

**Dunbarton Board of Selectmen
Meeting Minutes
April 16, 2020**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, April 16, 2020 at the Dunbarton Town Offices.

Board members present:

Dave Nault, Chair
Mike Kaminski, Selectman
Robert “Bob” Martel, Selectman

Town Officials and others present:

Line Comeau, Town Administrator
Patrick “Woody” Bowne, Transfer Station Supervisor

Members of the public present:

Jeff Trexler
Rene Ouellet

Lee Martel recorded the meeting for the benefit of citizens that were unable to attend (Linda Nickerson uploads the videos to YouTube).

Dave Nault called the meeting to order at 7:00 p.m.

PUBLIC COMMENT

None.

AGENDA ITEMS

Library Attic Retrofit RFP Discussion

Jeff Trexler joined the BoS to review the RFP for the library attic retrofit. Discussion occurred regarding necessary changes to the RFP as well as A1A contracts. Dave Nault will be working with Line Comeau to finalize the details. May 13 is the date they would like to have bids in by. A walk-through/pre-bid conference is scheduled for May 6th.

Discussion also occurred regarding concerns about the snow and ice falling off the slate roof at the library. **Dave Nault** noted that they have been putting up signs to warn of the danger, and while they have discussed coming up with a way to cover and protect the walkway, they are waiting to see the plans being developed by the architect to determine if the town hall restorations being done will help to mitigate the problem.

Dave Nault also noted that the front steps of the town hall are crumbling and settling. They were looking at applying for grants, but the grants are usually for structural problems, so they are looking to see if any of the work they need done would qualify. They are hoping to get some estimates on the work that needs to be done and look to see if there are related grants they could

apply for to help fund those repairs. **Jeff Trexler** said that he is willing to develop whatever sketches would be needed to assist them during the process.

Dave Nault asked Jeff Trexler if they have seen an increased need in town through the school system during the Covid-19 crisis. Jeff Trexler said that about 9% of families currently qualify for the free and reduced school lunch program. He has asked the Superintendent if there are resources to help families during this time. The food pantry in Bow is able to help Bow families, but they don't have something similar in Dunbarton. The Superintendent had mentioned checking with the town to see if needs and requests had increased through the town's welfare department. **Dave Nault** said they haven't seen an increase at this point, though that could change in the coming weeks. **Mr. Trexler** said that the school board could write a check to the town to help if needed. **Mike Kaminski** added that there are other organizations out there willing to offer help as well. He also noted that their welfare director is really good at directing people to other resources if they don't qualify for certain programs. The town and school will work together to ensure that any requests for help from struggling families are addressed.

Rene Ouellet

Rene Ouellet joined the BoS said that during his time working with the Bow school district, he came to know many families that are greatly struggling that wouldn't necessarily qualify for formal avenues of assistance. He is looking to pool resources with other people in the area to develop a fund to help families in this position that are possibly facing even more struggle due to the Covid-19 crisis. **Dave Nault** said that in checking in with various town departments, there has not been an increase in need or requests for assistance. He suggested putting the idea on the town community page on Facebook. **Line Comeau** added that the BoS would have the ability to accept funds to hold in an account to be available as needed. She suggested that Mr. Ouellet work to put together a committee to oversee the process and authorize someone to be in charge of that account.

OLD BUSINESS

Approve Minutes

Motion: by Bob Martel, seconded by Mike Kaminski, to approve the minutes of April 2, 2020 as amended.

Discussion: none.

Vote: (3-0).

NEW BUSINESS

Accept Donations

Motion: by Mike Kaminski seconded by Bob Martel, to accept a donation per RSA 31:95-b III (b) in the amount of \$350 for Wreaths Across Dunbarton from Capital Well Company.

Discussion: none.

Vote: (3-0).

Motion: by Mike Kaminski, seconded by Bob Martel, to accept unanticipated revenue per RSA 31:95-b III (b) in the amount of \$975 from ticket sales for a raffle of old cemetery signs. This money will be used toward the cremains garden project.

Discussion: none.

Vote: (3-0).

