

Dunbarton Board of Selectmen
Meeting Minutes
August 3, 2023

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, August 3, 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
Jon Wiggin, Fire Chief
Enid Larsen, Dunbarton Town Hall Restoration Committee
Nora LaMarque, Dunbarton Town Hall Restoration Committee
Don Larsen, Old Home Day Committee

Members of the Public present:

Dan Sklut

Fred Mullen 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 Justin Nault seconded by Dave Nault to approve the regular meeting minutes of July 20, 2023 as amended.

Discussion: none.

Vote: (3-0)

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

Discussion: none.

Vote: (3-0)

PUBLIC COMMENT

Former Dunbarton Police Chief Dan Sklut expressed his gratitude to the Board and the town for the outpouring of love and support during his wife Pamela's illness and recent passing.

NEW BUSINESS

Town Hall Restoration Committee

Enid Larsen presented the bids that they received for roll-up blinds for the second floor. She did **state that she reviewed** the fire-retardant specifications with Fire Chief Jon Wiggin, who approved the curtains they would like to purchase through ABC Shades and Blinds in Auburn in the amount of (\$1,890). Lead time is about 4-5 weeks. They will call when they arrive and schedule a suitable time for installation. **Dave Nault asked how the shades would be funded. Enid replied that they would be paid for by the Restoration Committee.**

Enid Larsen said that they can cover the cost of the blinds in their budget and will have a little left over. They would also like to look into purchasing a podium, or having one built.

Fire Department Update

Fire Chief **Jon Wiggin** gave the Board an update on the solutions they have looked into for overhead door replacement at the Fire Department. Discussion occurred regarding the best way to accomplish increasing the door height of one of the bays to better accommodate trucks. Chief Wiggin also obtained three bids for door replacement.

Mike Kaminski noted that by keeping the door replacement separate from the door height adjustment, they can avoid the requirement of needing an RFP because it would keep costs below (\$20,000).

Dave Nault sees this project as consisting of 3 parts: demolition, new construction, door installation.

Mike Kaminski asked which project to prioritize: the doors or a new roof. **Chief Wiggin** said that the doors are their priority at this time.

Chief Wiggin also shared his plan for smoke detector replacement, which involves replacing them with smoke/heat detectors. The Board reviewed a bid he presented from Pro Technologies.

Motion: by Dave Nault, seconded by Mike Kaminski to accept the bid from Pro Technologies for 18 Robert Roberts Road to replace heat and smoke detectors as indicated on the bid in the amount of (\$3940.59).

Discussion: Mike Kaminski asked the Fire Chief to again review the suggested device locations listed in the bid, and make any adjustments to locations or a decrease in the amount of devices he feels necessary.

Vote: (3-0).

Motion: by Dave Nault, seconded by Justin Nault to accept the bid from Pro Technologies to replace smoke detectors in the Library/Town Hall building in the amount of (\$1677.94).

Discussion: none.

Vote: (3-0).

Motion: by Dave Nault, seconded by Justin Nault to accept the bid from Pro Technologies to replace 6 smoke detectors at the Transfer Station in the amount of (\$259.33).

Discussion: none.

Vote: (3-0).

Old Home Day Restroom Usage

Discussion occurred regarding usage of the restrooms in the Library/Town Hall Building, as addressed in an email from Old Home Day Committee member Tom Cusano. After a brief discussion, the Board decided that they would like to keep the portable toilets as originally planned, but **only allow the use of the restrooms during a scheduled event** with the understanding that the restrooms be monitored and cleaned- **and to lock the building after the event is done.** The Board **agreed that they** can assist the committee with funding the portable toilets if necessary.

East Cemetery Pest Control

Mike Kaminski announced to the Board a discussion he had with Justin Nault as a Cemetery Trustee. The Trustee board had been notified by the Town from the lawn care company that there **are several** ground hornet nests in the East Cemetery that are quite large and aggressive. This is normally an expense to be covered **through** the cemetery trustee budget, **but** because the Trustees don't meet until next month, **he would recommend that** the Board **approve a pest control treatment to avoid any liability to the Town. The Board was in agreement** that this is an urgent matter and authorized up to \$395 for pest control to come from the Selectmen's budget to alleviate this problem.

