

Dunbarton Board of Selectmen
Meeting Minutes
January 26, 2023

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, January 26, 2023 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
Chris Remillard, Chief, Dunbarton Police Department

Members of the Public present:

Don Larsen

Robert “Bob” 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 7:00 p.m.

OLD BUSINESS

Approve Minutes

Motion: by Dave Nault, seconded by Justin Nault to approve the regular meeting minutes of January 12, 2023 as written.

Discussion: None.

Vote: (3-0)

Motion: by Justin Nault, seconded by Dave Nault to approve the nonpublic meeting minutes of January 12, 2023 as written.

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

Vote: (3-0)

Motion: by Dave Nault, seconded by Justin Nault to approve the regular meeting minutes of January 20, 2023 as amended.

Discussion: None.

Vote: (3-0)

Motion: by Justin Nault, seconded by Mike Kaminski to approve the (10:29 a.m.) nonpublic meeting minutes of January 20, 2023 as written.

Discussion: Mike Kaminski noted that these minutes do not need to be sealed

Vote: (3-0)

Motion: by Dave Nault, seconded by Justin Nault to approve the (10:45 a.m.) nonpublic meeting minutes of January 20, 2023 as amended.

Discussion: Mike Kaminski noted that these minutes do not need to be sealed

Vote: (3-0)

PUBLIC COMMENT

Don Larsen requested permission from the BoS to put the American flag back on the Town Hall/Library building now that construction is nearing an end. He is coordinating with Dunbarton Telephone who would assist by using their bucket truck. **Mike Kaminski** said that long as it is securely mounted, he doesn't have an issue with it. **Dave Nault** suggested that he coordinate with the site foreman and feels they should mount it centered above the basement door.

Don Larsen asked if the BoS approved the Town Hall/Library Renovation Committee's acceptance of the \$40,000 donation from the Cusano's for the stage and lighting equipment on the second floor. **Line Comeau** told Don that the BoS didn't need to approve it because it is going to the 501(c)3, but the Board was in consensus to support their acceptance of those funds.

Chief Remillard made the Board aware of a new House Bill 647, which is intended to end qualified immunity for law enforcement. It is something that seems to make the rounds each year, but it is important to be aware of.

Chief Remillard said that they are receiving a lot of calls regarding scams that residents are receiving. They have had 4 in the last few days. The scammers are getting pretty brazen and actually show up in person to receive the money from the victim. He asks that any scams that are reported to them get passed along to the police department. He will send some information to Line to post on the website. They will also be scheduling a public meeting with a representative from the Consumer Protection Bureau from the AG's office to provide information about these scams to let people know that they are out there and how to protect themselves.

NEW BUSINESS

2023 Draft Warrant Review

Line Comeau presented the Draft Warrant for 2023 with changes from the last meeting applied.

3. **Dave Nault** asked about the date restrictions/requirements regarding the Workforce Housing Zoning Ordinance discussed at the last meeting regarding Article 3. **Line Comeau** said that they followed up with the Town Attorney and they said that because they have held at least one Public Hearing, they met the requirements.
4. (Budget)
5. To see if the Town will vote to raise and appropriate the sum of **Fourteen Thousand Dollars (\$14,000)** to be added to the Revaluation Capital Reserve Fund established in 2003 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023. Their next reval is scheduled for 2025. Their current balance will not be sufficient, but they won't know an actual amount until they put it out to bid.
Estimated 2023 tax rate impact: \$0.03
6. To see if the Town will vote to raise and appropriate the sum of **Five Thousand Dollars (\$5,000)** to be added to the Transfer Station Vehicle or Equipment Capital Reserve Fund established in 2014 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023.
Estimated 2023 tax rate impact: \$0.01
7. To see if the Town will vote to raise and appropriate the sum of **Seventy Thousand Dollars (\$70,000)** to be added to the Fire Department Emergency Vehicle Capital Reserve Fund established in 2014 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023.
Estimated 2023 tax rate impact: \$0.17
8. To see if the Town will vote to appoint the Selectmen as agents to expend from the existing Fire Department Emergency Vehicle Capital Reserve Fund previously established in 2014. (Majority Vote Required).
This article was reviewed and validated by the Town Attorney.
Estimated 2023 tax rate impact: \$0.00
9. To see if the Town will vote to raise and appropriate the sum of Twelve Thousand Nine Hundred Twenty-Five Dollars (\$12,925) to be added to the Police Vehicle & Equipment Capital Reserve Fund established in 2020 for this purpose. This sum would be offset with the unassigned fund balance of Two Thousand Nine Hundred

Twenty-Five Dollars (\$2,925) with the remaining Ten Thousand Dollars (\$10,000) to come from taxation in 2023.

Estimated 2023 tax rate impact: \$0.02

After much discussion, it was decided that for clarity they will split Article 9 into 2 parts (**Article 9 and new Article 10**) for each amount listed: one for \$10,000 and the other for the \$2,925).

