

**Dunbarton Board of Selectmen
Meeting Minutes
April 30, 2020**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, April 30, 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
Jeff Crosby, Road Agent

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).

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

OLD BUSINESS

Approve Minutes

Motion: by Bob Martel, seconded by Mike Kaminski, to approve the minutes of April 16, 2020 as written.

Discussion: none.

Vote: (3-0).

PUBLIC COMMENT

Lee Martel stated that the roads in town look very clean.

AGENDA ITEMS

Proposed Road Projects for 2020

Road Agent Jeff Crosby joined the BoS to outline his proposed projects for the year:

- Ray Road: reclaiming, improving drainage, adding gravel and first paving coat (from Clifford Farms out to Rt. 77).
- Holmes Road: finishing the job that had been started there a few years ago at the intersection with Rt. 13.
- The roadway at the intersection of Rt. 77 and Old Fort Estates is falling apart, they need to regrade and add some gravel.
- Alexander Road: drainage repair and improvements, culvert work.
- Miscellaneous shoulder and ditch work, replacing culverts as needed.

Jeff Crosby asked the BoS if he will have access to the all the funds that have been allocated to the highway department. **Dave Nault** stated that they will know a lot more once they begin receiving tax payments. They do have the rainy day fund they can tap into if needed because of the current situation. They can also look at putting some of the smaller things off as needed.

Lee Martel asked if asphalt would be any cheaper because of lowered oil prices. **Dave Nault** said they had a fixed rate they're paying. **Jeff Crosby** added that pricing is based off of the price of liquid asphalt which is purchased in advance.

Dave Nault asked if he was still planning on doing some more of the work on Montelona Road and Morse Road. **Jeff Crosby** said aside from some minor shoulder work on those roads, they don't have any major work planned this year. **Dave Nault** asked if he would be coming back to that end of town next year. **Jeff Crosby** replied that should anything major come up then those plans could change. There are several roads in town that currently are in need of an overlay of pavement that he would be looking to work on first.

Dave Nault noted that they would be having the public hearing on the road projects at the next BoS meeting. **Mike Kaminski** suggested that residents submit written questions and comments for Mr. Crosby to respond to avoid having a lot of people physically at the meeting. **Line Comeau** said that she will put the advertisement in the paper tomorrow for a hearing dated May 14th. She will offer the option to have questions dropped off or emailed.

Line Comeau said that the treasurer has asked her not to pay the bills relating to the warrant articles until they start receiving tax payments from the first tax bill.

Transfer Station Recycling Program

Dave Nault said that he went to the Transfer Station to review some problems with the traffic flow into and throughout the property. Traffic is building up getting backed up easily. People are not giving sufficient time to the people in front of them unloading their items at the dumpster and this is leading to altercations between residents. To alleviate this problem, they will have a single lane of traffic that runs past the dumpster. They will have signs installed instructing people to remain in their vehicle until the person in front of them is finished. They will also have additional staff to help manage traffic. He detailed plans for additional traffic flow for people disposing of brush, etc.

They do not yet have sufficient PPE for Transfer Station staff to process recycling materials. They discussed having recycling carts available for people to fill themselves, with the area supervised by attendants to control traffic.

Woody Bowne said they currently have one sign reminding people of social distancing, instructing that there should be one car/one person at the dumpster at a time. Regarding the recycling program, he thinks that they should push it out another week or two. Their PPE is currently on order. He doesn't want there to be the potential of staff having any interactions with people without being properly covered. He suggested they start on

Tuesday, May 12th. They are looking at getting some more cones and getting signs to label the carts (Glass, Paper, etc). Discussion occurred regarding traffic flow.

The BoS was in agreement with maintaining a single lane of traffic and beginning the recycling program on May 12th. **Dave Nault** suggested posting another social distancing reminder at the recycling area. **Line Comeau** suggested they post a sign stating that recycling will be returning in a self-serve fashion on the 12th so that people can prepare and separate their items ahead of time. Discussion continued regarding the altered procedure for recycling.

Woody Bowne gave an update on other transfer station items:

- The total amount they took in last week (Saturday to Saturday) was 4 dumpster loads (approx. 38 tons). It has dropped off a little this week.
- Fire extinguisher maintenance was done.
- Regarding the road cleanup, all of the local roads are done, so he allowed them to go out onto Rt. 13 because there is a lot of trash out there. Despite following all safety measures, they were approached by D.O.T. who advised them that they were not supposed to be out there. They did give the person Woody's contact information, but he had not heard from anyone from the state at this point. He contacted DOT himself and is waiting to hear back from the person responsible for roadside cleanup to find out what they need to do to be able to continue.
- There is currently a problem with wasps in Woody's office. The BoS expressed concern over any employees that may be allergic and urged Woody to use funds from the maintenance budget to have it sprayed/taken care of.
- Woody gave more totals on road clean up: 208 bags of trash, 18 tires off-rim. 3 tires with a rim, 2 tv's and a propane tank.
- Lost revenue for demo items is up to \$3,031.
- People have been asking about recycling bulk items. **Dave Nault** clarified that they will only be accepting regular recycling items at this time. They will detail on the website which items they will be accepting.

TOWN BUSINESS

Mailbox Items

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

- Kelsea Road

There was a post on private property that was snapped off by a town vehicle in March 2019. It was not acted upon at the time because there was an ongoing property boundary/road dispute.

Dave Nault said that the Supreme Court made no findings of where Kelsea Road actually runs. He feels they should get clarification of where the road actually is before making plans to replace the post. The road was supposed to be surveyed many years ago, but it never was. He expressed frustration over the amount of money that has been spent in court, lamenting the fact that they are back at square one in this dispute. Until the layout of Kelsea Road is clarified, he does not feel that they should make any further decisions on this post.

