

Dunbarton Board of Selectmen
Meeting Minutes
March 30, 2023

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, March 30, 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:

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 7:13 p.m.

OLD BUSINESS

Approve Minutes

Motion: by Dave Nault, seconded by Justin Nault to approve the regular meeting minutes of March 23, 2023 as amended.

Discussion: none.

Vote: (3-0)

Motion: by Mike Kaminski, seconded by Dave Nault to approve the nonpublic meeting minutes of March 23, 2023 as written.

Discussion: Mike Kaminski noted that these minutes will not be sealed.

Vote: (3-0)

Prior to this meeting, the Selectmen toured the newly renovated second floor of the Library/Town Hall building. **Mike Kaminski** said it was good to be able to see it, adding that Mary Girard will be holding a soft opening for the library.

➤ ***The BoS was in consensus to make sure the doors to access the upstairs are closed to keep the area secure before it is officially open.***

PUBLIC COMMENT

Lee Martel said that he spoke to a Recreation Committee member who told him that the old banners that he had been holding onto are going to be cleaned and rehung. He feels good about the new people on this committee, and he thinks they are going to be good workers for the town.

NEW BUSINESS

Bid Policy Discussion

In response to inflation, the BoS discussed making changes to subparagraph 3 of their Purchasing Policy relating to the dollar amount thresholds that determine the degree of formality of their bid process. They determined that the thresholds should be as follows:

A: first threshold increased from \$5,000 to \$7,500

B: mid-range increased: \$7,501 to \$20,000

C: final threshold increased from \$10,001 to \$20,001

Discussion occurred pertaining to whether or not it is necessary to hold a public hearing. It was determined that due to the policy that was voted on by the taxpayers, a public hearing is not necessary to make these adjustments.

Motion: by Mike Kaminski, seconded by Dave Nault to adjust the Purchasing Policy of the Town of Dunbarton. They are changing dollar thresholds in subparagraph 3 as follows:

A: purchases less than or equal to ~~\$5,000~~ → **\$7,500**

B: purchases between ~~\$5,001 to \$10,000~~ → **\$7,501 to \$20,000**

C: purchases above ~~\$10,001~~ → **\$20,001**

Discussion: nothing further.

Vote: (3-0).

BoS Schedule Change

The BoS discussed changing their schedule in light of their reduced agenda/workload.

Motion: by Dave Nault, seconded by Justin Nault to adjust their schedule so that they will not be meeting on April 6 or April 20.

Discussion: Mike Kaminski disagrees with this change, stating that they should have made this decision earlier in the year, not haphazardly now, though he acknowledged that they are well within their right as a Board as stated in the RSA to make this change at their discretion.

Vote (2-1) Motion Carries

Accept Funds

Motion: by Mike Kaminski, seconded by Justin Nault to accept per RSA 31:95-b (\$500) from HealthTrust to help support the wellness campaign for town employees.

Discussion: none.

Vote (3-0).

Mailbox Items

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

- Email from Transfer Station Manager Woody Bowne dated 3/28/2023 regarding the tables at the school. **Dave Nault** said that he discovered that the location he thought was available for storage is getting full. He really does not want to get rid of those tables and is willing to store them at his house if they don't have another place for them. The BoS decided to obtain another storage container. They will check with the Road Agent to see if there is room at the Highway Garage.

Motion: by Mike Kaminski, seconded by Justin Nault to grant Line Comeau the authority to purchase a 20' storage container if she finds a suitable option priced within 10% of what they've paid for their previous container purchases.

Discussion: discussion took place regarding the price range they should be looking in. They decided that up to \$5,000 above previous pricing is acceptable.

Vote: (3-0).

Dave Nault asked Line Comeau to follow up with Shelly at the school and Woody to let them know how they are proceeding.

- Email from Woody Bowne dated 3/30/2023 seeking permission to accept brush larger than 5 inches. The BoS appreciates the intent, but they are not in support of this request. **Dave Nault** suggested that they indicate to Woody that he continue the burning at the transfer station at least once every other month.