Online Tax Payments

A discussion from the last meeting was revisited regarding an investment in a program to allow the Tax Collector to accept tax payments electronically. **Line Comeau** stated that it would cost about \$300 to get it up and running. **Mike Kaminski** wondered if the amount would be worthwhile for the number of people they have in town that would actually use it, acknowledging that it would move them a step forward technologically. **Dave Nault** thinks that there are certain processes or ways of doing things that are going to change due to this Covid-19 situation, and he feels that this is something that more and more people will use going forward. **Mike Kaminski** agreed that it would be useful going forward and will support proceeding with this idea.

Bob Martel added that he would like to look at switching to self-sealing envelopes. **Line Comeau** stated that it would be a bit more expensive because they have the town's return address printed on their envelopes. **Dave Nault** suggested checking with the department heads that would use them to see if they like the idea. The BoS decided that if the department heads are in agreement on what sort of envelopes are best, then the Town Administrator may go ahead and order what they need.

Emergency Order # 25

Discussion occurred regarding Emergency Order #25, which pertains to waiving late fees and penalties on late payments of property taxes. **Mike Kaminski** said that the town has a mechanism in place already to assist taxpayers facing hardships. The hardship applications are reviewed and recommendations are made by a qualified third-party separate from the town to prevent friendships or relationships from influencing decisions. He would like to make a recommendation to the assessors that they ensure that the current circumstances are included in the decision-making process. **Dave Nault** didn't feel that there was enough information provided in the order and he would prefer to wait until they have answers to some of the questions they have. The discussion was tabled until a later meeting.

Committee Appointments

Motion: by Bob Martel, seconded by Mike Kaminski to appoint David Elberfeld to the Energy Committee with a term ending March 2023.

Discussion: none.

Vote: (3-0).

Motion: by Mike Kaminski, seconded by Bob Martel to appoint Mary Sue Bracy, Donald Larsen, Enid Larsen, Clement Madden, Curt McDermott, and Margaret Watkins to the Town Hall Restoration Committee with terms ending March 2021.

Discussion: none.

Vote: (3-0).

PUBLIC COMMENT

None.

TOWN BUSINESS

Mailbox Items

Dave Nault shared the following correspondence received since the last meeting.

- Email from Transfer Station Supervisor Woody Bowne.
 - **Woody** reported that roadside cleanup is going well. They have collected 111 bags of trash, 2 tv's, 5 tires, and have covered roughly have the town.
 - Lost revenue for the town due to not charging for C&D disposal currently stands at \$1,829.
 - Social distancing is becoming a bit of an issue. Some people are coming through multiple times a day, which Woody feels defeats the purpose of social distancing efforts. Discussion occurred regarding the traffic leading to the dumpster area, and if the 2-traffic lane set up is working. Woody explained that many people don't want to use the 2nd lane, but closing a lane would back the line up, and people that are only there to drop off bags end up needlessly waiting in a long line. They have gotten a few complaints about the setup, but most people have been fine. **Dave Nault** told Woody that if anyone gets too belligerent to not hesitate to call the PD to assist with the problem.
 - **Woody** talked about a webinar that he attended through NRRA regarding Covid-19. The recommendation was to continue the services they were offering before, but with adequate PPE (Gloves, mask, eye protection). Proper hand hygiene was stressed. Also discussed was how long the virus remains on surfaces, but it was noted that transmission is more likely to happen person to person rather than from surfaces.
 - **Woody** noted that some employees are feeling rather unmotivated to work, especially when it comes to road cleanup. The Selectmen noted that the hard work by the transfer station employees have not gone unnoticed. Many residents have commented and complimented the work they have done. He has concerns that the situation has the potential to become more of a problem down the road, so he just wanted to mention it to the BoS. **Dave Nault** asked him to keep them updated, and if there is a specific person that they need to step in and talk to, they are willing to do so. **Lee Martel** noted that if they open up the recycling program with the modifications that were mentioned, then they wouldn't have to spend as much time on the road cleanup. Discussion occurred regarding possible options for reopening the recycling program and will continue at the next meeting. **Line Comeau** suggested that they put up signage indicating that recycling will be restarting again soon. **Woody** added that they could at least post something online to mention that the future of the recycling program will be decided at the next meeting.
 - **Woody** noted that he feels that continuing with road cleanup is a good idea, and it is something that he would like to look at implementing on a regular basis. They will look into it going forward.

