

**Dunbarton Board of Selectmen
Meeting Minutes
February 16, 2023**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, February 16, 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

Members of the Public present:

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 February 9, 2023 as amended.

Discussion: None.

Vote: (3-0)

PUBLIC COMMENT

Bob Martel stated that some residents are under the impression that the people that do the videorecording for the Selectmen meetings are compensated. This is a volunteer group that is doing this, from the person that records it to the person that uploads it online. They are doing this on their own time to make the public aware of what the meetings are like. No one gets compensated for doing this.

NEW BUSINESS

Capital Improvement Projects

The BoS reviewed their list of Capital Improvement Projects and related Capital Reserve Funds. They currently have two Capital Reserve Funds: Land Purchase CRF and Town Facility CRF. After some discussion the BoS was in consensus to add \$5,000 to the Land Purchase CRF this year and plan to add \$10,000 per year over the next 5 years, and also to leave the Town Facility CRF listed, but at zero funding for the next 5 years.

Dave Nault and **Mike Kaminski** both stated that they touched base with Donna White to let her know that they are addressing her request regarding the reconfiguration and updating of the offices within the town office building and that those costs will be coming from their budget. Ideas for improvements are glass doors, rearranging offices, etc. **Mike Kaminski** would like to have Jeff Trexler do a structural analysis of the building to see what they can and cannot do with regard to the structure of the building.

Dunbarton Town Hall Second Floor Use Policy

The BoS reviewed the proposed policy for usage of the newly renovated 2nd floor at the Town Hall.

Mike Kaminski suggested the following additions/revisions:

- Restrict the lift to the usage of handicapped/elderly people only.
- Commercial/For-profit events prohibited.
- Political fundraisers prohibited (political meetings are ok).
- Reservations for the room should be made in person, not online.
- Change the rule that states no groups on the second floor during library hours to ‘no large groups or loud activities’ during those hours.
- He would like to start small as far as capacity (between 1-250) so they can gauge the impact on the building, septic, etc.
- All trash should be removed: replace ‘should’ with ‘will’.
- Proposed fee for usage of the room to cover cleaning costs. Can be adjusted as needed.

Dave Nault said that the residents of the town paid taxes to have this building addition/renovation. This is part of their town. He doesn’t want to charge residents for the cleaning. If you walk into a school they don’t charge you to clean the floor. They are allowing taxpayers from their town to use the space. If they find that it is getting abused, then they will need to revisit that policy. Discussion occurred regarding the fact that this policy is a living document and will need to be revisited as needed. **Line Comeau**

gave the Selectmen some examples of policies used by other towns to give them ideas of other items to consider. The BoS will revisit this item at the next meeting.

Warrant, Budget and MS-636 Signing

The Board signed off on the MS-636 which is the state reporting piece for the warrant and budget. This will need to be posted in two public places (at the polls and the town offices) as well as online. The Town Clerk will receive an official copy as well.

Mailbox Items

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

- The Town Report proof has arrived and is ready to release for printing. They will present the dedication at the meeting on 2/23/23.
- Email from the Building Dept regarding the zoning violation for 51 Morse Road, including information from the Town Attorney. This is a work in progress.
- Email from CNHRPC (Stephanie) regarding the Hazard Mitigation Plan Status with FEMA. Line Comeau said the updated Hazard Mitigation Plan has been submitted. FEMA has made some rule changes within the past couple of months, but Stephanie confirmed that they are accepting their plan as submitted and they will work with them if there are adjustments needed.
- CNHRPC notice of 2023 traffic study in Dunbarton (copied to Road Agent and Planning Department).
- Handouts and speaker list for Town Meeting. Mike Kaminski noted one small change: Don Larsen will speak on articles 16 and 17, with Justin Nault as backup.

PUBLIC COMMENT

Bob Martel offered some thoughts on cleanup after usage of the new space. In 1989 when they built the Community Center, they weren't successful with the cleanup, so they switched to a deposit method where the deposit is refunded if the space was cleaned.

Bob Martel noted that he doesn't feel it is fair for the policy to state that some people are allowed to use the space on the 2nd floor during the day and others

aren't. **Mike Kaminski** assured him that that portion of the policy is being addressed and that the only groups that would be restricted are those planning events that would be loud or disruptive.

Line Comeau asked how they want to handle the reservations. It was determined that recurring meetings will have to be reserved separately 30 days in advance. There won't be standing recurring appointments for the room.

Bob Martel thinks it is a good idea to have all groups sign up each month for their recurring meetings so that one group can't necessarily dominate the space.

Line Comeau added that groups that do plan on recurring meetings could have a deposit that stays on retainer for the purposes of cleaning the space if needed following their meeting. The retainer would be replenished by the group if any of it were expended for that purpose.

Discussion occurred regarding a clause pertaining to town-related business meetings being given precedence when it comes to determining usage of the space at a given time.

BOARD MEMBER ISSUES

Justin Nault said that the Town of Hopkinton sent the Planning Board notice of a Public Hearing to discuss laying out a road that would connect to Old Hopkinton Road near the Transfer Station. It would bring significant traffic to Old Hopkinton Road. They are considering making this Class VI road a paved Class V. The Public Hearing is Monday March 13 at 6:00 p.m. at the Hopkinton Town Hall. Discussion occurred regarding the importance of ensure adequate turnarounds for town trucks.

Dave Nault said that they were cleaning out a storage bin upstairs at the old town hall and they found some grange songs from the Stark Grange and other Granges around the area. Donna Dunn looked through them and suggested they donate them to the Historical Society.

Motion: by Dave Nault, seconded by Justin Nault to give the grange songs to the Dunbarton Historical Society for safekeeping.

Discussion: none.

Vote: (3-0)

Dave Nault gave an update on the status of the renovation project:

- Electricians finished the lighting, though adjustments are being made. They've received some feedback from neighbors that the lights on the side of the building are staying on all night, and they are a bit on the bright side; they are going to see if they can put them on some sort of timer. There is a motion sensor light above the basement that is being turned on multiple times at night as well. It may be the flag that is causing it. There are lights on the second floor that dim when there is no motion, but they brighten when someone accesses the stairway. Those lights will stay on.
- The sprinkler system was tested this week. They did a couple of tests on the pump, but the pressurized test will be done tomorrow morning. When that is completed, then they can pay the invoice. Line Comeau will ask Jon Wiggin to contact her and confirm when the test is completed successfully.
- Dunbarton Fuel moved the heater out of the way of the electrical panel in the basement. **Dave Nault** thanks Jon Wiggin for making arrangements to be at all of these meetings and inspections with him this week.
- **Dave Nault** asked Line to have Jo-Marie purchase the proper paper towels, toilet paper and trash bags for the dispensers in the restrooms.
- Drywall has been installed; it is currently being taped. He is awaiting estimates on painting as well as on the floors.
- He is still awaiting electrician bids on the electrical panel at the fire department, basement lighting at the library/town hall building as well as stage lighting on the 2nd floor.
- Elevator will be tested next Friday. The final state inspection will be March 14th.

Mike Kaminski said that there have been a lot of problems in town with internet service dropping out for a couple of minutes at random times. **Line Comeau** said that they have received calls at the office complaining about it as well. **Mike Kaminski** asked Line Comeau to reach out to Granite State Communication to see if they can get an explanation of why it is occurring.

ADJOURNMENT

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

Vote: (3-0).

Meeting adjourned at 7:54 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman