

**Dunbarton Board of Selectmen
Meeting Minutes
September 15, 2022**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, September 15, 2022 at 7:00 p.m. at the Dunbarton Town Offices.

Board members present:

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

Town Officials present:

Line Comeau, Town Administrator
Christopher Remillard, Chief of Police

Members of the Public present:

Robert Pike

Lee Martel recorded 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 7:01 p.m.

OLD BUSINESS

Approve Minutes

Motion: by Dave Nault, seconded by Justin Nault to approve the regular meeting minutes of September 8, 2022 as amended.

Discussion: none.

Vote: (3-0)

PUBLIC COMMENT

None.

NEW BUSINESS

Accept Open Space Dedication

Mike Kaminski noted that there were some changes made to the language of the deed for the property that is being donated to the town. The changes were requested by NH Fish & Game. Mr. Robert Pike of Bow, NH is donating 12.568 acres of open space to support the subdivision on Zachary Drive. This acreage will be deeded to the town.

Motion: by Dave Nault, seconded by Justin Nault to accept the corrected Quitclaim Deed offered by Grapevine, LLC, a NH Limited Liability Company with a mailing address of 91 Peaslee Hill Road, Bow, NH 03304 for consideration paid, grants to the town of Dunbarton NH, a Municipal Corporation, having a

mailing address of 1011 School Street, Dunbarton, NH 03046 with quitclaim covenants as follows:

- a certain area of land herein referred to as ‘THE PROPERTY’ being unimproved land consisting of approximately 5,470,481 square feet situated in the town of Dunbarton, County of Merrimack, State of NH. Being known as open space lot on plan entitled “Open Space Development Plan. Tax Map H4 Block 3, Lot 3, Grapevine Road and Zachary Drive, Dunbarton, NH Merrimack County” prepared for Pike Construction Company dated January 18, 2022 by J.E. Belanger Land Surveyors PLLC, Hereinafter ‘THE PLAN’ recorded in the Merrimack Registry of Deeds, Plan number 202200009926 as more particularly described on Exhibit A attached herein.

Discussion: Mike Kaminski stated that the detail of Exhibit A will not be read at the meeting, but is available for public review upon request.

Vote: (3-0).

Robert Pike signed the deed over to the Town. The BoS signed their acceptance of the land.

Road Widening Dedication Deed

The BoS reviewed the road widening dedication deed (.56 acres) for Gile Hill Road.

Motion: by Dave Nault, seconded by Justin Nault to accept the Road Widening Deed offered by Strategic Contracting Company, LLC, a NH Limited Liability Company having a mailing address of PO Box 4766 Manchester, NH 03108 for considerations paid, hereby grant and convey to the town of Dunbarton NH a Municipal Corporation, having a mailing address of 1011 School Street, Dunbarton, NH 03046. With quitclaim covenants, the following describe the conveyance to widen the public way:

- a certain parcel of land situated in the Town of Dunbarton, County of Merrimack, State of NH, shown on the plan entitled, “9-Lot Subdivision Plan, Tax Map H5 Block 1, Lot 1, Gile Hill Road, Dunbarton, NH Merrimack County owned by Strategic Contracting Company, LLC dated January 31, 2022 prepared by J.E. Belanger Land Surveyors PLLC,” Hereinafter ‘THE PLAN’ recorded in the Merrimack Registry of Deeds bound and described as follows (description follows).

Discussion: None.

Vote: (3-0).

The BoS signed their acceptance of the land.

Quote Review

The BoS reviewed quotes for work being done as part of the Library/Town Hall renovation project.

Fire Alarm

Their fire alarm panel does not have the capacity to handle the new LULA and the fire pump in the basement, so they will need to replace it. The quote #4677 from Irish Electric states: “This quote is to provide labor and materials for the following: swap the FACP out for an addressable panel to accommodate new sprinkler pump zones. Total estimate: \$9,990.

Motion: by Mike Kaminski, seconded by Justin Nault, to accept the bid in the amount of \$9,990 for the swap out of the electrical panels to include an addressable panel for the new sprinkler system with pump zones as presented.

Discussion: the BoS reviewed the balance of their Building Maintenance line. They currently have approximately \$51,015 available on this line.

Vote: (3-0).

Fire Pump

This quote is for the electrical work that needs to be done separately from the installation of the fire pump and sprinkler system. **Dave Nault** noted that this is work they always knew they were going to have to pay for separately.

Dave Nault read the quote from Irish Electric, the electrical contractor currently performing the electrical work on the project.

Motion: by Dave Nault, seconded by Mike Kaminski to approve labor and materials for the following:

- Install a new 100- amp meter and disconnect for the fire pump.
- Provide a 2-hour rated feeder cable to the controller.
- Includes a 450-amp disconnect on the outside of the building.

Total of this quote is \$9,725.

Discussion: Mike Kaminski noted they pursued a sprinkler system to protect the entire building as a separate project from the building renovation. **Lee Martel** questioned their reasoning of only obtaining one quote from the electrical contractor already on site. **Mike Kaminski** and **Dave Nault** explained that they used the contractor already on the job for expediency and they also didn’t want the awkwardness of a new contractor attempting to work their project into what the other contractor has already done.

Vote: (3-0).

2nd Floor Lighting

Dave Nault said that he worked with the electrician to determine the best means of installing lighting on the second floor, working with the tin ceiling that is there. They decided upon 6-inch LED can lights. They take very little voltage. They will be installing 5 rows of 4. They will also install some wall sconces for the landing outside of the great room. Dave will ask him to supply the sconces so that they match what is already there.

