Dunbarton Board of Selectmen
Meeting Minutes
December 19, 2019

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 19th 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
Patrick “Woody” Bowne, Transfer Station Supervisor
Jeff Crosby, Highway Department Manager

Members of the Public present:
Don Larsen

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 12, 2019 as amended.
Discussion: none.
Vote: (3-0).

Motion: by Dave Nault, seconded by Bob Martel to approve the nonpublic meeting minutes of December 12, 2019 as amended.
Discussion: none.
Vote: (3-0).

PUBLIC COMMENT

Don Larsen reported they had a very good turnout despite the poor weather for Wreaths Across Dunbarton on Saturday.
AGENDA ITEMS

Accept Donation

Motion: by Dave Nault, seconded by Bob Martel to accept a donation per RSA 31:95-b III (b) in the amount of $360 for Wreaths Across Dunbarton.

Discussion: none.

Vote: (3-0).

Highway Department 2020 Budget Discussion

Jeff Crosby presented the proposed 2020 budget for the highway department. It is identical to 2019 with the exception of the 3% wage increase ($2,848) for a total of $572,848. He would also like to create a warrant article of $100,000 to put toward paving projects in town. General discussion occurred regarding paving projects and cost increases. Line Comeau asked if he will also be requesting the Capital Reserve Deposit for Highway Vehicle Equipment. Jeff replied that he would like to repeat the same warrant article.

Highway Department Discussion

Mr. Crosby presented a quote received from Advanced Excavating and Paving for asphalt and paving services for the upcoming year. The quote includes an increase of $4 per ton of asphalt, which he feels is reasonable considering the level pricing this company held for the past several years. He has always been very happy with the services this company has provided.

He also inquired about the possibility of encumbering funds from this year to use toward the paving projects needed. Line Comeau said that this is fine, as long as he has a firm number submitted in writing before the end of the year.

Mike Kaminski mentioned a letter regarding a culvert on Gorham Pond Road. This matter to be discussed further at a future meeting.

Jeff Crosby said that Pete Gamache is trying to use the rest of his comp time prior to the end of the year but would like to request to carry a day or two over into next year. Mike Kaminski said that they are able to be flexible with this request and asked him to have Mr. Gamache submit a written request.

Line Comeau asked Mr. Crosby if for the warrant for asphalt would involve a deposit into the capital reserve fund. Mr. Crosby said that it would.

Motion: by Dave Nault, seconded by Mike Kaminski to accept a quote from Advanced
Excavating and Paving dated December 12, 2019 for the following paving costs for 2020:

- Machine Pave $68.50 per ton
- Handwork Pave (if needed): $125 per ton
- Reclaim and Fine Grade: $1.50 per sq. yd.
- Flaggers $35.00 per hour.

**Discussion:** Mike Kaminski said that the machine pave increased by $4 per ton, and the reclaim and fine grade increased by $0.10 per sq. yd.

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

**Town Clerk 2020 Budget Discussion**

*Linda Landry* presented the proposed 2020 budget for the Town Clerk’s office. The increase includes the 3% wage increase. Ms. Landry stated that she is not looking to increase the Deputy Town Clerk’s hours at this time. After some adjustments and recalculating, the new proposed 2020 Town Clerk budget total is $78,019.

**Fire Department 2020 Budget Discussion**

*Fire Chief Jonathan Wiggin* presented the proposed 2020 budget for the Fire Department. There are increases in training, gasoline, supplies, and communications (radios/pagers). Decreases include Mutual Aid Compact, office supplies and telephone.

*Chief Wiggin* stated that due to the changing demographic and peoples’ schedules, they are having difficulty getting enough people to respond to calls. Dunbarton is one of the last towns in the state that doesn’t contract with a 3rd party to cover their ambulance needs. They are going to need to look at doing so soon. In the meantime, he would like to either increase the amount paid to their volunteer staff for responding to calls or hire a couple of people for coverage. If they were to hire two people to fill this role starting April 1st, it would cost them $64,000 until the end of the year.

