

**Dunbarton Board of Selectmen  
Meeting Minutes  
January 23, 2020**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, January 23, 2020 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  
Patrick “Woody” Bowne, Transfer Station Supervisor  
Police Chief Dan Sklut  
Police Sergeant Chris Remillard  
Margaret Watkins, Town Hall Restoration Committee

Recording Secretary Jennifer King was not present at the meeting and will transcribe the minutes for this meeting from the recording.

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 7:03 p.m.

**OLD BUSINESS**

Approve Minutes

**Motion:** by Bob Martel, seconded by Dave Nault, to approve the regular meeting minutes of January 16, 2020 (7:00 p.m.) as amended.

**Discussion:** none.

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

**Motion:** by Dave Nault, seconded by Bob Martel, to approve the nonpublic meeting minutes of January 16, 2020 (8:27 p.m.) as written.

**Discussion:** none.

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

**Motion:** by Bob Martel, seconded by Dave Nault, to approve the nonpublic meeting minutes of January 23, 2020 (8:41 p.m.) as written.

**Discussion:** none.

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

**PUBLIC COMMENT**

None.

## AGENDA ITEMS

### Accept Donation

**Motion:** by Dave Nault, seconded by Bob Martel to accept per RSA 31:95-b III (b) 4 donations totaling \$925 for Wreaths Across Dunbarton.

**Discussion:** Mike Kaminski commended Don Larsen for all of his fundraising efforts.

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

### Dunbarton Town Hall Restoration Foundation

**Margaret Watkins** said that the committee has selected Dennis Myers as the architect they would like to move forward with as they begin to move forward with plan development for the needed renovations on the town hall. They have spent a year identifying their needs as far as making sure things are up to code so that they can safely access the second floor as well as adding an addition for handicapped access and restrooms.

**Mike Kaminski** said that he is confident that Mr. Myers is aware of the group's intent and restated that because they are a separate organization utilizing their own funds, they do not need to go through the bidding process for this work.

**Dave Nault** said that he also supports this choice and noted that Mr. Myers has already done work on this building and is aware of the specifics regarding building structure and surrounding grounds.

**Mike Kaminski** said that they had spoken with Jeff Trexler who the BoS is working with to reinforce the roof supports of the building as they wanted to make sure the projects wouldn't interfere with each other. Mr. Trexler said that they would not. Ms. Watkins said that Mr. Myers is focusing on the required addition for handicapped accessibility.

- **The BoS is in consensus to support the committee's decision to move forward with Dennis Myers as the architect for the project.**

A brief discussion regarding the field maintenance program for Fogg Field. Their budget will run out if they try to keep up with the maintenance at the end of the field, which was a service that used to be provided by the town. **Mike Kaminski** would like to find out what some more information regarding the history of the issue. **Ms. Watkins** said that they will discuss it at the next meeting and she will return to the BoS at a future meeting to revisit the issue.

### Budget Review

Line presented the BoS with a revised budget with 2019 totals updated through the most recent payroll and accounts payable runs.

The BoS reviewed the budget totals as listed below. The proposed 2020 budget is an increase of 4.4% from the 2019 budget (\$112,756) as **presented by departments.**

		<b>2019</b>	<b>2019 actual</b>	surplus	<b>2020</b>	
	<b>GENERAL FUND (01) Totals</b>	<b>2,546,940</b>	<b>2,621,824</b>	<b>182,410</b>	<b>2,658,042</b>	<b>*REVISED</b>
	<b>Totals Budget</b>	<b>2,546,940</b>	<b>2,621,824</b>	diff/old/new	<b>2,658,042</b>	<b>-</b>
<i>BOS meeting 1/23/2019</i>	<b>2020 increase over 2019:</b>			<b>111,102</b>		
	4.4 %					
	2019 Expense Lapsing:			<b>182,410</b>		
	2019 Excess Revenue:			<b>155,157</b>		
	Total lapsing unassigned fund balance surplus:			<b>337,567</b>		

A reduction under printing was made under the Financial Administration section of the budget:

<b>FINANCIAL ADMINISTRATION</b>							
01-4150.02-301	Audit Services	13,500	13,500	-	13,500	_____	
01-4150.04-130	Tax Collector	17,608	17,608	-	18,136	_____	
01-4150.04-140	Deputy Tax Collector	300	125	175	300	_____	
01-4150.05-130	Treasurer	6,920	6,917	3	7,127	_____	
01-4150.07-560	Dues	2,760	2,740	20	2,832	_____	
01-4150.08-310	Advertising, Tn. Off.	1,500	1,080	420	1,500	_____	
01-4150.09-670	Reference Books/Tn.Off	800	266	534	800	_____	
01-4150.11-625	Postage, Tn.Off	5,612	5,150	462	5,612	_____	
01-4150.12-630	Office Equipment & Repair	2,000	3,809	(1,809)	2,500	_____	
01-4150.14-390	Copier Maint. Agreement	2,255	2,395	(140)	2,500	_____	
01-4150.15-342	Computer Support Services	29,000	27,299	1,701	31,018	_____	
01-4150.15-350	Medical Services/Tn.Off	1,000	476	524	1,000	_____	
01-4150.15-390	Fees & Services/Tn.Off	2,250	2,657	(407)	8,750	_____	
01-4150.16-550	Printing/Tn.Off	5,508	3,399	2,109	5,500	(500) <u>New 5,000</u>	
01-4150.17-390	Record Preservation	400	400	-	400	_____	
01-4150.18-341	Telephone/Tn.Off	3,800	4,209	(409)	4,300	_____	
01-4150.19-620	Supplies/Tn.Off	5,500	5,456	44	5,500	_____	
01-4150.20-621	Training-Tn.Off	1,210	1,135	75	1,250	_____	
01-4150.20-622	Education All Departments	2,580	2,580	-	4,280	_____	
<b>**TOTAL** FINANCIAL ADMINISTRATION</b>		<b>104,503</b>	<b>101,202</b>	<b>3,301</b>	<b>116,805</b>	<b>116,305</b>	

Bob Martel suggested some changes in the proposed hours of the Deputy Town Clerk. He feels that there are some days that the office can be closed. The BoS ultimately reduced that line item as below:

<b>ELECTION, REGISTRATION &amp; VITAL STATS</b>							
01-4140.01-130	Town Clerk	49,088	49,104	(16)	50,561	_____	
01-4140.01-140	Deputy Town Clerk	12,448	11,884	564	<del>13,337</del>	(1,154) <u>New 12,183</u>	
01-4140.02-130	ELEC.	2,420	538	1,882	8,422	_____	
01-4140.03-000	Election Expenses/Meals	375	_____	375	1,500	_____	
01-4140.04-000	Animal Population Control Fees	1,314	1,342	(28)	1,506	_____	
01-4140.05-000	Dog License Fees to State	360	376	(16)	575	_____	
01-4140.06-000	Marriage Licenses	1,250	688	562	1,075	_____	
01-4140.07-000	Vital Statistics	1,390	777	613	1,300	_____	
<b>**TOTAL** ELECTION, REGISTRATION &amp; VITAL STATS</b>		<b>68,645</b>	<b>64,709</b>	<b>3,936</b>	<b>78,276</b>	<b>77,122</b>	

No further changes were made to the budget.

The two adjustments that were made brought the new budget total to \$2,658,042, an overall increase over 2019 of \$111,102.

Dave Nault recommends the BoS use \$111,102 of the excess revenue/expense surplus money (which totaled \$337,567) to keep the budget flat, and \$25,000 to

bring the DRA to 5%, and return the balance of \$201,465 to the taxpayers in the form of a reduced tax rate. Discussion occurred on the best way to handle the excess funds from the 2019 budget.

Warrant Article Review

Line reviewed the proposed warrant articles for 2020:

#1-7 pertain to the Planning Board.

8. *To see if the town will vote to raise and appropriate the sum of (#####) for general municipal operations with (\$#####) to come from unassigned fund balance surplus. This amount excludes all appropriations contained in special or individual articles addressed separately.*

*Executive*

*Selectmen (Elected Official salary/taxes-2020)*

*Elections, Registrations & Vital Stats*

*Town Clerk (Elected Official salary & benefits-2020)*

*Financial Administration*

*Tax Collector (Elected Official salary -2020)*

*Treasurer (Elected Official salary-2020)*

*Board of Assessors (Elected Official salary-2020)*

*Assessing Department*

*Legal Expenses*

*Personnel Administration*

*Planning & Zoning*

*General Government Buildings*

*Cemeteries*

*Insurance*

*Police*

*Fire*

*Building Department*

*Emergency Management*

*Highway Department*

*Road Agent (Elected Official estimated salary-2020)*

*Solid Waste Expenses & Disposal*

*Welfare*

*Parks & Recreation*

*Old Home Day/Memorial Day*

*Library*

*Total*

*DRAFT*

*\* Less estimated revenues:*

*(????????)*

*\* This appropriation to be offset with unassigned fund balance  
(\$???????)  
Net to be raised from taxes: \$???????*

*Estimated 2020 tax rate: 0.00 for operating budget only.*

*Recommended by the Board of Selectmen (Vote \_-\_)*

**Line Comeau** will complete this article with the numbers just determined by the BoS.

9. *To see if the town will vote to raise and appropriate the sum of (\$14,000) to be added to the Revaluation Capital Reserve Fund previously established for this purpose and as summarized in the Capital Improvement Plan.*

*Estimated 2020 tax rate impact: \$ .05*

*Recommended by the Board of Selectmen (Vote \_-\_)*

**Mike Kaminski** would like to review the Capital Reserve Plan before making any suggestions on this article.

10. *To see if the town will vote to raise and appropriate the sum of up to (\$50,000) for the purpose of a statistical property revaluation and to authorize the withdrawal of said funds to come from Revaluation Capital Reserve Fund created for this purpose. No amount to come from taxes.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

No discussion or changes on this article.

