as a budget item.

Motion: by Mike Kaminski, seconded by Bob Martel, to implement a 2% pay raise across the board for all paid elected positions for 2019.
Discussion: none.
Vote: 3-0.
Kelsea Road Winter Maintenance

Bob and Mike met with legal counsel and it was decided that the Town of Dunbarton will support the decision by the Superior Court. The town will maintain the public portion of Kelsea Road and town vehicles will use the turnaround adjacent to the barn that is owned by Mike Guinea. If any problems arise, appropriate legal action will be taken.

TOWN BUSINESS

Mailbox Items

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

- Vacation request approved for the Town Administrator.
- The labor audit was completed by the NH Dept. of Labor; Line will have detailed results available next week.
- Jeff: culvert issue will be taken care of.
- Packet of letters in support of the new restaurant. He is glad the townspeople are in favor of the restaurant but noted that application needs to go through appropriate Zoning and Planning Board procedures in compliance with State regulations.
- Public Notice for the Pages Corner traffic study.
- Chief Sklut said they will have something prepared for the Public Hearing next week.
- Remaining Budget for Government Buildings:
  - Siding on safety complex will be started shortly.
  - Line provided the BoS with an accounting of how much is left in their budget for building repairs and improvements.
  - Mike Kaminski would like to hold off on the siding for the 2nd side of the Safety Complex, as he would like to have money available for the roof leak repair. Dave Nault doesn’t feel that the roof work will amount to a lot.

PUBLIC COMMENT

Jeff Crosby told the BoS that they’ve had a few problems with the alarm system that was installed. They’ve had a few false alarms. It has been brought to his attention that they need a dedicated phone line for that alarm system, which is something that he was previously unaware of. There is currently a jump line connected to their main phone line, which is causing some of the problem. He has been on the phone with the
company several times. This piece of information is in the contract, but he is disappointed in who they went through to have this system installed, as it seems as they were not well informed by them regarding the requirements for the system. An additional line is going to cost about another $500 per year.

**BoS in consensus to install an additional line.**

Jeff Crosby will contact Dunbarton Telephone to get the process started.

Chief Sklut mentioned that they had a false alarm as well.

Mike Kaminski mentioned to Jeff Crosby that if they have extra money in their budget at the end of the year, he may want to consider getting extra salt and sand.

Leo Martel asked about the clean-up of the town pound: Dave Nault said he had talked to his nephews about making the time to go and get that done. Mike Kaminski asked Jeff Crosby if they could have use of a town truck to haul away debris from the town pound. **Jeff Crosby** said that he will come with the chipper and a truck to assist them.

Mills Hill speed limit: Mike Kaminski asked Chief Sklut to look into the process for increasing the speed limit on Mills Hill, as they have received several comments that it is too slow.

**BOARD MEMBER ISSUES**

Bob Martel observed that the election went well. 34 people showed up to help with the counting. Line Comeau heard that the turnout at 7 a.m. was significant. Dave Nault received a comment from Fred Mullen that this Select Board has spent more time at the polls and have put in more time than any previous Board. **Mike Kaminski** echoed Bob’s thoughts on the election.

Line Comeau asked about changing their office hours for the holidays. The Town Clerk’s office is closing at 2pm the day before Thanksgiving, and they would like to do the same in their office. **Mike Kaminski** would like to make it fair for all of their town employees and close at an earlier time for the holiday. Dave Nault noted that this would not work out well for the Transfer Station if they close early on Wednesday, because it will increase their workload on Saturday. Bob Martel doesn’t have a problem with the office closing at 2 p.m.

**The BoS was in consensus to allow the Town Administrator’s office to close at 2 p.m. on Thanksgiving Eve, Christmas Eve and New Year’s Eve.**
Line Comeau said that Twin Meadow Roofing will have an estimate for them next week for the work at the Safety Complex. She asked the selectmen to look at the work that was done on the transfer station building. She is waiting on their input on the work that was done in order to pay the bill.

Line Comeau asked the BoS to review the calendar and list of meetings and deadlines that she created. Line Comeau will be working on Veterans’ Day and will take a floating holiday at a later date. Line Comeau will be attending a conference put on by the NHMA. Line Comeau said she is going to work getting a quote for repairing the bathroom at the Transfer Station.

Motion: by Dave Nault, seconded by Mike Kaminski to enter nonpublic session in accordance with RSA 91-A:3 II (c).


The BoS took a brief recess at 8:50 p.m.
The BoS entered nonpublic session at 8:52 p.m.
The BoS reentered public session at 9:17 p.m.

Motion: by Mike Kaminski, seconded by Bob Martel to seal the minutes of the nonpublic session.

Vote: 3-0.

ADJOURNMENT

Motion: by Mike Kaminski, seconded by Dave Nault to adjourn the meeting.

The BoS adjourned at 9:18 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

_________________________________
Mike Kaminski, Chair

_________________________________
Dave Nault, Selectman

_________________________________
Bob Martel, Selectman

DBOS MEETING November 8, 2018