*Dave Nault* stated that he would be in favor of increasing the Fire Department budget by $21,200 in order to pay their on-call emergency staff a higher rate of pay.

*Bob Martel* wonders if the other towns that contract with their ambulance services increase their rates for the use of their ambulance. Chief Wiggin said that some towns do, and many towns put the additional funds raised into the general fund.

Discussion regarding fire department revenue generation occurred.

The new 2020 proposed Fire Department budget total is $116,051.
Chief Wiggin told Line Comeau that he still wants to do a warrant article for a new fire truck.

Cemetery Trustees
Don Larsen came in to speak with the BoS about some budget overages. Mr. Larsen explained that the person they contracted with was trying to get the benches in before the storm, which increased their costs unexpectedly. The BoS reiterated that if changes are being made to their spending, particularly if they are over their budget, they need to ensure that they are contacting the BoS to approve those changes.

TOWN BUSINESS
Mailbox Items
Mike Kaminski shared the following items of correspondence received over the past week:
- Hardscapes bid for the stonework at the Town Pound. Mike Kaminski asked Leo Martel who has experience in masonry to review the bid. Mr. Martel thinks it is more than reasonable.

  Motion: by Mike Kaminski, seconded by Bob Martel to accept a bid from CR Hardscapes in the amount of $2,985 per their estimate dated 12/19.
  They would like to determine a timeline for completion. Mike Kaminski suggested the end of June.
  Discussion: none.
  Vote: (3-0).

- A town employee recently lost his son. Per town policy, the town would not send flowers in memoriam because the employee is part-time. Dave Nault feels that they need to amend their policy regarding recognition of the loss of employees or their family members and expand it to include all employees, elected officials and town volunteers.

  Motion: by Dave Nault, seconded by Bob Martel to amend the policy.
  Discussion: none.
  Vote: (3-0).

  Motion: by Dave Nault seconded by Mike Kaminski to amend the previous motion to also
increase the amount to $100 for flowers or other remembrances that are sent to the grieving family. 

**Discussion:** none.  
**Vote:** 3-0.

- Request from St. A’s that they reduce their vehicle rate from $15 to $13 for an upcoming security detail. The BoS is ok with reducing the rate this one time.  
- Notification from a former attorney that is joining another firm.  
- Line Comeau performed an audit on comp hours and found multiple errors that they are working to fix. The payouts will not be as much as initially thought.  
- Request for comp time to be paid out for town administrator as she is unable to take time off before the end of the year due to being short-staffed. 
  ➢ BoS in consensus to approve this payout.

- Job performance evaluation forms from Line Comeau for the BoS to consider using for their evaluations.

**PUBLIC COMMENT**  
**Leo Martel** said that regarding the budget increase for the fire department, he agrees that they should be offering the compensation to their current Volunteer Fire department staff.

**BOARD MEMBER ISSUES**

**Dave Nault** said that he spoke to another fence company to get an additional quote for the fencing at the transfer station. He also talked to Jeff Trexler to give him a heads up on a request for pricing.

**Line Comeau** said that she received a quote for the repair of the shed by the school. There is more damage than they originally thought. The same person also submitted a quote for the portico in back of the police department. **Mike Kaminski** wants to do some more research on the numbers. **Bob Martel** noted that the shed was made at the state prison, so they should check there for resources or ideas on repair or replacement.

**Dave Nault** noted the necessity of a special BoS meeting to discuss the rear police exit, the rec shed, the highway dept truck, and the fence at the transfer station.

After brief discussion, a special meeting set for Dec 27th at 9:30 am.
Mike Kaminski: Update from Planning Board: a horse stable property may need a minor plan modification. It is still a work in progress.

ADJOURNMENT

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

Vote: (3-0).

The BoS adjourned at 9:23 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