11. *To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) for the purpose of purchasing new computer equipment and installation. This article will be non-lapsing per RSA 32:7 and will not lapse until the town computer equipment has been installed and completed or December 31, 2025, whichever comes first.*

*Estimated 2020 tax rate impact: .06¢*

*Recommended by the Board of Selectmen (Vote \_-\_)*

**Line Comeau** said that their computers current operate on Windows 7, which is nearing the end of its life. She has a total of 9 computers in her office, and several at the Police Department that will need the operating system and software upgrades. Funding the replacement this way will assist them in being able to get onto a schedule for replacement/updating.

12. *To see if the town will vote to raise and appropriate the sum of up to (\$15,000) for the purpose of purchasing a used backhoe and to authorize the withdrawal of said funds to come from the Transfer Station vehicle or equipment Capital Reserve Fund created for this purpose. No amount to come from taxes. Estimated 2020 tax rate impact: \$ .05  
Recommended by the Board of Selectmen (Vote \_-\_)*

Transfer Station Supervisor **Patrick Bowne** told the BoS that he is trying to decrease the amount of hauls that he makes while trying to increase the weight, but he needs a way to compact the material into the truck so that he can fit more in per trip. He is looking to obtain a backhoe for this purpose. This would also assist them with emptying the compactor when it jams. Mr. Bowne said that he came up with the \$15,000 figure from speaking with another town that had a used one for sale, as well as looking for used ones online.

➤ BoS is in consensus to approve this article, and delete article 13.

~~13. —To see if the town will vote to raise and appropriate the sum of (\$20,000) to be added to the Transfer Station vehicle or equipment Capital Reserve Fund previously established and as summarized in the Capital Improvement Plan.  
————— Estimated 2020 tax rate impact: \$ .06  
Recommended by the Board of Selectmen (Vote — —)~~

~~DELETE~~

14. *NEW 13. To see if the town will vote to raise and appropriate the sum of (\$40,000) to be added to the Fire Department Emergency Vehicle Capital Reserve Fund, previously established and as summarized in the Capital Improvement Plan.*

*Estimated 2020 tax rate impact: \$ .13*

*Recommended by the Board of Selectmen (Vote \_-\_)*

No changes to this article.

15. *NEW 14. To see if the town will vote to raise and appropriate the sum of up to (\$53,000) to purchase a new police cruiser with equipment and installation of equipment and to fund this appropriation by withdrawing (\$40,000) from the Police Special Detail Revolving Fund with the remaining (\$13,000) to come from taxes.*

*Estimated 2020 tax rate impact: \$.04*

*Recommended by the Board of Selectmen (Vote \_-\_)*

Police Chief **Dan Sklut** indicated that the department could bring in more money on special details if they had another police cruiser to replace their old one.

**David Nault suggested that the Police Department create a capital reserve for the department's vehicle needs in the future. A discussion occurred, and the consensus of the Board was to create a new CRF for the Police Department Vehicle and fund it with surplus of \$1,000.**

16. *NEW 15. To see if the town will vote establish a new Police Vehicle Capital Reserve Fund and to raise and appropriate the sum of (\$1,000) to be added to the Police Vehicle Capital Reserve Fund as summarized in the Capital Improvement Plan. This sum to come from surplus.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

*Create New WARRANT ARTICLE*

The BoS was in consensus to create a new warrant article that would provide the police department a Capital Reserve Fund to assist them with vehicle replacement in the future.

17. *NEW 16. \* Amended \* 16. To see if the town will vote to raise and appropriate the sum of (\$30,000) (\$20,000) to be added to the Highway Vehicle Capital Reserve Fund previously established for this purpose and as summarized in the Capital Improvement Plan.*

*Estimated 2020 tax rate impact: \$ .10 \$.06*

*Recommended by the Board of Selectmen (Vote \_-\_)*

The BoS discussed reducing the amount on this article.

18. *NEW 17. \*Amended\* To see if the town will vote to raise and appropriate the sum of (\$100,000) (\$90,000) for additional costs associated with paving.*

*Estimated 2020 tax rate impact: \$ .32 \$.29*

*Recommended by the Board of Selectmen (Vote \_-\_)*

The BoS discussed reducing the amount on this article.