Dave Nault read the quote:

This estimate, to provide labor and materials for the following:

- provide and install 20 LED wafer lights
- provide and install 2 sets of Kasta switches with remote Pico switches;
- provide and install 3 wall sconces in the old second floor hallway.

This quote is \$7,395.

Motion: by Mike Kaminski, seconded by Dave Nault, to accept the bid from Irish Electric in the amount of \$7,395 for the lighting on the second floor.

Discussion: Dave Nault said that this does not include any lighting on the stage. Mike Kaminski noted they do have a benefactor that will be offering lighting for the stage.

Vote: (3-0).

Mike Kaminski noted that some of the emergency lighting on the first floor needs to be addressed/fixed. **Dave Nault** will work with Fire Chief Jon Wiggin and the electrician to address the issue.

Personnel Plan Review

The BoS reviewed updated wording recommended by the Town Administrator for the section of the Personnel Plan concerning On-Call appointments:

“The Town offers a monetary stipend for certain appointments upon recommendation of a Department Head or supervisor. Stipend amounts and frequency of payment are determined during the annual budget process and subject to approval by the Board of Selectmen.”

The BoS was in consensus to approve the language suggested by the Town Administrator.

Accept Grant

Motion: by Mike Kaminski, seconded by Justin Nault to accept the grant from the NH Office of Highway Safety (OHS) for \$5,000 to conduct extra traffic patrols between (10/1/22-9/30/23).

Discussion: none.

Vote: (3-0).

Chief Remillard commented that these funds will allow the department to put more focus on traffic patrols.

Hiring Action

Motion: by Mike Kaminski, seconded by Dave Nault, to hire Timothy Davis as the Part-Time Transfer Station Assistant Manager at a rate of \$18 per hour.

Discussion: none.

Vote: (3-0).

Mailbox Items

Mike Kaminski reviewed the items of correspondence received since the last meeting:

- Memo re: Letter from DRA regarding Senate Bill 239 - notifying the Town that with SB 239 passing, towns and cities must perform annual audits and provide copies of the completed audits to NH DRA as part of the annual tax rate setting process to avoid daily fines of \$250 per day.
- Complaint from resident Laura Gagnon of 79 Long Pond Road regarding road washout going down her driveway. This and some others received have been forwarded to the Road Agent.
- Email from Building Administrator regarding the vacancy of the Building Inspector position. She is looking for the input and support of the Selectmen in this process. Discussion occurred regarding Dave Nault stepping in to assist with some inspections/reviews. **Justin Nault** added that he could offer assistance with inspections as well.
- Letter from Library Director requesting a Selectman's representative at the October 3rd, 2022 Library Trustee meeting being held at DES Teachers room for an update on the construction of the library addition, open conversation on the 2023 budget needs, etc. **Dave Nault** stated that he will attend the meeting.
- Legal response re: BoS meeting participation via telephone. The NHMA legal services confirmed that Board members may participate fully in meeting activities by telephone, as long as there is a quorum physically present.

PUBLIC COMMENT

Lee Martel mentioned the drainage road washout issue that he has discussed with the board before. It has become such a problem that it is affecting the use of his driveway. Mike Kaminski said they will bring the issue to the Road Agent's attention.

Chief Remillard said that there have been a number of complaints lately about Page's Corner. That project is current #1 on the DOT's 10-year plan. He has asked that they direct anyone with comments or questions about this area to the police department and to their website, where they have made all of the information available. They want to be transparent with the town's efforts, and make sure that people know that they are taking the issue seriously. Chief Remillard will be including something about it in his annual report as well.

Chief Remillard offered thanks to Town Administrator, Line Comeau for assistance in providing information for the grant reimbursements. She and her office puts in a lot of

work to assist with them, and it is appreciated. **He further stated that** it has been good year for grants, having **been awarded** \$34,500 in grants so far this year.

BOARD MEMBER ISSUES

Dave Nault asked Line to check with their painting contractor to get information on the exact kind of paint used on the Town Hall/Library building so that the building contractor can use the same paint.

Mike Kaminski said they had a good election. Mike recognized several **elected officials for doing** an outstanding job. in particular he further recognized Moderator John Trottier, Fred Mullen **who** stayed all day to help and was one of the last to leave, **the new Deputy Town Clerk Jennifer Cormier, and Officer Joe Milioto who did an outstanding job in overseeing the vote count. Finally, Mike expressed gratitude for the numerous volunteers that stayed until almost midnight counting votes.**

Mike Kaminski asked Justin Nault to make sure that the Selectman Pro-Tem Bob Nault submits his election day hours for reimbursement.

NONPUBLIC SESSION

Motion: by Mike Kaminski to enter into nonpublic session in accordance with RSA 91-A 3 II (a) at the request of Chief Remillard.

By roll-call vote:

Kaminski-yes. D. Nault-yes. J. Nault-yes.

The BoS took a 2-minute recess at 8:12 p.m. to allow the room to clear for nonpublic session..

The BoS entered into nonpublic session at 8:14 p.m.

The BoS reentered public session at

There were no motions made during the nonpublic meeting.

Motion: by **Michael Kaminski**, seconded by **David Nault** to exit the nonpublic meeting at 8:33 pm.

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

Motion: by **Michael Kaminski**, seconded by **Justin Nault** to authorize **a one-time discretionary** retention bonus (**budget dependent**) as presented by Chief Remillard.
Vote 3-0

ADJOURNMENT

Motion: by **Justin Nault**, seconded by **Michael Kaminski** to adjourn the meeting.

Vote: (3-0).

Meeting adjourned at 8:37 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman