Dunbarton Board of Selectmen
Meeting Minutes
September 19, 2019

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, September 19th at 7:00 p.m. at the Dunbarton Town Offices.

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

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

Leo Martel was present to record the meeting for the benefit of citizens that were unable to attend.

OLD BUSINESS
Approve Minutes

Motion: by Dave Nault, seconded by Bob Martel to approve the regular meeting minutes of September 5, 2019 as amended.
Discussion: none.
Vote: (3-0).

PUBLIC COMMENT
None.

TOWN BUSINESS
Accept Donations

Motion: by Dave Nault, seconded by Mike Kaminski to accept a donation per RSA 31:95-b III (b) in the amount of $357.00 from The Riverstone Company (employee match donation on behalf of Elizabeth Ferdina) to Wreaths Across Dunbarton.
Discussion: none.
Vote: (3-0).

Motion: by Bob Martel, seconded by Mike Kaminski to accept a donation per RSA 31:95-b III (b) in the amount of $35.00 from Peter Weeks to Wreaths Across Dunbarton.
Discussion: none.
Vote: (3-0).
**MS-535**

Line Comeau provided the BoS with the MS-535 financial report that is required by the Dept. of Revenue Administration (DRA) to set the tax rate. They have completed the form and uploaded the document to the DRA, but the cover page needs to be signed by the BoS. She reviewed the unassigned fund balances, pointing out a decrease in liabilities affecting those balances.

- The BoS signed the MS-535.

**MS-434**

Line Comeau reviewed the Revised Estimated Revenues in order to prepare for tax rate setting. She is asking the BoS that they estimate a number to put aside into overlay that would be more than they would typically allocate (usually about $10,000-20,000). Overlay is an amount raised from taxes over and above the tax rate that allows them to collect additional money to set aside for abatements. They have $57K for pending abatements and outstanding appeals stretching from 2014 to 2019, so it has been recommended that they increase that number a bit more aggressively.

Melanson Heath, serving as auditor for the town, has confirmed that any overlay not used lapses to the surplus. Mike Kaminski would like to move further discussion to nonpublic session.

**Old Home Day**

Line Comeau said that between table fees, the Old Home Day committee has collected table fees of approximately $435 to add to an extra $700 in their operating budget. They would like to use some of this money to order certain items to make future events go even more smoothly, e.g., t-shirts for volunteers to make them more visible, save-the-date postcards. They also need to pay to replace a lawnmower blade, as the person maintaining the area ran into a tent spike when mowing after the event, and it caused some damage.

**Mailbox Items**

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

- Highway safety grant request in the amount of $2,862 for increased safety patrols.

- BoS in consensus to sign grant application.

- Community Action Plan donation renewal. Out of last year’s donation of $2,350, Dunbarton residents received $35,000 (fuel assistance, energy saving services) in services. Mr. Kaminski said that he feels this is a worthy donation. The Board reached a consensus to budget this request for 2020.
Transfer Station Supervisor Woody Bowne sent pictures of the transfer station bathroom renovations. Mike Kaminski commented that the transfer station property as a whole looks nice.

Mike Kaminski referenced an email update from the Transfer Station Supervisor, regarding needed repairs of the old truck. Mike noted his concerns of not wanting to continue throwing money at something with so little value.

Household Hazardous Waste Day is Saturday, October 19th in Bow from 8:30 a.m. – 1 p.m. The organizers are looking for 6 volunteers to sign up for that. People may sign up through Woody at the Transfer Station.

Email from Chief Sklut, thanking the Town for the flowers in memory of his father passed away.

The First Congregational Church would like to replace an existing sign. The BoS sent their sign ordinance to the NHMA for review, and they are trying to determine how this could apply in this case. Dave Nault doesn’t feel it is necessary for BoS review if it is the same size as their current one. He thinks it should be sent back to the Building Department to process.

The BOS signed the step increase for Police Officer Jason Patten’s personnel file.

HealthTrust is holding public hearings on rate setting. Dave Nault suggested they post the notice in case any employees have an interest in going.

Update from Cemetery Trustees. Mike Kaminski commends the Trustees for their great work so far.

PUBLIC COMMENT
Leo Martel noted that while he was away, he had heard that some of the tent stakes were missed when removing the tent. He recommended that they use pool noodles cut into smaller pieces to install around the tent stakes so they are highly visible. He thought this would be a great idea for next year’s outdoor town events to ensure that all of them are removed from the area.

BOARD MEMBER ISSUES
Dave Nault suggested they extend the summer schedule, because the lack of business didn’t warrant weekly meetings. The consensus of the Board was to return to the regular weekly meetings.
Line Comeau noted that there was another follow up email looking for someone to represent the town in the mediation sessions. She is able and willing to do this, although she would need to take 2 weekdays off (in separate weeks) to make up for attending on the weekend.

Line Comeau also noted that Halloween is on a Thursday this year. The Town Clerk’s office will be closing at 3:30 p.m. on this day for security and safety reasons. The BoS was in consensus to not have a meeting on that night as well.

Mike Kaminski said that Linda Landry received some information on some software that would benefit them as far as interfacing with the state systems. Line Comeau said that she has reached out to this company as well as another company certified by the Dept. of Revenue. Linda has said that she is happy with the system they have but thought it may be something to look at with budget season approaching. Line cautioned that these systems are not inexpensive.

Non-Public Session

Motion: by Mike Kaminski, seconded by Dave Nault to enter into nonpublic session in accordance with RSA 91-A:3 II (e):

By roll-call vote:


The BoS took a brief recess at 7:50 p.m. to allow the room to empty before entering nonpublic session.

BoS entered nonpublic session at 7:54 p.m.
BoS reentered public session at 8:19 p.m.

Motion: by Dave Nault, seconded by Bob Martel, to set an amount of $50,000 aside for the overlay for this year’s tax rate setting.

Discussion: Mike Kaminski noted that this is additional to what is already in that fund, which is earmarked for refunds of taxes involving abatements.

Vote: 3-0.

Mike Kaminski said that the Planning Board met and approved the Master Plan. It was changed very little, but a lot of emphasis was placed on Pages Corner being a priority. They also turned down an application for a subdivision and forwarded it to the Zoning Board.

ADJOURNMENT

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

Vote: (3-0).

The BoS adjourned at 8:26 p.m.

Respectfully Submitted,