19. *To see if the town will vote to establish an Energy Capital Reserve Fund for the purpose of purchasing a solar array and to raise and appropriate the sum of (\$6,000) to be placed in this fund. Said funds to come from unassigned fund balance. No amount to come from taxes.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

The BoS decided to defer this item for a year so that they can see the results of the solar project they just completed.

20. *NEW 18. To see if the town will vote to raise and appropriate the sum of (\$2,250) for the milfoil control at Gorham Pond and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of ~~(\$4,232)~~ (\$900), known as the Variable Milfoil Control Grant, and to withdraw (\$155 donations), from unassigned fund balance and to withdraw (\$1,350) from the Invasive Plant Species Capital Reserve Fund established for this purpose. No amount to come from taxes.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

No discussion on this item.

21. *NEW 19. To see if the town will vote to authorize the Selectmen to appoint a town Welfare Director in accordance with RSA 41:2, rather than electing a Welfare Director. This position would follow the guidelines of the Dunbarton Personnel Plan and be governed by the Selectmen.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_ - \_)*

No discussion on this item.

After reviewing the Warrant Articles, the impact on the budget/tax rate are as follows:

		2019	2019 actual	surplus	2020	
	<b>GENERAL FUND (01) Totals</b>	<b>2,546,940</b>	<b>2,621,824</b>	<b>182,410</b>	<b>2,658,042</b>	<b>*REVISED</b>
	<b>Totals Budget</b>	<b>2,546,940</b>	<b>2,621,824</b>	diff/old/new	<b>2,658,042</b>	<b>-</b>
<i>BOS meeting 1/23/2019</i>	<b>2020 increase over 2019:</b>			<b>111,102</b>		
	4.4 %					
	2019 Expense Lapsing:			<b>182,410</b>		
	2019 Excess Revenue:			<b>155,157</b>		
	Total lapsing unassigned fund balance surplus:			<b>337,567</b>		
<i>BOS meeting 1/23/2019</i>	Board consensus:	apply surplus to 2020 increase		<b>(111,102)</b>		
				<b>226,465</b>		
	at 2020 Tax rate setting use \$25,000 of surplus to maintain 5% recommended DRA			<b>(25,000)</b>		
	consensus of BOS: review possibility of applying additional surplus at tax rate setting:			<b>201,465</b>		
			article # 18	<b>(1,000)</b>		
			adjusted surplus	<b>200,465</b>		
	Tax Rate impact:	<b>article #8</b>		<b>2020 Budget:</b>	<b>2,658,042</b>	
				<b>less surplus</b>	<b>(111,102)</b>	
				<b>less 2020 revenues</b>	<b>(1,141,948)</b>	
		<b>article #8 less other revenue sources:</b>			<b>1,404,992</b>	
	2019 Assessment:	<b>315,365,953</b>			<b>4.455</b>	
	2020 operating budget only:	2020	tax rate impact:	<b>rounded</b>	<b>\$ 4.46</b>	
			other sources	Warrant taxes		
	from Taxes	article # 9		14,000.00	0.04	
	from CRF	article # 10	50,000.00	-	-	
	from Taxes	article # 11		20,000.00	0.06	
	from Taxes	article # 12		15,000.00	0.05	
	from Taxes	article # 13		40,000.00	0.13	
	from Special Fund & Taxes	article # 14	40,000.00	13,000.00	0.04	
	from Taxes	article # 15		20,000.00	0.06	
	from Taxes	article # 16		90,000.00	0.29	
	from Grant/Donations & CRF	article # 17	2,250.00	-	-	
	from Surplus	article # 18	1,000.00	-	-	
	<b>estimated 2020 Municipal tax rate w/ warrants</b>				<b>5.13</b>	
			<b>using an additional 100,000</b>		<b>4.81</b>	
			<b>using an additional 170,000</b>		<b>4.59</b>	
			2019 municipal tax rate		4.60	

## TOWN BUSINESS

### Mailbox Items

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



- Request from the Census Bureau for a verification of town bounds. Line will reach out to Fred Mullen on this.
- Communication from a concerned resident regarding people that disrespect No Trespassing signs posted on property. Chief Sklut is not in favor of instituting an ordinance regarding solicitors, but recommends that the department is called if there if someone enters a property unwelcomed.
- Rene Ouellet sent information regarding classes/seminars that are being held regarding town meeting and elections.

#### PUBLIC COMMENT

Chief Sklut said that the item he had for nonpublic session is not critical and can wait until a future date.

#### BOARD MEMBER ISSUES

None.

#### NONPUBLIC SESSION

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

**By roll-call vote:**

**Kaminski-yes. Nault-yes. Martel-yes.**

The BoS entered nonpublic session at 8:58 p.m.

The BoS reentered public session at 9:06 p.m.

General discussion occurred.

#### ADJOURNMENT

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

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

The BoS adjourned at 9:17 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