Dunbarton Board of Selectmen
Meeting Minutes
December 5, 2019

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 5th at the Dunbarton Town Offices.

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

Town Officials and others present:
Line Comeau, Town Administrator
Jennifer King, Recording Secretary
Don Larsen, Cemetery Trustee
Jeff Crosby, Road Agent

Members of the Public present:
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 21st, 2019 as amended.
Discussion: none.
Vote: (3-0).

Motion: by Dave Nault, seconded by Bob Martel to approve the nonpublic meeting minutes of November 21st, 2019 (9:11 p.m.) as written.
Discussion: none.
Vote: (3-0).

Motion: by Bob Martel, seconded by Dave Nault to approve the nonpublic meeting minutes of November 21st, 2019 (9:16 p.m.) as written.
Discussion: Mike Kaminski would like to defer approval on these minutes until the next meeting. Bob Martel rescinded his motion to approve.

PUBLIC COMMENT
Don Larsen said that they are preparing for the tree lighting ceremony on Saturday Dec. 7. They have cleared the area of snow to allow for easier access. At 4 p.m., Santa will be in attendance and there will be hot chocolate, cider and
cookies available. They are also working on a ramp for the kids to use to sled on. The church choir will be in attendance singing carols. All kids are also invited to bring an ornament to put on the tree. The tree lighting will be at 5 p.m.

The Garden Club was in charge of getting the wreaths together for the town buildings. The BoS thanks the Garden Club for their efforts in putting that together.

AGENDA ITEMS

**Budget Review, Planning and Zoning Department**

*Line Comeau* reviewed the budgets that Donna White prepared for the departments:

The Planning/Zoning department has presented a flat budget with few changes this year. CNHRPC per capita dues increased by $220. There was an overall budget decrease in the amount of $30.

The Building Department presented a budget that includes the 3% wage increases. The overall increase for this budget is $2,817.

**Budget Review, Cemetery Trustees**

*Don Larsen* reported that the Cemetery Trustees moved some money around but managed to present a flat budget for 2020. *Mike Kaminski* inquired about a public hearing regarding proposed fee increases. *Mr. Larsen* answered that there is one scheduled for the first Tuesday in February. They are proposing increasing the fees for cemetery plots. The money will go toward ongoing projects in their cemeteries (roads and cremains garden).

**Highway Department Discussion**

*Jeff Crosby* said that his son Jackson has worked for the town for almost 10 years, currently as a part-time plow driver. The wage he earns currently was what he was making when he still worked for them while he was in school. Now that he does have a CDL and has increased availability to assist with snowplowing, Jeff would like to get a wage increase approved for him.

**Motion:** by Mike Kaminski, seconded by Dave Nault, to increase the pay rate for Jackson Crosby as a snowplow driver to $19.50.

**Discussion:** none.

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

*Mike Kaminski* asked Jeff Crosby to touch base with Line Comeau regarding the new truck for the highway department.

**Town Pound Rock Wall Repair**
**Line Comeau** will follow up with Curt Rubin regarding an estimate for this project. **Dave Nault** noted that the inside of the rock wall is tapered. He would like to maintain that taper and make sure that any rocks that are replaced or added are green (aged).

**TOWN BUSINESS**

**Mailbox Items**

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

- Building/Planning Department update includes the status of the Botnick property, asbestos in town that is being addressed, and the solar panel project.
- Report from Line Comeau regarding end of year comp time balances: Line has been in contact with people with large comp time balances to remind them of the policy on carrying over comp time. Unused leave will be paid out at the end of the year. Requests to carry over leave to next year must approved by the BoS.
- Communication from Deb Trottier: a building that is owned by the Rec Committee was damaged by a tree and it is now suffering some water damage. The School Board is requesting guidance on how to proceed.  
  **Mike Kaminski** asked Line Comeau to reach out to their handyman to ask him to take a look and put together a quote for the repairs.
- Email announcing that the Koerber family received a grant for $100,000 for the 5 Rivers property conservation easement.
- Notification from the police department regarding a potential future issue pertaining to a property dispute.
- Merrimack County’s 2020 budget.
- **Mike Kaminski** shared some information from the last Joint-Loss committee meeting: A small entryway at the rear of the PD poses a safety hazard to employees from snow falling off the roof.
  - BoS is in consensus to have Line Comeau ask their handyman to also take a look at this area and provide a quote for repairs (the money for this to be encumbered from this year’s maintenance budget).
- Pro Technologies came to look at some problems that the library was having with their smoke alarm system. It was determined that the alarm in the basement had a heat detector as well, which is what was causing the issue. It
was suggested they replace it with a regular smoke detector.

Mike Kaminski also shared that the Planning Board is revising their fee schedule and will bring a recommendation to the BoS. Donna White has been doing a lot of research on comparable towns in order to come up with this schedule.

PUBLIC COMMENT

Leo Martel asked if they got the truck at the Transfer Station. Mike Kaminski replied that they did and it currently is being outfitted with rails along the sides/back.

Don Larsen announced that the town’s cemeteries are closed to vehicles for the season. The gates will open again approximately May 1st (as conditions allow). The Wreaths Across Dunbarton ceremony will take place at 10 a.m. at Caleb’s statue, Saturday December 14th with wreath-laying to follow.

BOARD MEMBER ISSUES

Dave Nault asked about the RFP on the library structure repairs. Line stated that she has not heard from Jeff Trexler this week at all. Dave said that he is concerned that they are not going to be able to encumber the money for this project. Line said they have the option of using the lapsing surplus for to offset that part of the budget.

Mike Kaminski brought in an article about municipality-run solar farms to pass on to the Energy Committee.

Line Comeau reported that they are moving forward with the Vision software update on Dec. 12th. Working with MRI for the Vision upgrade and the re-val.

Line Comeau updated the BoS on office hours during her absence: the office will be closed on Monday 12/9, payroll will be processed on Tuesday 12/10 and payables will be processed on Wednesday 12/11.

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 7:44 p.m.
BoS reentered public session at 8:03 p.m.
Motion: by Mike Kaminski, seconded by Dave Nault to seal nonpublic minutes.
Discussion: none.
Vote: (3-0).

Mike Kaminski proposed offering some extra hours to Jennifer King to assist Line with accounting and payroll work in the interim while they search for a permanent employee.

Motion: by Mike Kaminski, seconded by Bob Martel to hire Jennifer King to assist the Town Administrator’s office with accounting and payroll on a part-time temporary basis at $19.00 per hour.
Discussion: none.
Vote: (3-0).

Line Comeau stated that she is looking for another CPA to assist her in balancing the books, as the person she has been working with is no longer available.

Dave Nault mentioned that the BoS needs to start working on their annual reviews. After a brief discussion, it was decided that they will begin working on these at the beginning of the year.

ADJOURNMENT

Motion: by, Mike Kaminski, seconded by Bob Martel to adjourn the meeting.
Vote: (3-0).

The BoS adjourned at 8:16 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