A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 20th at 7 p.m. at the Dunbarton Town Offices.

Mike Kaminski called the meeting to order at 7:01 p.m.

**Board members present:**
- Mike Kaminski, Chairman
- Dave Nault, Selectman
- Robert “Bob” Martel, Selectman

**Town Officials and others present:**
- Line Comeau, Town Administrator
- Jennifer King, Recording Secretary
- Jeff Crosby, Road Agent
- Donna White, Office Administrator, Building/Planning/Zoning Dept.
- Jeannie Zmigrodski, Welfare Director
- Don Larsen, Cemetery Trustee
- Dana Lavoie, Chair, Energy Committee
- John Stevens, Energy Committee

**Members of the public present:**
- Geoffrey Moody, 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 Dave Nault to approve the regular meeting minutes of December 13th, 2018 as amended.

**Discussion:** none.

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

**PUBLIC COMMENT**

None.

**AGENDA ITEMS**

**Accept Donation**

**Motion:** by Bob Martel, seconded by Dave Nault, to accept fundraising donations of $160 for Wreaths Across Dunbarton per RSA 31:95-b III (b).
Discussion: none.
Vote: (3-0).

Budget Review, Planning, Zoning, and Building Departments

Donna White reviewed the 2019 budget for the Planning and Zoning Departments. Overall there was a slight decrease from last year, mostly due to a decrease in advertising costs. Zoning Department advertising stayed the same. There was a slight increase in postage for planning, as she mails meeting materials to Board members. Supplies for both departments had a slight increase due to some handbooks that were purchased handbooks for each member that need to be updated periodically.

Donna White also reviewed the 2019 budget for the Building Department. She explained the changes in compensation for each position. For the position of Secretary, the amount included for overtime is being left as is, because it depends on how many meetings there are. She would like to increase the hours for the position of Building Inspector, adding in an extra day for a total of 24 hours. It would allow for flexibility as needed, particularly during the spring/summer. She would also like to find out about mileage reimbursement for the Building Inspector. Mike Kaminski said they will consider it, but asked Donna to submit the average amount of mileage to Line Comeau so they can look at it during budget deliberations.

Ms. White also noted that the contracts for their printers are included in the line for supplies.

Dave Nault suggested increasing the hours for the Building Inspector to 20 instead of 24, but also wants to look at granting the mileage piece, as he feels that that person should be reimbursed for using his personal vehicle for town business.

Budget Review, Welfare Department

Jeannie Zmigrodski shared with the BoS that since her start as Welfare Director they have had two applicants: neither qualified for services, but they found other ways to help them. The Community Action Program is asking for an additional $250, leading to an increase in what she is asking for in 2019. General discussion took place regarding the piece of the budget allocated toward the Salvation Army piece of the budget. Line Comeau asked for a recommendation from the BoS to release funds to the Salvation Army.

Motion: by Mike Kaminski, second by Dave Nault to release $1500 from the 2018 welfare budget to the Salvation Army.
Discussion: none.
Vote: 3-0

7:30 p.m. Bid Opening for the Solar Project.

One bid was received from Granite State Solar out of Bow. The BoS opened the bid and handed it to Energy Committee Chair Dana Lavoie for the committee’s review.
Road Classification Review

Geoffrey Moody of 25 Everett Road approached the BoS seeking specific information on the specifications and requirements for upgrading a Class VI road to a Class V road. He is interested in purchasing additional land on that road and wanted to make sure he understood the requirements of an upgrade should he decide to develop said land. Dave Nault said that a good example would be Purgatory Pond Road, which was just recently upgraded to a Class V road from a Class VI road. Mr. Moody asked if the road was developed in stages, if a new turnaround would be required. Mr. Nault confirmed that this was the case. General discussion took place regarding the history of the land and other such examples of road upgrades. The BoS will look into the matter further so that they can give Mr. Moody some concrete and accurate answers at a later date to be determined.

Part-Time Step Wage Scale

Discussion regarding the Step Wage Scale for part-time Police Department positions was moved to next week.

Budget Update, Cemetery Trustees

Don Larsen told the BoS that they are finding additional revenue streams for the to offset costs in their budget for 2019. There is interest they can tap into each year, along with a formula they can use to find out the amount. They’ve encumbered the funds for the drainage issue the cemetery is having in Pages Corner Cemetery. $1100 was also encumbered for the benches that were purchased. Their budget for 2019 year is now flat.

Dave Nault suggested to Mr. Larsen that they call MPC Construction to assist them with doing the digging and concrete pouring for the cremains garden.

TOWN BUSINESS

Mailbox Items

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

Notification from Linda Landry that she withdrew her request for preservation equipment but increased the budget for record preservation from $300 to $400. Donna Dunn has offered to personally review the preservation equipment and offer recommendation for possible town purchase.

The Selectmen signed documents from Eversource for three pole licenses.

Motion: by Mike Kaminski, seconded by Dave Nault to nominate Donna White as a member of the Central NH Regional Planning Committee. Discussion: none.
**Vote:** 3-0.

Notification from Primex that an employee was denied payment for a medical bill. **Bob Martel** noted that they’ve had discussions in the past regarding people working beyond their scheduled hours. He would like to revisit their policy regarding overtime work. **Dave Nault** commented that many companies require shifts of longer than 8 hours. **Mr. Martel** feels that the employee needs to justify the requirement for extra hours. **Mr. Nault** suggested that after the holiday, they ask for a breakdown of the work being performed beyond a standard 8-hour shift.

Overlook Estates has a remaining $150,000 bond with the town. There are some outstanding things that still need to be done with **monumentation & landscaping. They will be before the Board in early January to request a reduction of the Bond.**

**PUBLIC COMMENT**

**Leo Martel** said that he is happy with the job that was done at the Town Pound. Mr. Martel also mentioned that he thought it was strange that the Library Trustees spent a portion of their budget on insurance without prior approval. He wonders why they wouldn’t have approached the BoS prior to deciding upon insurance. **Mike Kaminski** responded that they can make that improvement to the budget process going forward. Mr. Martel suggested inviting the Library Trustees to the meeting when they review insurance for the next year.

**BOARD MEMBER ISSUES**

**Dave Nault** said that they are sending the check to Cohen Steel this week. He will follow up with Jeff Trexler on how to proceed from there.

**Line Comeau** commented that the budget process is proceeding on schedule.

**Motion:** by Mike Kaminski, seconded by Bob Martel, to enter nonpublic session. In accordance with RSA 91-A:3 II (e).

Kaminski-yes. Martel-yes.

Dave Nault abstained from nonpublic session.

The BoS entered nonpublic session at 8:24 p.m.

The BoS reentered public session at 8:41 p.m.

**Motion:** by Mike Kaminski, seconded by Bob Martel to seal the minutes from the nonpublic session.

**Discussion:** none.

**Vote:** (2-0).

**ADJOURNMENT**
Motion: by Bob Martel, seconded by Mike Kaminski to adjourn the meeting.

The BoS adjourned at 8:42 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