Mailbox Items

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

- Email from Donna White regarding update of flood maps referred to (**F**lood **I**nsurance **R**ate **M**aps) or FIRM....FYI, BOS will be required to adopt the new maps changes. Current maps are from 2010.
- Email notice from Chief Remillard regarding a new State Accreditation program that he and his department will be pursuing.
- Line Comeau presented finalized job descriptions containing updates as discussed on 7/20/23.

Motion: by Mike Kaminski, seconded by Justin Nault to approve the updated job descriptions for the Building/Planning/Zoning Administrative Assistant and the Building Inspector/Code Enforcement Officer.

Discussion: none.

Vote: (3-0).

The Selectmen signed the **two approved** job descriptions.

- Notification of member retirement from Mitchell Municipal Group.
- Email from surveyor Ed Rogers notifying the town that he plans to be on site tomorrow morning between 10-10:30 to locate the Kelsea Road ROW.
- Bereavement updates: after consulting her husband and the Garden Club, the town will plant a tree for Jeannie Zimgrodski. The Board asked that the Garden Club let the Selectmen know what they decide upon for the kind of tree and location. For Pamela Sklut, the town will make a donation to the Historical Society. For Edward Gamache, the town will make a donation to the Parkinson's Foundation. The Selectmen signed sympathy cards for the families of these residents.

PUBLIC COMMENT

Fred Mullen wondered if the NH 1st Regiment that will be attending Old Home Day will be camping on site the night before. **Line Comeau** confirmed that the portable toilets will be delivered the day before so those would be available to them if they are.

Don Larsen provided the Selectmen with an update on Old Home Day:

- They will be offering free pony rides to the kids, and there will be horses in the parade.
- Face painting will be available.
- 1st Regiment will be showing up around 8 a.m.
- The judging for the pie baking contest will be ongoing all day on the second floor of the Town Hall.
- **Don Larsen from the Old Home Day Committee announced that they** have a plan for cleaning the restrooms and upstairs area throughout the day. **Dave Nault stated he understood that the Committee had discussed the Town Hall use but informed him that this Board had also discussed the use.** They would like **the committee** to keep with the current plan of having portable toilets **as originally planned** and **the Board would help fund them through their budget** if needed. **Dave Nault asked for an update of scheduled events for the second floor. Don Larsen informed the Board that the two performances originally scheduled to be in the Town Hall have now been moved to the outdoor stage, so only the cake and cupcake drop off and judging would be held on the second floor. The Board reiterated that if this is the case, then the their shouldn't be any reason to have the building open.**

BOARD MEMBER ISSUES

Line Comeau gave the Board some updates:

- The roof repairs have been completed.
- The water filtration system is a work in progress. Discussion occurred regarding the best way to proceed. **Mike Kaminski** suggested that they look into providing a small vending machine with bottled water for a small fee. **Dave Nault** would like to see what they end up receiving for bids. He would also like to meet the plumber when they come to identify the lines they will be addressing.
- Irish Electric will be coming to inspect and repair light for the flagpole on Monday August 14th at 7:30 a.m. Dave Nault said he will try and meet him there.
- The library's **addition** doors were still not working properly. Line Comeau has reached out to the local locksmith who had worked on the town buildings in the past. He can re-key the 2-AA keys to work through the main door for \$120.00. Dave Nault asked that we hold off until he can get the door installer to fix the keys. **Mike Kaminski** asked Line to remain on top of the punch list of items left to be done, emphasizing that she is the point of contact for these items.

- The position for Welfare Director has been posted on the town website and through NHMA.

Justin Nault asked the Board to consider looking into what our options are for the future, to expand parking around the Library/Town Hall area for town events. He stated that while driving through the center, he observed cars parked all over the place during the recent events held by the Library Director.

Dave Nault asked Don Larsen if they could get some mulch to place around the rock that was recently placed in the turnaround area. He feels that it is an eyesore the way it currently is. Don Larsen said that he can address it at the next Garden Club meeting. He said that they did put some mulch there, but a lot of it got washed away with the heavy rains they've had. **Dave reminded the Board that there is still a plan to place stone around the library building and stated that this might be a better option than placing mulch there every year. The Board agreed to look at this as an option.**

ADJOURNMENT

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

Discussion: none.

Vote: (3-0).

The Board adjourned at 8:22 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

Dave Nault, Selectman

Justin Nault, Selectman