Mike Kaminski noted that because Mr. Nault is an abutter to and was recently involved in a lawsuit with the property owner in question, he needs to remove himself from all future decisions regarding this issue. Mr. Nault stated that he is not making decisions but expressing concern over the money spent and still not having a conclusion.

Bob Martel stated that they have had people that have lost mailboxes due to the town snowplows, but because the town is not responsible for those damages, they did not replace those residents' mailboxes. He feels this is the same type of issue. It is wintertime and this often is something that happens. They need to remain consistent in how they address these issues.

Line Comeau noted that this occurred last March. When it occurred, there was video of the town truck backing up in the area. It was claimed that the post was damaged at that time. At the time, the Road Agent stated they would replace the post. The property owner's issue was that the post was on private property. **Dave Nault** said that at the time, Mike Kaminski told the property owner at the time that they would not be taking further action until the outcome of the court case. **Mike Kaminski** said that the mistake was made by town employees telling the property owner that the town would replace the post. **Dave Nault** recused himself from any further decisions on the matter.

Bob Martel feels they need to remain consistent in how they handle incidents of property damage like this. **Mike Kaminski** agreed, saying it sets a bad precedent. If you do it for one person, you have to do it for everyone.

- The BoS (Bob Martel and Mike Kaminski) was in consensus to not replace the post that was broken by the town truck on Kelsea Road.
- Request from the Building/Planning/Zoning department regarding direction on Zoom (online) Meetings. **Dave Nault** said that the school board has met via this method already. They have made sure that the telephone in the meeting room is set up to have its own line/phone number so that the public can call in directly during the meeting in real time to participate/ask questions. The meeting must be stopped if they receive notification that someone is unable to access the meeting by phone or online. Discussion occurred regarding proper procedures for conducting a meeting in this manner. The BoS asked Line Comeau to give Donna White the information regarding Zoom meetings and have her take a look to familiarize herself with the program.
- The town recently received some Right to Know requests. One of them was regarding road impact fees or exaction fees. They wrote back to let them know that they do not have road impact fees. More information was requested regarding exaction fees. Line Comeau and Ken Swayze have worked together to respond, referring to RSA 674:21: Innovative Land

Use Controls, which spells out how municipalities can use those exaction fees.

- They had a credit balance last month on their electric bill from Eversource, yet still had balances on their other accounts. Now that they are doing net metering on their solar panels, March is the end of the year for Eversource to give checks back. They paid the bill for the transfer station and then they had more solar come back into the system. They now need to decide whether to take a check from them or use the credits to apply to other bills. Dana Lavoie is working on the issue, but they need to decide if they would like to do group net metering (credits issued monthly to apply to other accounts), or we put all 5 town properties on one summarized bill.

Dave Nault said that he likes the idea of the summarized bill because they receive 5 separate bills for the different properties at different times during the month, so it would be easier to view them all at the same time on the same bill so that they can determine what they are actually saving.

- The BoS was in consensus to receive the summarized bill for all of their accounts on one.

- The town's website/domain has somehow been blacklisted because their website is not secure. This affects how their emails are handled and directs a lot of them to spam folders. In order to correct this, they need to show proof that they have an anti-spam policy in place.

Motion: by Dave Nault, seconded by Mike Kaminski that they sign the Spam policy created by Line Comeau for the town of Dunbarton.

Discussion: **Mike Kaminski** thought they were going to be considering other options for the hosting of their website. **Line Comeau** explained that the domain issue is something separate from the hosting of their website. They are still planning to look for a different website host, but that has been delayed as they are currently putting a hold on unnecessary spending due to current circumstances.

Vote: (3-0).

- Building Department Update
 - Botnick property update.
 - Tenney Hill Road update. Vehicle problem is being taken care of.
 - Town Solar System: a few panels are to be replaced.
 - No new cases of COVID-19 have been reported in town.
- Transfer Station Update
 - Brush was cut near the entrance
 - Road cleanup completed
 - PPE in progress

- Notice from Police Chief
 - Dispute between a property owner and contractor regarding some work that was done has become a civil matter to be handled through the courts
 - Information regarding opioid use in the workplace resources provided by HealthTrust

Right To Know Request

Information regarding the history of Route 13 (Old Holmes Road) dating back to 1963 has been requested. They are currently working on attempting to obtain some additional meeting minutes from that time. Line Comeau has requested an appropriate timeline for the response approved by the BoS.

Dave Nault suggested that they send them the pertinent information from the town report they have from 1963 and let them know that they are attempting to obtain further information for them. **Line Comeau** said that she and Linda Landry worked together to try and find the meeting minutes from that time but have been unable to so far. They are discovering that there are a lot of missing pieces. Linda Landry will continue to work on trying to find the minutes.

PUBLIC COMMENT

None.

BOARD MEMBER ISSUES

Mike Kaminski: has concerns that some emails regarding town business have ended up in his personal email. He would just like to make sure that all emails pertaining to town business are sent only to their town email addresses.

Line Comeau has found some portable plexiglass partitions they can use to provide additional protection at the public contact areas. She is shopping around for their best option. The BoS agreed to allow the Town Administrator make decisions regarding the most suitable solution.

Motion: by Bob Martel, seconded by Mike Kaminski, to purchase portable plexiglass partitions to be used at public contact areas at the town office building.

Discussion: none.

Vote: (3-0).

ADJOURNMENT

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

Meeting adjourned at 8:38 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Dave Nault, Chair

Mike Kaminski, Selectman

Bob Martel, Selectman