11. To see if the Town will vote to raise and appropriate the sum of Fifty Three Thousand Seven Hundred Seventeen Dollars (\$53,717) to purchase a new police cruiser with equipment and installation of equipment, and to fund this appropriation by withdrawing Twelve Thousand Nine Hundred Twenty-Five Dollars (\$12,925) from the Police Vehicle and Equipment Capital Reserve Fund established in 2020, and to further appropriate Twelve Thousand Dollars (\$12,000) from the Police Special Detail Revolving Fund established at a Special Town Meeting on May 9, 2008, with the remaining Twenty Eight Thousand Seven Hundred and Ninety-Two Dollars (\$28,792), to come from taxation in 2023.

Estimated 2023 tax rate impact: \$0.07

12. To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the Highway Vehicle Capital Reserve Fund established in 2012 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023.

Estimated 2023 tax rate impact: \$0.05

13. To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the Land Purchase Capital Reserve Fund established in 1997 for this purpose. This sum is to come from taxation in 2023.

Estimated 2023 tax rate impact: \$0.01

14. To see if the Town will vote to raise and appropriate the sum of Two Thousand Seven Hundred Twenty Dollars (\$2,720) for the milfoil control at Gorham Pond and to authorize the withdrawal of One Thousand Three Hundred Sixty Dollars (\$1,360) from the Invasive Plant Species Capital Reserve Fund established in 2018, and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of One Thousand Three Hundred Sixty Dollars (\$1,360) known as the Variable Milfoil Control Grant. No amount is to come from taxation in 2023.

Estimated 2023 tax rate impact: \$0.00

15. To see if the town will vote to close out the Cemetery Fund Maintenance Care Trust Fund established in 1988 and to pay all monies from such fund to the Town Treasurer. (Majority Vote Required)

Estimated 2023 tax rate impact: \$0.00

16. To see if the town will vote to establish a Cemetery Monument Expendable Trust Fund per RSA 31:19-a, for additional maintenance, and upkeep of the cemetery

monuments, benches and cornerstones and to appoint Cemetery Trustees as agents to expend and further to authorize the acceptance of privately donated gifts received from the sale of cemetery monuments, benches and legacies and devises to deposit to that fund. Said authority will remain until such time as it is rescinded (Majority Vote Required)

Estimated 2023 tax rate impact: \$0.00

17. Shall the Town of Dunbarton approve the readoption of the Optional Veteran's Tax Credit (RSA 72:28 II) to allow for the expansion of the criteria needed to qualify for the Optional Veteran's Tax Credit of \$500 to now include those service members that are currently serving and have not yet been honorably discharged from the armed services. The readoption of the Optional Veteran's Tax Credit, if approved would continue to offer a \$500 tax credit to all honorably discharged Veterans that qualify under the current requirements but as of April 1, 2023, it would expand the eligibility requirements to now include those individuals that have not yet been discharged from active service.
18. To hear the reports of agents, auditors, committees, and other officers heretofore chosen and pass any vote relating thereto.
19. To transact any other business that may legally come before this meeting.

Total tax rate impact from Warrant Articles: \$0.36.

The BoS was in consensus to proceed with the Draft Warrant as just discussed.

Review 2023 Draft Revenues

Line Comeau gave a review of updates to the 2023 draft revenues with a highlight of the numbers that the DRA revised last year in the setting of the tax rate. The BoS reviewed the numbers presented and discussed some possible adjustments.

Review 2023 Draft Budget

Line Comeau presented the BoS with an overview of the 2023 Draft Budget highlighting the changes applied at the last meeting. The amount lapsing from the operating budget is \$138,800.

Mike Kaminski noted that the personnel lines should be solely used for personnel with any unused amount to be returned to the town, noting in the past some departments have used excess funds from that area in order to fund other things.

After some discussion and adjustments, initial estimated totals are as follows:

Lapsing from Operating Budget (est.):	\$138,800
Excess Revenues (est.):	<u>\$223,338</u>

Total	\$362,138
Proposed 2023 Budget	\$3,281,810
Less projected revenues	<u>\$1,129,046</u>
To come from taxes	\$2,152,764
Lapsing funds and excess revenue	<u>\$ 362,138</u>
Total taxes	\$1,790,628
Divided by 2022 assessment	<u>\$405,442,337</u>
Tax rate for 2023 Operating budget only:	\$ 4.42 (will change)
2022 municipal tax rate:	<u>\$ 3.38</u>
Total estimated increase	\$ 0.59

It was noted that without the bond, it would be **close to** a flat budget **when using the lapsing budget and the excess revenues**.

Dave Nault asked Line Comeau to prepare an explanation of how the rainy-day fund balance got to be to the amount it is now. Line Comeau said that it has to do with reclassifications and updated laws, but she will contact the auditor and prepare something for review at the next meeting.

