Dunbarton Board of Selectmen  
Meeting Minutes  
December 12, 2019

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 12th 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  
Dan Sklut, Dunbarton Police Department  
Sgt. Chris Remillard, Dunbarton Police Department  
Mary Girard, Library Director  
Phil Kimball Library Trustee  
Don Larsen, Old Home Day Committee  
John Stevens, Old Home Day Committee  
Tom Cusano, Old Home Day Committee  
Ken Koerber, Old Home Day Committee

**Members of the Public present:**  
Fred Mullen

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 December 5, 2019 as written.  
**Discussion:** none.  
**Vote:** (3-0).

**Motion:** by Dave Nault, seconded by Bob Martel to approve the nonpublic meeting minutes of November 21st, 2019 (7:46 p.m.) as written.  
**Discussion:** none.  
**Vote:** (3-0).  
*These minutes will be sealed as voted upon at the last meeting.*
PUBLIC COMMENT

Leo Martel said that he went out to work on the problem roof of the hearse house, but found that the keys that he was given at the town office did not work. Line Comeau asked Don Larsen to bring the key he has until they can find out what happened to the other keys.

Fred Mullen said the Garden Club put on a great event for the Christmas tree lighting. He has filled in as Santa at various town events over the past several decades. He is no longer going to be filling this role, but he does still have the suit, which has been cleaned and is at his house.

Don Larsen shared some photos of the Christmas tree lighting event. He said they had a great turnout. He also shared some photos of the completed cremains garden at the cemetery.

Fred Mullen said that the surveyors completed the field work on the town boundary between Dunbarton and Bow and the missing town bound should be placed soon.

AGENDA ITEMS

Old Home Day 2020 Budget Discussion

The Old Home Day Committee presented their proposed budget for 2020. John Stevens noted they came in $6.00 under budget this year. The committee is asking for a total of $5,700 for Old Home Day this year (plus a total of $300 for Memorial Day), which includes an increase of about 3% due to increasing costs for the portable toilets, etc.

Tom Cusano stated that they have been using the VanKalkens’ wooden tables each year and they are falling apart. They were able to purchase some tables at a deep discount that are due to come in soon. General discussion took place regarding suitable storage space for the tables.

Mr. Cusano added that they worked really hard to offer the food at very low prices in an effort to keep things inexpensive. They are working to build this event and to keep generating the interest.

Police Department 2020 Budget Discussion

Sgt. Chris Remillard and Police Chief Dan Sklut presented a proposed 2020 budget of $485,914. This includes a total increase of $27,355 over 2019.

Increases include contractual services, the 3% wage increases, technology upgrades and vehicle maintenance.

Chief Sklut said that they will be bringing forward a warrant article for a new vehicle. He also told the BoS that they are going to have some money left from this year that they need to use for the necessary computer upgrades.
Sgt. Remillard said the employees are very appreciative of the 3% increase, and he thanked the BoS on their behalf.

Library 2020 Budget Discussion

Librarian Mary Girard and Trustee Phil Kimball presented their proposed budget for 2020, in the amount of $106,045.00, which includes an increase of $2,033 over 2019. This increase is due to increased cost of licenses and downloadable content as well as necessary computer upgrades.

Dave Nault asked Mary if the falling ice caution signs were up. Ms. Girard replied that they have 2 of them posted.

Employee Appreciation

➢ The BoS was in consensus to offer $30 gift cards to Market Basket to all town employees for employee appreciation. (It was noted that this would not include elected officials).

TOWN BUSINESS

Mailbox Items

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

• Email from Fred Mullen regarding the town bound field work being completed.

• Communication from Transfer Station Supervisor Patrick Bowne. Mike requested that Mr. Bowne be present at the next meeting to discuss what he would like to do with the old truck.

• The BoS accepted the resignation letter of a library trustee. Motion: by Dave Nault, seconded by Bob Martel to accept the appointment of Bruce T. Banks as library trustee with a term ending March 31, 2020. Discussion: none. Vote: (3-0).

• BoS signed off on a pay rate increase for Jackson Crosby.

• Mike Kaminski signed the HealthTrust contract for the two chosen plans and the health savings account.

• Communication from Don Larsen that the repairs of the cremains garden went over budget by $292. BoS were in
consensus to pay for the overage, but they reiterated the importance of following proper procedure for budget overages.

PUBLIC COMMENT

Sgt. Remillard said that he and Chief Sklut are working on upgrading all of their job descriptions and will be submitting them for BoS approval in the near future. Mike Kaminski asked that they make sure it follows the personnel plan. Sgt. Remillard replied that they are including use of that document in their process of upgrading.

Sgt. Remillard updated the board on applications for the Safe and Active Community Grant through Dartmouth for the bicycle rodeo held in June. They have also reapplied for the opioid grant which has been expanded to cover other substances as well, meaning that they will be able to help a lot more people.

Dave Nault noted that the speed light is working well. Chief Sklut agreed and suggested that they include funds in the budget to permanently mount one at each end of town. The BoS asked Sgt. Remillard to provide them with information on sources and pricing for the lights so that they may take that into their budget considerations.

Leo Martel asked about lines in the parking lot. Mike Kaminski said that this was mentioned during the safety meeting. They had agreed at a previous BoS meeting that they weren’t going to line the whole parking lot, but only the handicapped space and back corner. Leo doesn’t feel that alleviates the problem of increasing parking capacity. He suggested using shorter lines to use as a guide rather than outlining the full length of the space.

BOARD MEMBER ISSUES

Dave Nault noted they would be getting a quote soon for the town pound wall repair.

Dave Nault asked Line Comeau if she has heard from Jeff Trexler on the library work. She replied that has not yet.

Motion: by Mike Kaminski, seconded by Bob Martel to enter nonpublic session in accordance with RSA 91-A:3 II (a) at the request of the Police Chief.

By roll-call vote:


The BoS took a brief recess to allow the room to clear.
BoS entered nonpublic session at 8:16 p.m.
BoS reentered public session at 8:40 p.m.

**Bob Martel** noted that he would like to create a policy regarding verbal warnings in employee files when the BoS does their policy review. He suggests that the verbal warnings can be removed after a period of time if nothing else has occurred. **The consensus of the Board was to add this into the Personnel Policy.**

**ADJOURNMENT**

**Motion:** by, Dave Nault, seconded by Bob Martel to adjourn the meeting.  
**Vote:** (3-0).

The BoS adjourned at 8:43 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