- Memo regarding Town Clerk appointments to Town Hall Restoration Committee.

Motion: by Justin Nault, seconded by Mike Kaminski to appoint Mary Bracy, Curt McDermott and Cindy Lou Pinard to the Town Hall Restoration Committee with terms ending in March 2024.

Discussion: none.

Vote: (3-0).

- Memo regarding Town Clerk appointments to Planning Board.
Motion: by Justin Nault, seconded by Mike Kaminski to appoint Don Stairs as an alternate member of the Planning Board with a term ending in March 2026.
Discussion: Mike Kaminski thanks Mr. Stairs for volunteering.
Vote: (3-0).
- Email from Katie Paight regarding the NHIP (flood plain program update)
- Leave request from Line Comeau for a one-week vacation.
- Optional workshop put on by NHMA on May 17th from 9:00 a.m. to 12:30 p.m. to provide information about roads: road classification; maintenance requirements etc. The cost is \$65 in person and \$55 virtually. **Mike Kaminski** recommended that Justin look into attending this if he is able, as he has found the information very helpful, especially when it comes to the Planning Board.

Second Floor Use Policy

The BoS reviewed the Second Floor Use Policy for the newly renovated space at the Library/Town Hall. During their review, they made changes to some of the wording to make the bullet points of the policy clearer and more concise.

Major points of discussion:

- **Mike Kaminski** proposed a non-refundable fee of \$25 to defray maintenance costs for all non-governmental groups. He feels that it is a reasonable amount.
Dave Nault maintains that the fee should remain at zero. He doesn't like the idea of separating groups and only charging some. Whatever group that they allow to use that room, they are using it in order to make Dunbarton a better community. If the policy gets abused, they can change that.
Justin Nault also doesn't think they should be charging groups that are providing a benefit to Dunbarton.
Mike Kaminski said that this renovation was not necessarily a popular project in town. He just doesn't want it to become something that costs a lot of extra money to maintain. **Justin Nault** recommended that they reinsert the line about the optional contribution.

- Groups that meet regularly can schedule meetings for 3 months at a time.
- Discussion took place regarding the use of a key box and a tracking system.
- Room occupancy for the first year will be capped at 150 to start.
- They will provide two trash cans on dollies for use as well as dust brooms, a regular broom and dustpan.
- The term ‘adult’ should apply to anyone 18 years and older.

Line Comeau presented the BoS with a copy of the draft application for usage of the room.

Dave Nault asked that a letter be drafted to the Librarian and the Library Trustees to thank them for adjusting their hours of operation on Tuesday and Thursday to 7 p.m. to facilitate better utilization of the second floor. **Mike Kaminski** noted that they will allow usage of the room during library hours for quiet meetings, etc.

PUBLIC COMMENT

None.

BOARD MEMBER ISSUES

Line Comeau shared the following updates:

- She met with the Board of Assessors on Tuesday night. Eversource accepted the negotiation, so the 2020 year has been settled for minimal dollars. 2021 has to be negotiated by September 1st. Years 2017-2019 are at the Superior Court.
- The audit is scheduled for the last week of April. They are reconciled to the bank through February.
- She responded on Monday to the Freedom of Information Act request recently received. She explained the schedule she had coming up in the month of April and told the attorney making the request that she will have all requested information to her by May 19.

Dave Nault offers his thanks to Alan Byron and his electric company for all the work that he has put in. He asked that they send him a letter of thanks as well.

Dave Nault offered updates on the renovation project:

- State inspection on the elevator will be on April 14th.
- Wiring on the second floor is being finished.
- The sprinkler system is up and running and the deposit can be released.

Mike Kaminski shared that they lost their second candidate that they had for the police department.

ADJOURNMENT

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

Meeting adjourned at 8:54 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

Dave Nault, Selectman

Justin Nault, Selectman