Dunbarton Board of Selectmen
Meeting Minutes
November 21, 2019

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, November 21st at 7 p.m. at the Dunbarton Town Offices.

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

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

Town Officials and others present:
Line Comeau, Town Administrator
Mary LaValley, Chair, Board of Assessors
Don Larsen, Cemetery Trustee

Recording secretary was not in attendance; will record minutes from the recording.

Members of the Public present:
Fred Mullen
Jeff Trexler

Leo Martel was present to record the meeting for the benefit of citizens that were unable to attend (Linda Nickerson uploads the videos to YouTube).

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

OLD BUSINESS
Approve Minutes
Motion: by Bob Martel, seconded by Dave Nault to approve the regular meeting minutes of November 14th, 2019 as amended.
Discussion: none.
Vote: (3-0).

PUBLIC COMMENT
None.

AGENDA ITEMS

Budget Review, Board of Assessors
Mary LaValley presented the BoS with their proposed 2020 budget. Their budget remained flat and included the 3% wage increase. They are asking for $2,000 less for appraisal services, while utility appraisals remained the same. Computer support did increase. They need to remove money from the capital reserve for revaluation in 2020. Line Comeau explained the reval process and associated costs to the BoS.

Mike Kaminski noted that legal was also up a bit due to the utility case. Line Comeau confirmed that their legal expenses for 2019 were over budget.

Line Comeau noted the issues with software support. Support for their current software will end on December 31st. It has been strongly recommended by the DRA (Department of Revenue Administration) that they upgrade their software so that they will not lose data during/after the revaluation. Discussion occurred regarding how to fund this upgrade. Mike would like to pay for it out of their maintenance fund. Ms. Comeau said that because they are making that purchase this year, their budget will decrease by $1,265.

Motion: by Mike Kaminski, seconded by Dave Nault to fund the upgrade for the assessing software with money from their maintenance budget in the amount of $6,000. Any additional costs shall be funded out of appraisal services.
Discussion: none.
Vote: (3-0).

Library Structural Improvement Update
Jeff Trexler presented the BoS with an update on his recommendations for the structural improvements for the library. He asked what the BoS would like to do regarding a snow guard, stating that they currently only have one over the door. Dave Nault said that he would like to do the whole side of the building. Mike Kaminski thanked Mr. Trexler for his work that he has done for the town, and gave him a card from the BoS (paid for by the selectmen themselves).

Holiday Event
Mike Kaminski said that 2 members of the Recreation Committee have resigned and rendered the committee non-functional. One of the events that committee was in charge of was the Christmas Tree lighting. Don Larsen said that the Garden Club is interested in taking the lead in planning this event. The church’s Christmas program is taking place on December 8th and runs from about 4-6 p.m. They are looking to begin their event around 5 p.m. with the lighting taking place at 6:30 p.m. Some of their ideas include inviting children and families to attend the event with an ornament to place upon the tree prior to the lighting. They would
offer hot chocolate, etc., and have an appearance by Santa Claus (They would like to purchase a good-quality Santa Claus costume). They expect the event to wrap up by 7:30 p.m.

**Motion:** by Mike Kaminski, seconded by Dave Nault, to authorize up to $750 for the Garden Club to use to fund a holiday event for the town.

**Discussion:** none.

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

Budget Review, Cemetery Trustees

Don Larsen updated the BoS with the progress on the cremains garden. They have plans to install 5 benches, and they would like to offer an opportunity to residents to purchase a bench for donation in the amount of $1,000 (includes engraving). They are also looking to increase burial rates in the upcoming year and will be holding a public hearing at their February meeting to discuss it. They would also like to do a warrant article for road construction/maintenance and to add walkways to the cremains garden at the cemetery by Page’s Corner. The BoS cautioned Mr. Larsen to keep the warrant article for only the amount they need for the upcoming year.

TOWN BUSINESS

Mailbox Items

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

- Update from Fred Mullen on the town bound/monument.
- Update from Woody Bowne on the Transfer Station. Bob Martel noted that when it comes to selling the old truck, they should note all the repairs and work that have been put into the truck in the hopes that it drives up the bid price. Mike Kaminski agreed and asked Line to let Woody know what they would like included in the truck description. They would also like to look at setting a minimum bid amount. All bids are to be sealed.
- News article regarding Bow Elementary School $10 million bond. Mike Kaminski does not feel that this will affect Dunbarton.
- The Fire Chief has found a reasonable deal on an electric cot for the ambulance. It currently takes 4 people to lift the cot they have. Their current cot also has some height restrictions which poses some challenges when unloading the patient at the emergency room. The price of the one the chief found is $13,599.85, which is a 50% off special. This special price includes $2,000 worth of extras.
sale ends on November 30, and the funds spent would come out of the fire department’s budget.

**Motion:** by Dave Nault, seconded by Bob Martel to approve $13,599.85 for the purchase of an electric cot for the fire department. These funds will be spent from the fire department’s 2019 budget.

**Discussion:** Mike Kaminski noted that Jon Wiggin has been very effective in the role of Fire Chief and has saved the town a lot of money.

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

- **Line Comeau** has scheduled a meeting on December 2, 2019 for town employees to attend to review the changes to the health plan for the upcoming year.

- **Line Comeau** created a copy of the schedule of budget reviews over the next couple of weeks.

- **Line Comeau** updated the BoS on the status of the Windows operating system upgrade of the town computers. Police Chief Dan Sklut has concerns over the period between January and March that should they encounter a problem, they won’t have the support to be able to recover whatever data they have in the system. He does not have the funds in the current budget to cover the upgrade. They can get a government discount through Dell. The BoS discussed ideas to save money on the upgrade. **Mike Kaminski** wondered if new monitors are actually needed and questioned the type of hard drive they should go with. They also discussed trying to stagger the computer replacement, replacing one or two at a time, rather than all 4 at once. The BoS would like to speak to Chief Sklut before making a decision.

**PUBLIC COMMENT**

None.

**BOARD MEMBER ISSUES**

**Dave Nault** stated that he met with Brett St. Clair on Guinea Road recently. They are moving forward with the upgrade. All trees that need to be cut have been flagged. The contractor would like to move the turnaround back to where they had originally planned due to some concern over a historic stone wall. He noted a couple of tighter spots on the road, involving some large oak trees that Mr. St. Clair may ask the BoS and the
Road Agent for a bit more clearance around so that they don’t have to lose them. **Dave stated that** they also looked at some of the fallen walls and trees at the town pound. He would like to see about getting some of those walls fixed, encumbering the money from the maintenance budget.

**Mike Kaminski** said that the Planning Board accepted an application for a 4-lot subdivision on Rt. 13. Acceptance was granted with input from the Zoning Board and legal counsel.

**Line Comeau** included important dates from NHMA. She is working on her calendar to help prepare them for town meeting. She would like to know if the BoS would like to meet on December 26th and January 2nd, noting that it is critical that they have every meeting they can between now and town meeting. The BoS tentatively approved meetings for those dates but asked the Town Administrator to avoid scheduling on December 26th if possible.

**Line Comeau** shared that the Town Clerk has special hours on Christmas Eve and New Year’s Eve and will close at noon on those dates. She would like to close their office at noon on those dates as well. The BoS approved changing the closing time on those days to noon. The Transfer Station is looking to have special hours for Tuesday and Wednesday. (TBD)

**Line Comeau** also added that memos for department budgets have gone out, and an employee meeting with HealthTrust is set for 12/2/19 at 9 a.m.

Some general discussion on health insurance occurred.

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

By roll-call vote:


BoS entered nonpublic session at 9:11 p.m.
BoS reentered public session at 9:15 p.m.

**Motion:** by Bob Martel, seconded by Dave Nault to hire Stanley Dudek to work at the transfer station at a rate of $12.87 per hour.

**Discussion:** none.

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

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

By roll-call vote:

BoS entered nonpublic session at 9:17 p.m.
BoS reentered public session at

ADJOURNMENT

Motion: by, seconded by, to adjourn the meeting.

Vote: (3-0).

The BoS adjourned at 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