

**Dunbarton Board of Selectmen**  
**Meeting Minutes**  
**March 2, 2023**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, March 2, 2023 at 7:00 p.m. at the Dunbarton Town Offices.

**Board members present:**

Mike Kaminski, Chair  
Dave Nault, Selectman

Selectman Justin Nault was not in attendance.

**Town Officials present:**

Line Comeau, Town Administrator  
Hope Arce, Bookkeeper  
Jo-Marie Denoncourt, Assessing/Municipal Assistant  
Jeff Crosby, Road Agent  
Christopher Remillard, Chief of Police  
John Trottier, Town Moderator/ZBA Chair  
Mary Girard, Librarian  
Karen Lessard, Library Trustee  
Phil Kimball, Library Trustee  
Don Larsen, Cemetery Trustee  
Fred Mullen, Town Forest  
Donna Dunn, Historical Awareness Committee  
Mike Gorman, Dunbarton PD  
Thomas Thompkins, Dunbarton PD

**Members of the Public present:**

Joe Milioto  
Pam Milioto  
Alison Milioto  
Derick Milioto  
Robert “Bob” Martel  
Moe Cormier

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 7:00 p.m.

## OLD BUSINESS

### Approve Minutes

**Motion:** by Dave Nault, seconded by Mike Kaminski to approve the regular meeting minutes of February 16, 2023 as amended.

**Discussion:** None.

**Vote: (2-0)**

## PUBLIC COMMENT

None.

## NEW BUSINESS

### Dedication of the 2022 Town Report

The BoS presented the dedication of this year's Town Report to Joe and Pam Milioto, recognizing them for their years of service and dedication to the town of Dunbarton.

### Historical Awareness Committee

**Donna Dunn** of the Dunbarton Historical Awareness Committee asked if it would just be easier to do away with the checkbook for the committee's account and make the process for depositing and withdrawing money from their account a little less cumbersome. Town Administrator **Line Comeau** said that the process of writing the check to deposit into the general fund is something that is required by their auditor, but there is no actual checkbook kept anymore.

### Cemetery Trustees; Green Burial Discussion

**Don Larsen** gave the BoS some information regarding Green Burial, which is an alternative burial process in which there is no embalming involved, and the graves are not dug quite as deep. They have received some inquiries on this recently and they are considering setting an area aside for this purpose. He would like to see if residents would be interested in that option if they were to offer it. Town Moderator **John Trottier** suggested that Don put some information together so that he can speak about it at the end of Town Meeting.

### Review Library MOU

Librarian Mary Girard and Library Trustees Karen Lessard and Phil Kimball met with the BoS to discuss the Memorandum Of Understanding (MOU) regarding

usage of the town/hall library building. It was agreed that they would approach usage of the new space conservatively to start, but this should be considered a living document that can be changed should it become necessary. They will be looking at a more in-depth 2<sup>nd</sup> floor usage policy as they go forward as well.

**Mary Girard** asked to be removed from the contact list for the alarm companies. **Line Comeau** said that she thought she asked that all of those calls go to the Police Department, but she will double-check with them and make sure.

**Dave Nault** offered some updates on the status of the renovation:

Chicoine Construction has a little bit of painting and a few pieces of door hardware to add, but their work is almost complete. They will also have the area cleaned. The Transfer Station crew will be cleaning up the stage area upstairs to try and keep the dust at a minimum as that area is completed. Once they get their state inspections done, they will be able to begin using the entryway area. They are also working on an issue with some of the lights that some neighbors have noted are too bright at night.

Concerns regarding elevator usage were discussed. **Mike Kaminski** said that it is really designed for people that are handicapped or otherwise unable to use the staircase, and this will be reflected in their usage policy.

**Dave Nault** noted that the touchpad for the outside entry door is not going to work, so that will be removed, and the entryway will be accessed by a key only. There will be a keypad for the door upstairs.

#### Mailbox Items

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

- Letter from DOL regarding safety inspection.
- Notice of Violation of Dunbarton Zoning Ordinance Paul Bruzga Agent, Wheeler Family Trust, 51 Morse Road Lot D6-04-06 (Corrective Action required by April 1<sup>st</sup>, 2023).
- Pioneer Sportsman per RSA 286-A, request permission to hold one or more raffles in 2023 to support the youth program.
  - *The BoS were in consensus to allow this.*
- PD Update:

- Received donation from USDSA (United States Deputy Sheriff's Association): (5) tactical belt trauma kits, and (5) tactical flashlights for free.
  - Entered into an agreement with AMDG Consulting to revise their policies and procedures (this will assist in lining the department for the State Accreditation Program).
  - The Motorola body-worn cameras received from the state's BWC Grant from 2022 should be installed by the end of this month.
  - Law Enforcement Against Drugs (LEAD) lessons 1 & 2 have been taught to the entire 6<sup>th</sup> grade class in Dunbarton Elementary. The lessons will continue through May.
  - Interviews to fill the two vacancies within the department are ongoing with two potential candidates with the hopes of filling the 2 full-time positions sometime in April or May.
- Email from Margaret Watkins regarding the research on the Brown Endowment. She will be reaching out to the Charitable Trust Division at the AG's office for more guidance on usage of that money.
  - **Mike Kaminski** asked for a status on the recent land purchase by the Town Forest Committee. **Line Comeau** confirmed that the sale has been completed.
  - Report of old injury claim requiring medical attention follow-up.
  - Email from Donna White regarding ongoing discussion for the 2024-2029 CIP updates.
  - Report of police vehicle accident on February 28, 2023. No injuries reported; damage to front driver's side corner. Accident has been reported to the town's insurance company.
  - Received CNHRPC membership dues for 2023. Dues are based upon population estimate. NH Office of Planning & Development estimates Dunbarton with a population of 3,060 (2022 census was 3,005).
  - Quote from Irish Electric for basement lighting of the library: (\$990.00).  
**Motion:** by Dave Nault, seconded by Mike Kaminski to accept the quote from Irish Electric to install 9 new fixtures in the basement of the Town Hall/Library building with switches along with 20 led screw-in lamps for replacement for a total of (\$990.00).  
**Discussion:** nothing further.  
**Vote: (2-0)**
  - Quote from Irish Electric for receptacle outlets on the stage area. (\$5,990) (paid for by benefactor).

- Quote from Irish Electric to upgrade the electrical panel at the Fire Department. (\$2,210.00). This saves (\$1,000) over the previous quote. Funds for this were encumbered from 2022 based upon first quote (previous electrician not returning Chief's calls or emails).
- Email from BK Systems regarding the Dunbarton Library fire alarm testing.
- Transfer Station email update. They are down 1 part-time employee, but the other employees would like to pick up more hours, so he is not looking to hire immediately. **Dave Nault** suggested he finds someone sooner than later, so they can be trained and in place for when Woody takes vacation in the future.

Discussion took place regarding the old wooden tables that need to be moved. **Dave Nault** is planning on making space for them upstairs at the Town Hall but will ask Jeff Crosby if he can take and hang onto them until then.

#### PUBLIC COMMENT

**Fred Mullen** noted that in the past, it was the responsibility of whomever is using the room to clean the room when they were finished, including using the supplies such as dry mops supplied by the town to clean the floors before they left. He also suggested that they not be so restrictive on the usage of the elevator. **Mike Kaminski** said that it is not designed to be a freight elevator, once that elevator is broken, **second floor use will cease until it is repaired**. They've put a lot of effort to make the space usable, and the elevator needs to be used as intended which was for the usage of handicapped people that cannot utilize the staircase.

#### BOARD MEMBER ISSUES

**Line Comeau** stated that their audit is coming up at the end of April. The reconciliation is going well. They have reconciled through January.

**Mike Kaminski** said that the Road Agent has done a great job this winter taking care of the roads.

**Dave Nault** said that he will be meeting with another vendor for the floors and is hoping to be able to make a decision on that at the next meeting. Discussion continued regarding cleaning of the floors during the remainder of the finish work inside.

#### ADJOURNMENT

**Motion:** by Dave Nault, seconded by Mike Kaminski to adjourn the meeting.

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

Meeting adjourned at 8:09 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

Signed:

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Michael Kaminski, Chair

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David Nault, Selectman