Dave Nault noted that they do not have any current active Covid-19 cases in town.

- Update on Quarterly Expenses and Revenues

Dave Nault shared a report received from Line Comeau. The new taxable property assessment for 2019 came in at \$3,048,999 (just under \$83,000 in added revenues).

- Email from Dunbarton Elementary School Principal Owen Harrington regarding damaged ash trees on the property that need to be removed.

The BoS was in consensus to begin the process of having the trees removed.

- Email from Welfare Director regarding a donation from the National Honor Society group at Bow High School. It was suggested that the donation be made out to the local church pantry. **Line Comeau** noted that the food pantry is does not provide only food. They also have resources to be able to give out small amounts of money to residents that are struggling for things like gas, etc.
- Letter from the Division of Forests and Lands regarding awarded timber sale contract and agreement for intent to cut on Army Corp land. **Line Comeau** said that this is what the Army Corp approved, and the tax revenue from this agreement goes to the town.
- Letter from the State of NH Police Standards and Training Council regarding Chief Sklut having passed the required 3-year fitness testing.
- Report from PD regarding a complaint from a resident regarding a car parked on Flint Lock Farm Road. **Dave Nault** noted this stemmed from a misunderstanding of the road classification. The road is a town road, and the resident was under the impression that it was private.
- Notice of the passing of longtime resident Alfons “Al” Vaal on April 8th.

PUBLIC COMMENT

Lee Martel noted that there are going to be a lot of changes in how things are handled going forward during and after this Covid-19 crisis.

Lee Martel also asked about the Bandstand work. **Line Comeau** is working on getting things scheduled with VanKalken Construction.

Woody Bowne asked if their employees should begin wearing masks. **Dave Nault** suggested that they continue to practice distancing, but to let them know the masks are available if they want to use them, and that protective eyewear is being ordered.

BOARD MEMBER ISSUES

Line Comeau mentioned the possibility of offering a stipend to the transfer station employees, as was mentioned during the budget process. **Dave Nault** stated that is something they can look at the next meeting and could possibly make it retroactive to this week.

Mike Kaminski said that Chief Sklut established accounts to the EEOC Covid News Feed for all the selectmen. Chief Sklut also noted that because Laura Purslow has accepted other full-time employment, he has offered some extra hours to Officer Joe Milioto.

Bob Martel suggested giving the transfer station employees a monthly travel allowance that would be non-taxable. The amount of the allowance would depend upon the amount of hours they work. **Dave Nault** said that his thought was to offer them a one-time stipend, put this under their expenses and label it as being Covid-19 related so they could try and recoup their expenses. **Mike Kaminski** stated that they had discussed giving their employees a cash incentive as part of their regular pay package, they are now talking about something that is separate and Covid-19 related. He feels they can discuss both of these together at the next meeting. Discussion occurred regarding special Covid-related pay versus incentive pay for transfer station employees. **Dave Nault** said regarding the regular pay package they offer; he would like to look at information regarding what surrounding comparable towns are paying their transfer station employees so they can see where they are at in comparison.

Dave Nault would like to discuss the possibility of installing plexiglass barriers at the town clerk and tax collector windows. He doesn't like the way the plastic looks at the town clerk's window, but would like to provide protection in these areas. **Line Comeau** stated that neither Linda Landry nor Judy VanKalken were in favor of having plexiglass installed. **Dave Nault** indicated that it wouldn't be a permanent installation and would look better than the plastic. **Line Comeau** said she would speak with Judy and Linda about it.

- BoS was in consensus to install a temporary plexiglass barrier at the town clerk and tax collector windows.

Dave Nault mentioned that he would like Bob Martel to be the lead on looking at what would be required to repair front steps of the town hall, and to possibly get some bids, so that when the time comes to write the grant, they have the correct information to work with.

ADJOURNMENT

Motion: by Mike Kaminski, seconded by Bob Martel to adjourn the meeting.
Meeting adjourned at 9:04 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Dave Nault, Chair

Mike Kaminski, Selectman

Bob Martel, Selectman