

**Dunbarton Board of Selectmen  
Meeting Minutes  
April 18, 2024**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, April 18, 2024 at 7:00 p.m. at the Dunbarton Town Offices.

**Board members present:**

Dave Nault, Board Chair  
Mike Kaminski, Selectman  
Justin Nault, Selectman

**Town Officials and Others present:**

Line Comeau, Town Administrator  
Christopher Remillard, Chief of Police  
Joe Milioto, Police Officer

**Members of the Public present:**

Jim Bivona, Armand's Way  
Nicole Sinclair, Dead River Co.

Lee Martel recorded the meeting for the benefit of citizens that were unable to attend (Linda Nickerson uploads the videos to YouTube).

Board Chair Dave Nault called the meeting to order at 7:00 p.m.

**OLD BUSINESS**

**Approve Minutes**

**Motion:** by Justin Nault, seconded by Mike Kaminski to approve the regular meeting minutes of March 21, 2024 as amended.

**Discussion:** Dave Nault would like to make an adjustment to an amount that was stated incorrectly during their discussion regarding insurance stipends. He would like that figure (\$593.48) stricken from the record; they are actually doing 60% of the lower plan B policy amount. Mike Kaminski seconds that additional change to the minutes.

**Vote: (3-0)**

**Motion:** by Justin Nault, seconded by Mike Kaminski to approve the nonpublic meeting minutes of March 21, 2024 as written.

**Discussion:** Mike Kaminski stated that these minutes do not need to be sealed.

**Vote: (3-0)**

## PUBLIC COMMENT

None.

## NEW BUSINESS

### Bow Rotary Club

Gerry Carrier (96 Knox Road, Bow, NH) introduced himself as the incoming President of the Bow Rotary Club. The Goffstown Rotary has always had Dunbarton under their wing, but Bow has always been involved with the school in Dunbarton, so they agreed to switch some of the areas that they serve, and he wanted Dunbarton to be aware of the opportunities available to their community through the Rotary club:

- Dunbarton Students at Bow High School are eligible for Rotary Scholarships.
- At the elementary level, they are running a program to create personalized books about each student that talks about their family, pets, hobbies, etc. Rotary members and parents will read the books to their class next month.
- They make book donations to libraries; When they have someone come in to speak at an event, the Rotary dedicates a book of the speaker's choosing to the local library in their name.
- Two fund raisers: a car show in Bow on South Street on May 18, and an online auction in the fall.

He is seeking permission to put up some road signs in town announcing the car show. The Board approved this request and offered to allow one on the Town Common as they are a non-profit organization.

Resident Jim Bivona of Armand's Way told Mr. Carrier that he is a former recipient of a Rotary Scholarship and is interested in donating to their scholarship fund. Mr. Carrier directed him to the Rotary website for more information.

### Town Hall Stage Curtains

**Shelly Westenberg** of the Town Hall Restoration Committee said that they put a 50% deposit on the stage curtains for the Town Hall second floor. She reviewed the installation details with the Board. They will also look into regular window curtains as well. Brief discussion occurred regarding the potential soundproofing that the curtains may provide.

Ms. Westenberg also noted that they have depleted their budget for Arts on the Common.

#### Conservation Commission Recommendation

The Board reviewed a recommendation from the Conservation Commission to approve bringing up a portion of Guinea Road (which is a scenic road) from a Class VI to a Class V.

**Justin Nault** reported that the Planning Board did review the Commission's recommendation, but they were not in favor of their recommendation to keep the road at its minimal width.

The current Class V section of the road currently has a travel way of asphalt that is 21 feet across with a 2.5 foot shoulder on each side (full width of 26 feet) The Planning Board was in favor of keeping it the same width throughout the remainder of the road upgrade, as recommended by the town's Road Agent.

**Dave Nault** reviewed the Commission's recommendation which requested that the road be upgraded to an 18-foot across with a 2-foot shoulder on each side for a total width of 22 feet. They also requested there be minimal tree cutting, and that the road remain unpaved. He noted that he attended the site walk with Justin Nault, Planning Board members, **along with members of the Conservation Commission**. There has been some discussion over whether or not the road should be paved. Resident Judy Stone also had concerns about water runoff onto her property from where the new turnaround is being proposed.

**Motion: By David Nault to go with the Conservation Commission's recommendation of 18-feet with a 2-foot shoulder, seconded by Michael Kaminski. Discussion: Justin Nault stated that he supports the Planning Board's and the Road Agent recommendation to upgrade the road to match the width of the current Class V portion. Michael Kaminski stated that he would also have to support the Planning Board & the Road Agent. Vote: The motion failed 1-2.**

The Board **noted** that the tree removal will be minimal with either option. **Mike Kaminski** wants to make sure that Judy Stone's concern about the water runoff is addressed. **Justin Nault** confirmed that there is a plan included to handle the drainage which will probably require installation of an additional culvert.

**Line Comeau** will draft the recommendation from the Board of Selectmen to the Planning Board indicating their support of the Road Agent's proposal to build the road up to standard Class V specifications.

#### NE Fuel Group

**Jim Bivona** of Armand's Way and Nicole Sinclair from Dead River asked the Board to approve a link to be placed on the town website to advertise the NE Fuel Group which is a co-op Mr. Bivona formed several years ago to get discounted pricing on heating fuel. They are switching from Eastern Propane to Dead River. Current savings through this program with Dead River is \$0.30 per gallon. Discussion took place regarding how easy it is to switch tanks if a customer joins and switches to Dead River. Minimum quantity to purchase per year to qualify for savings is 300 gallons.

Selectmen also suggested that the co-op sign up for a booth at the Energy Expo scheduled for October 19th at Bow High School.

After brief discussion, the Board was in agreement to allow a link to be posted to on the town website, as it presents an opportunity for cost savings to residents.

#### Committee Appointments

The following committee appointment requests as designated by the committees were presented by the Town Clerk for appointment by the Board:

Bruce LeDuc, Cemetery Trustee (2027)  
Darlene Jarvis, Conservation Commission (2027)  
Paula Mangini, Historical Awareness Committee (2026)  
Frederick J. Mullen, Historical Awareness Committee (2025)  
Leone C. Mullen, Historical Awareness Committee (2025)  
Linda Nickerson, Historical Awareness Committee (2027)  
Patrick Bowne, Town Forest Committee (2027)  
Mary Sue Bracy, Town Hall Restoration Committee (2025)  
Nora Lamarque, Town Hall Restoration Committee (2025)  
Donald J. Larsen, Town Hall Restoration Committee (2025)  
Enid Larsen, Town Hall Restoration Committee (2025)  
Shelley Westenberg, Town Hall Restoration Committee (2025)  
David A. Nault, Selectmen's Rep to Town Hall Restoration Committee (2025)  
Derrick Labranche, Zoning Board of Adjustment - Alternate (2027)  
Kristine Flythe, Recreation Commission (2027)  
Jennifer Ottolini, Recreation Commission (2025)  
Lori Rouleau, Recreation Commission (2026)

Shana Lajoie, Recreation Commission - Alternate (2026)  
Donald Brian Watford, Recreation Commission - Alternate (2025)  
Jeff A. Crosby, Highway Safety Committee (2025)  
David A. Nault, Highway Safety Committee (2025)  
Christopher T. Remillard, Highway Safety Committee (2025)  
Jonathan M. Wiggin, Highway Safety Committee (2025)  
Patrick Bowne, Hazard Mitigation Committee (2025)  
Line Comeau, Hazard Mitigation Committee (2025)  
Jeff A. Crosby, Hazard Mitigation Committee (2025)  
David A. Nault, Hazard Mitigation Committee (2025)  
Christopher T. Remillard, Hazard Mitigation Committee (2025)  
Kenneth Swayze, Hazard Mitigation Committee (2025)  
Jonathan M. Wiggin, Hazard Mitigation Committee (2025)

**Motion:** by Mike Kaminski, seconded by Justin Nault to appoint the committee members as presented by the Town Clerk.

**Discussion:** none.

**Vote: (3-0)**

#### Town Attorney Request

**Dave Nault** said that their town attorney asked the Board for approval to quiet title (O'Neil-Marcou vs. Town); The town has no position on this; it was for a turnaround on the O'Neil property that the town doesn't use anymore. He said that he asked Line Comeau to check on the ownership of the current turnaround.

**Motion:** by Dave Nault, seconded by Justin Nault to approve the action for quiet title for this case so that their attorney can send communication of such to the property owner.

**Discussion:** none.

**Vote: (3-0)**

#### Email from Lee Martel

The Board reviewed an emailed request regarding the special duty rate for the police department.

**Police Chief Christopher Remillard** gave an overview of what details entail:

- They use their oldest vehicle for details
- Details are paid for by the contractor, not the taxpayer
- They are trying to incentivize their officers to work details. The less details worked by their officers, the less revenue to the town and the more he has to

request from taxpayers when it comes time to replace a vehicle every two years.

- He should have actually asked for more with his last request for an increase in 2022. He realizes that going from \$50 to \$60 is quite a jump, but it brings them in line with other nearby comparable towns. He is trying to make sure their officers are compensated competitively but fairly.
- The **proposed** breakdown **would be**: \$60 for the officer, \$22 for the revolving fund and \$15 for the admin fee = \$97 per hour.
- Town resident rate (for private events, etc.). **Dave Nault** felt that a \$10 discount would be fair (to come off the town side).
- Chief Remillard is committed to retention, and he always works to make sure that they are given adequate pay as well as room for growth.
- There are a lot of requests for details coming in, and the town stands to earn a lot of money from them.

**Joe Milioto** said that as an officer that works details, he sees it as a matter of fairness. Why would he go to a detail out of town if he is getting paid less than the officers on site from other towns? He doesn't feel that it is fair, and he is not in need of the money, so he opts not to sign up for some details because it isn't worth it to him. But for some of the other officers, it's like working an overtime shift. **Lee Martel** asked about worker's compensation. **Chief Remillard** said that it would come out of the Admin fee. **Mike Kaminski** feels that because the details do not interfere with scheduling or take away from the services offered to the town, he doesn't see a problem with this.

**Joe Milioto** noted that during Covid shutdowns when staffing was tight, he didn't work any details because he was covering regular shifts. **Dave Nault** recalled that because of this, they didn't have the funds when they had to replace a vehicle and had to ask the taxpayers to fund the purchase. He would like to put another dollar an hour toward the cruiser fee and make the total hourly rate \$98.

**Lee Martel** clarified that he was wondering more about the increase and the breakdown in how the detail funds were distributed (why so much to the officer and not a lot to the vehicle fund). **Chief Remillard** explained that the car and admin fee were competitive; the officer pay portion was no longer competitive. He asked that any residents that have questions or concerns are more than welcome to call him.

➤ *The Board was in consensus to update these fees as discussed.*

Line Comeau will prepare a list of all requested fee changes for the town and schedule a Public Hearing.

### Mailbox Items

**Dave Nault** reviewed the following items of correspondence received since the last meeting:

- Proposal from Superior Fire for annual sprinkler inspection & pump testing: \$750. Going forward, the Board agreed this is something that can be authorized by the Town Administrator.
- Tree dedication for Jeannie Zmgrodski. Garden Club will pay anything over the town contribution (encumbered) and installation.
  - ***The Board was in consensus to approve the tree installation and dedication (option #1 of the proposed locations).***
- Email from Garden Club for mulch (12 yards); Line Comeau approved this, as they do this every year as needed. Mulch will be spread by the Garden Club on Saturday.
- Email from Donna Dunn DHAC Chair. The Black Heritage Trail marker unveiling for Scipio Page: Saturday October 19th. Time TBD.
- Certified letter from NH Fish & Game Department. The boat launch located on Gorham Pond is scheduled for upgrading. They will upgrade the ramp approach lane and a portion of the parking lot. Concrete pervious pavers will be installed to armor the gravel surface to stabilize against future erosion related to stormwater runoff. The Town Administrator's office has been coordinating with Garret Graaskamp, PG and MRI to add and assign a lot number to the state-owned land to get them in the queue for funding from NHDES for the necessary repairs. The new lot number will be: (B3-01-05).
  - ***The Board was in consensus of this upgrade.***
- Email from Don Larsen on behalf of the Dunbarton Congregational Church requesting to use 3 round tables and 24 chairs that are stored in the storage container located at the highway department. The tables were purchased through the Old Home Day event and the chairs were donated.
  - ***The Board was in consensus to approve this request.***
- JSJ Auction is scheduled for May 18, 2024. All town departments have been notified.
- A Walk With a Cop event will be held on Friday, May 10, 2024 from 12-1 p.m.
- NHMA Legislative Bulletin; March 2024.
- Thank you letter from the Bedford Public Library thanking the town for their donation on behalf of Jon Wiggin's mother.
- Communication guide / organization chart for the town. **Mike Kaminski** had some questions on how this was structured (i.e. the Town Clerk does not report to the Selectmen). He feels that the legislative body (the taxpayers)

should be included. It is a good start, but this is not perfect. **Line Comeau** said that this is essentially a guide as to who has responsibility for different aspects of town management.

#### BOARD MEMBER ISSUES

**Line Comeau** updated the Board on the following:

- The door-locking mechanisms for the Library are still not functioning. **Dave Nault** said that they received some parts that did not work, so they have been returned and he is expecting replacements to arrive soon.
- The heating/ac unit for the town hall 2nd floor is not working. **Dave Nault** said that he tried to fix it, but it went back to default settings. He had Heidi from Chicoinc reach out to Brookside. They haven't responded, so Line Comeau will follow up with Chicoinc.
- She has heard from all departments regarding the fee schedule except for the Transfer Station. She asked Dave Nault to double check with Woody to see if there are any changes from his department.
  - *The Board was in consensus to schedule the Public Hearing to discuss fee updates for May 2.*

**Mike Kaminski** presented a proposed email that he would like to send to resident Michael Guiney as a follow-up to their last discussion regarding Kelsea Road winter maintenance and their intent to commence work on the turnaround. They have a signed easement on the property, so they should be able to begin work, and he would like to send this notification so that he is aware of their intent to begin work on the turnaround. This proposed email was prepared at the Road Agent's request. Discussion occurred regarding whether this communication should come from the Selectmen. **Mike Kaminski** said that the intent of this communication is a courtesy to the property owner, and he is willing to send it from himself as a member of the Board. **Dave Nault** suggested that they copy Mr. Guiney's attorney as well.

- *The Selectmen were in consensus to send this letter in an email to Mr. Guiney.*

**Dave Nault** said that Transfer Station Manager Woody Bowne asked about encumbrances for improvements. Dave said that he asked Woody to update his requests and quotes and they can review as a Board what they can complete this year.

**Mike Kaminski** asked Line Comeau to follow up with the solar panel company regarding the cracked footings supporting some of the solar arrays.



**Dave Nault** noted that he told Dana Lavoie of the Energy Committee that he would like to start the process to set up a CRF to purchase the solar panels. He is also proposing that they add an additional row of solar panels to handle the added burden of the Mitsubishi units. The committee also decided at their last meeting to extend an invitation to Concord to participate in the Energy Expo in October.

#### NONPUBLIC SESSION

**Motion:** by Dave Nault to enter into nonpublic session per RSA 91-A:3, II (a) at 8:42 p.m.

**By roll-call vote: J. Nault-yes. D. Nault-yes. Kaminski-yes.**

The Board took a 2-minute recess to allow the room to clear for nonpublic session.

The Board exited the nonpublic session at 9:05 p.m.

There were no motions made during this non public session.

Dave Nault asked the Town Administrator to draft up a letter of termination for a part time employee who is still under probation and allow him to review it prior to mailing.

#### NONPUBLIC SESSION (2)

**Motion:** by Dave Nault to enter into nonpublic session per RSA 91-A:3, II (a) at 9:06 p.m.

**By roll-call vote: J. Nault-yes. D. Nault-yes. Kaminski-yes.**

The Board exited the nonpublic session at 9:20 p.m.

There were no motions made during this nonpublic session.

Dave Nault asked the Town Administrator to develop a summary of recommended changes to the personnel policy so the Board can review the policy during a public meeting workshop.

#### ADJOURNMENT

Motion: by Justin Nault, seconded by David Nault to adjourn the meeting at 9:22 p.m.

Vote: 3-0

Respectfully Submitted,

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Jennifer King, Recording Secretary

Signed:

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Michael Kaminski, Chair

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Dave Nault, Selectman

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Justin Nault, Selectman