Dunbarton Board of Selectmen
Meeting Minutes
December 13, 2018
7:00 P.M.

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 13th at 7 p.m. at the Dunbarton Town Offices.

Mike Kaminski called 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
- Linda Landry, Town Clerk
- Mary Girard, Library Director
- Don Larsen, Cemetery Trustee
- Martha Wilson, Chair, Board of Trustees (Library)
- Sara Anderson, Library Trustee
- Katie McDonald, Library Trustee Secretary
- Phil Kimball, Library Trustee

Jennifer King, Recording Secretary was not present. Meeting minutes were taken from audio recording.

**Members of the public present:**
- Michael Guiney, resident
- Leo Martel was present recording the meeting for the benefit of the citizens who could not attend.

OLD BUSINESS

**Approve Minutes**

- **Motion:** by Bob Martel, seconded by Mike Kaminski to approve the regular meeting minutes of December 6th, 2018 as amended.
- **Discussion:** none.
- **Vote:** (2-0-1). *Dave Nault abstained*

- **Motion:** by Mike Kaminski, seconded by Bob Martel, to approve the sealed non-public meeting minutes of November 29th, 2018.
- **Discussion:** none.
- **Vote:** (2-0-1). *Dave Nault abstained*
PUBLIC COMMENT

Don Larsen thanks the community for coming out for Wreaths Across Dunbarton on Saturday, and also for the donations.

AGENDA ITEMS

**Mike Guiney** appeared before the BoS to request clarification regarding the issue of winter road maintenance of Kelsea Road on November 16th. Referring to the town policy regarding winter road maintenance, plows should have been called out after midnight on the 16th because it had been snowing since 8 p.m. Mr. Guiney noted that it Road Agent Jeff Crosby had stated that plowing Kelsea Road was a “pain in the butt.” He would like to know what was meant by this. **Mr. Guiney** also stated that a single trip down the road with a plow truck as Mr. Nault did is insufficient to allow cars to safely travel the roadway. He noted that in previous years, similar roads in his area are cleared well before Kelsea Road is. **Mike Kaminski** said that Mr. Guiney’s concerns regarding this matter will be passed on and discussed with the Road Agent.

**Mr. Guiney** addressed the lawsuit regarding his property and its boundary lines. He requested that snow not be piled in areas that will block access to his property. He also expressed concerns regarding trucks driving over an old septic system on the property. He also stated that he will not remove the posts that were in question. **Mike Kaminski** said that he understands Mr. Guiney’s concerns, and that he would like to discuss the matter with the Road Agent. He also suggested that they take a walk-through of the area being discussed. The walk-through will be coordinated this week.

**Dave Nault** noted that these questions and concerns were addressed by the town attorney as well as in court, and also that the posts that they had requested to be removed were placed in the traveled portion of the road, impacting their ability to plow the road properly. Mike noted that he will follow up on the issues with Jeff Crosby.

**Accept Donation**

**Motion:** by Dave Nault, seconded by Bob Martel, to accept a donation of $120 from town residents to Wreaths Across Dunbarton per RSA 31:95-b III (b).

**Discussion:** none.

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

**Assessing Board Budget Discussion**

Library Trustee Secretary Katie MacDonald reviewed the budget for the Library. She explained that there is an increase for the upcoming year, due in large part to their having made the role of Library Director a full-time position, incurring costs for salary and health insurance, and they will also be looking to add short- and long-term disability insurance. They kept the insurance plan that matched what the town had last year, and the costs of that plan have increased. **Mike Kaminski**
noted that the town changed their plan for the upcoming year. Line will send them the information on the plan they switched to. Ms. MacDonald continued that the other two items that changed significantly were the license for QuickBooks, and technical support for their IT system. Mike Kaminski mentioned the potential of needing an additional phone line to support the new alarm system that was installed and advised her to revise the budget accordingly. Katie MacDonald said that because of how important libraries have become to their communities, the Trustees have sought to expand the role of their librarian to be able to keep up with the rapidly changing expectations for their library. Katie MacDonald introduced their newest Trustee Board member, Sara Anderson to the BoS.

Town Clerk Update
Linda Landry reviewed the Town Clerk’s Office budget for 2019.
- She is requesting an increase in the Town Clerk’s salary in the amount of 2%, in accordance with the yearly employee increase.
- She is requesting to increase the hours of the Deputy Town Clerk from 12 to 16 per week due to the increase in the amount of transactions handled by their office.
- There is only one election in the upcoming year.
- Licensing fees are all statutory requirements and the state gets a cut.
- There is a large increase in projected revenue due to the current economy and increased population.
- They are looking into some cost-effective solutions to improve the ergonomics of their work area in response to an ergonomic assessment performed in 2017 by Primex. New file cabinets and a new stool are needed as part of the changes that need to be made. Dave Nault feels that they should be able to fit workspace area improvements into their building maintenance budget.
- Requesting some new file cabinets and other office furniture.
- Record Preservation is another part of their budget. They have some records dating back to 1752. Some of the pages have become very faded and they are losing information. Linda Landry listed some options and has found that for less than it would cost them to pay someone to have one book done, they could purchase the equipment and do it themselves. A resident has offered to put in a donation of $300 towards the project. General discussion regarding the cost and equipment took place. The BoS asked Ms. Landry to determine and submit estimates of the costs involved prior to December 31st so that they can encumber the funds for this project in the budget. Ms. Landry noted the need to create a record preservation committee as they go forward. Ms. Landry also said that she is going to look into applying for a grant in 2019 in order to purchase a fireproof
It had been mentioned at a previous meeting that the floor in the office will need to be shored up in order to support the weight. Leo mentioned that the Bow Heritage Commission bought two fireproof cabinets for $400. He could not remember where they purchased them from. Don Larsen mentioned that equipment like that can also be purchased at auction. Linda asked Don to send her the links to the auction sites. Bob suggested looking for a fireproof cabinet lined with pumice stone rather than concrete. Pumice withstands heat better than concrete.

**Cemetery Committee Budget Review**

Don Larsen presented the Cemetery Committee Budget to the BoS. He said that they are trying to make some improvements. They are trying to create a cremains garden at Center Cemetery but are having a difficult time obtaining quotes for the work. A lot of it needs to be hand dug. The committee used $1,000 from a donation they received to purchase 5 benches that will be placed at the end of each double row. Only one will be engraved.

Mike Kaminski noted that much of their budget remained the same except for the Cemetery Improvements line. Don Larsen said that everything else is the same because they would like to install a road. They are looking at a total of $13,500 for that project. Mike Kaminski suggested that they encumber some of the funds from what they have left in this year’s budget to use as a down payment on the road project so that they can lower their 2019 budget. General discussion took place regarding the proper process to follow to encumber the money for the road project. Line Comeau will work with Don and help with that process. Don Larsen also mentioned a drainage issue they are having at the cemetery by Pages Corner. Line Comeau suggested having Jeff Crosby take a look to determine what needs to be done.

PUBLIC COMMENT

None.

TOWN BUSINESS

**Mailbox Items**

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

**Transfer Station Bathroom Renovation**

They received two quotes for the bathroom renovation at the Transfer Station. They were both competitive. The difference between the two
quotes is that one contractor has included a price for new subflooring, where the other was only going to clean what’s there. Dave feels that for the small amount of extra money, it would be worth going with the new material.

**Motion**: by Dave Nault, seconded by Mike Kaminski, to accept the bid submitted by M.P. Rioux for materials and labor for the bathroom remodel at the transfer station in the amount of $2,423.54, per the bid dated December 4th. Line will make sure the funds are encumbered.

The BoS reviewed and approved the proofs for the town signs.

**Bandstand/Gazebo Maintenance**
The Garden Club has maintained the bandstand/gazebo area for many years at an annual cost of $8,500. They have requested to pass this cost on for the town to handle. They can add the money to the general fund and make it part of their maintenance budget, or they can leave the money where it currently is. General discussion regarding how to handle those funds occurred.

**Motion**: by Dave Nault, seconded by Bob Martel, that the Town of Dunbarton, per the recommendation of the Garden Club take over the bandstand maintenance, with the remaining money to stay in the account it is currently in for the town to use in that maintenance.

**Discussion**: none.

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

The BoS thanks the members of the Garden Club for their work in maintaining the bandstand over the years.

**Part-time Detective Step Wage Scale**
**Line Comeau** explained some adjustments that need to be made to the wage scale for the part-time detective position. **Mike Kaminski** questioned the process and timing of this change. He doesn’t like that the change is being requested this late. **Bob Martel** questioned why they would change it for the detective but not the part-time office or secretary position. **Dave Nault** agrees and feels that it should be changed for all of the positions. **Line Comeau** explained that said that the police chief had requested and the BoS had approved for the current detective to be brought into that position at the same rate at a Step 2 full-time police officer rate. **Mike Kaminski** feels that if a step system is going to be created for one part-time position, then you need to create one for all part-time positions. It needs to be equitable across the board. He requested that they table it and have the Police Chief come in for additional discussion.
The NHMA sent a guide regarding grants and funding for the state.

Letter from Mitchell Group asking to outsource the handling of the Public Service tax abatement matter. Dave Nault expressed concerns over incurring additional costs in getting a new firm up to speed. **Mike Kaminski** commented that their legal representation will likely be changing this spring after the budget process is complete.

**Grant Acceptance**
The BoS accepted a grant to be used for training of first responders on the usage of Narcan.

**Motion:** by Dave Nault, seconded by Mike Kaminski, for the Town of Dunbarton Selectmen to accept the terms of First Responder - Comprehensive Addiction and Recovery Act (FRCARA) Cooperative Agreement as presented in the amount of $13,716.00 to implement a mobile integrated health care (MIH) program pending both NH Fire Standards and Training & EMS approval and Governor and Council approval.

**Discussion:** none.

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

**Mike Kaminski** mentioned the suggestion of the Town Clerk to increase the fee for dog licensing by $1.00. It has been many years since the fee was last increased. They will discuss the issue next week.

**Mike Kaminski** shared that Dave Demers hopes to be back to work soon. The doctor has not yet released him back to work but he is doing better.

**PUBLIC COMMENT**
None.

**BOARD MEMBER ISSUES**
**Dave Nault** said that the town pound will be cleaned up this Saturday morning. They aren’t going to touch the bush that needs to be pruned at this time.

**Dave Nault** also mentioned that walkthroughs of the disputed area of Kelsea Road have been done in the past, and he would recommend not going out there again and going by what the lawyer has laid out already. By going out there can only make things grayer. **Mike Kaminski** said he is not intending to change anything that the attorney or Road Agent has laid out. He wants to see the lay of the land and see what the Road Agent has planned. This is for his information only; he needs to see it with his own eyes.

**Line Comeau** is following up on a few projects including the Safety Complex roof but has been very busy supporting Trustees. Dave Nault said that he talked to
the Fire Chief about moving the antenna or perhaps putting it on a gable in order to help prevent the leaking that has been occurring with the snow build up.

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

The BoS adjourned at 9:10 p.m.

Respectfully Submitted,

____________________________
Jennifer King, Recording Secretary

____________________________
Mike Kaminski, Chair

____________________________
Dave Nault, Selectman

____________________________
Bob Martel, Selectman