Total operating budget with warrants will be an **estimate** of \$5.07 including the overlay and war credit impact. Budget tax rate is \$4.42 plus the rate for the warrant articles (\$0.36) = \$4.77. Last year's total was \$3.83. **This did not include the overlay and veteran war credit tax impact.**

Mailbox Items

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

- BOA Annual Report; extra cost for color printing. ***The BoS was in consensus to proceed with the added cost.***
- Transfer Station department update email.
- Complaint from resident Mike Guiney regarding plowing on Kelsea Road. The Road Agent has worked to address issues, but the situation continues to escalate. There have been additional emails received and some of the language used in them is a bit concerning. The drivers are beginning to feel intimidated going up there, so the Road Agent will be taking care of Kelsea Road himself. **Mike Kaminski** would like to consult their Town Attorney on this matter to determine how they should proceed to avoid further escalation.
- Email from Chris Remillard regarding tuition reimbursement. He is asking to withdraw his request as he will not be attending the class right now due to time constraints.

- Email from DES School Board Chair Clem Madden regarding the Community Center Kitchen Fund. **It was explained that the joint fund is almost at its max which the School or the Town will not have to fund in 2023.**
- Email from Irish Electric with revised invoice for sconces in library addition.
Motion: by Mike Kaminski, seconded by Dave Nault to approve the revised invoice from Irish Electric to include the additional wall sconces for a total of \$2,475.
Discussion: discussed at previous meeting.
Vote (3-0).
- Community Action request for budget increase by \$650 to \$3,000. The BoS was in consensus on this increase and the budget has already been updated to accommodate this request.
- Email/response for letter to residents for No Parking Ban effective Nov 15-April 1.
- Reimbursement request from Mary Girard for purchase of floor mat. Discussion occurred regarding the cost of the mats purchased. The BoS was in consensus to approve the reimbursement totaling \$249.95.
- Work Order Change from Standard Electric: \$1,450; **Dave Nault** explained that the issue over the delayed electric panel has continued. The original vendor the contractor went through asked for a second chance to come through on the order and again missed their deadline. The contractor will find out tomorrow morning if the company overnighted the panel as promised. If not, he is going to proceed with the Square D panel which is an increase of \$1,450.
- Town Report Cover (photo pending) and inside back cover. ***The BoS was in consensus to use color photos (version 2).***
- Request from Chief Remillard regarding proceeds from the sale of a firearm.
Motion: by Dave Nault, seconded by Justin Nault to accept \$1,000 in unanticipated revenue from Jay's Gun Shop and to earmark that \$1,000 for the purchase of new firearms by the Police Chief.
Discussion: none.
Vote: (3-0).
- Sign grant for 2 new tasers and related accessories as well as 2 ballistic shields.
Motion: by Mike Kaminski, seconded by Justin Nault to accept grant funds of (\$12,102.45) from the Department of Justice for the purchase of equipment.

Discussion: Christopher Remillard explained that the equipment that was applied for is fully funded by the grant that has been awarded with no cost to the town.

Vote: (3-0).

- Selectmen's report for Town Report. **Dave Nault** asked that they include a thank you to Merrimack Drywall for their donation of labor to the Town Hall/Library second floor stage work.

PUBLIC COMMENT

Bob Martel of Everett Dam Road was glad to hear that they increased the line item for Government Building Maintenance in order to continue building improvements that are becoming necessary. **Dave Nault** gave a brief overview of the work that is needed this year. Bob hopes that future Boards will continue to give attention to that line item so they can stay on top of repairs before things become more costly to fix.

BOARD MEMBER ISSUES

Dave Nault gave an update on the renovation project: Doors for the front entrance have been prepped and will be installed soon. The painting is done, flooring is completed, bath hardware has been installed. Once Irish Electric has installed the panel, they will be able to test the sprinkler system. They are also coordinating with the telephone company to make sure the line for the elevator monitoring services is installed. Final walk through / punch list review will take place next Thursday, February 2, 2023 at 9 a.m.

Mike Kaminski said that he will work with Line Comeau to coordinate with Town Counsel to follow up on the resident emails regarding Kelsea Road.

NONPUBLIC SESSION

Motion: by Dave Nault to enter into nonpublic session per RSA 91-A 3 II (a) at the request of Chief Remillard.

By roll-call vote:

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

The BoS took a 2-minute recess at 8:39 p.m. to allow the room to clear for nonpublic session.

The BoS entered into nonpublic session at 8:41 p.m.

The BoS reentered public session at 9:09 p.m.

Michael Kaminski stated for the record that the Board had conducted an annual review of Chief Remillard's first year as Chief. There was a consensus from the Board to abide by the contract for a one-thousand-dollar increase with a satisfactory annual review. Michael Kaminski stated that he would draft up a document that he and the Board could sign for auditing purposes and to put in his personnel policy.

ADJOURNMENT

Motion: by, Justin Nault seconded by David Nault to adjourn the meeting.

Vote: (3-0).

Meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman