

**Dunbarton Board of Selectmen
Meeting Minutes
November 16, 2023**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, November 16, 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
Linda Landry, Town Clerk
Jennifer Cormier, Deputy Town Clerk
Jeff Crosby, Road Agent
Brett St. Clair, Conservation Commission

Members of the Public present:

Ken Koerber
Zaheer Ahmad-Kahloon
Nate Narus
Isaiah Hutchinson
Brian Pike
Lee Martel recorded the meeting for the benefit of citizens that were unable to attend (Linda Nickerson uploads the videos to YouTube).

Board Chair 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 November 9, 2023 as amended.

Discussion: none.

Vote: (3-0)

Mike Kaminski noted that he will be drafting the minutes from the nonpublic meeting from November 9th, and they will be available to vote on at the next meeting.

PUBLIC COMMENT

None.

NEW BUSINESS

2024 Budget Proposal - Town Clerk's Office

Town Clerk Linda Landry and Deputy Town Clerk Jennifer Cormier appeared before the board to present their proposed budget for 2024.

The increases were for elections and related expenses (4 elections in 2024) and the 3% COLA increase.

Linda Landry noted that they do not have numbers for record preservation at this time. She is hoping to be able to follow up with Donna about record digitization. Mike Kaminski said that any estimate they get can be submitted as an addendum to their budget.

Linda Landry submitted evidence of course completion for Jennifer Cormier to be included in her personnel file.

Linda Landry provided quotes from two ballot counting machine vendors and related information. She advised that a public hearing will need to be held if they decide to pursue the switch to a machine. Her reasons for looking into this are because their town is growing, and the number of volunteers they get to assist with the counting is not. They will eventually need to switch to a machine.

Dave Nault asked about how the write-in process work with the machines. **Mike Kaminski** gave an overview explaining how the machine recognizes write-ins and what the procedure would be for those ballots. He also noted that the lead time on these machines is about a year.

Public Hearing

A Public Hearing was held to lay out a proposed turnaround located at the west end of Kelsea Road.

Mike Kaminski called the hearing to order at 7:15 p.m.

Dave Nault recused himself for this discussion and joined the audience as an abutter.

Mike Kaminski stated that they asked for a public road layout for Kelsea Road because it is pending a potential subdivision. On occasion, if it is in the public interest for the acceptance of a road, they can make changes to it as far as things that would:

- help with integration into the existing road system,
- ease the traffic flow,
- provide ease and convenience of travel,
- provide for safe transport of schoolchildren, etc.

One of their major concerns on Kelsea Road was the turnaround which has proven to be barely adequate to accommodate winter maintenance vehicles. In support of the pending subdivision the town was looking to develop an enhanced turnaround to support their larger winged plow vehicles.

The subdivision applicant, Mike Guiney, is in support of the enhanced turnaround. The petition was available for the public to review during normal business hours, and they had a site walk of the area yesterday. The site walk was attended by two Selectmen, two members of the public, and the Road Agent, who said that the proposed layout will be more than adequate.

Mike Kaminski read from the Petition for Highway Layout presented to the Board of Selectmen: “The undersigned represents that to accommodate the public, for the occasion of the layout of the turnaround area located at the end of Kelsea Road in the town of Dunbarton as described below...6,463 square feet or .15 acres” to be put into a permanent easement as part of the layout of Kelsea Road. The property owner will receive some credit toward his exaction fee on his subdivision application.

Dave Nault said that the amount of money should be disclosed because it is a public amount of money. **Justin Nault** and **Mike Kaminski** stated that the sum of money was approximately \$12,000 being placed against the owner’s exaction fees of \$42,000.

Dave Nault continued that in viewing the layout for the turnaround, it appears that this turnaround layout will be adequate for the town trucks. He said that it should be noted that the Town of Dunbarton received complaints for every storm for the last two years about the regular and smaller plow trucks trying to use that turnaround. This solution should help to alleviate that abutter’s concerns.

Mike Kaminski reviewed and confirmed the totals of the credit and exaction fees as described above. He noted that this sort of work-in-kind transaction is common in these sorts of situations when it comes to exaction fees. They have a window of 6 years to use exaction fees. If the town misses the window, the money is refunded to the applicant.

Road Agent Jeff Crosby asked to clarify that this abutter is not being given money, but a credit toward money that the abutter owes the town.

Abutter **Isaiah Hutchinson** of 19 Kelsea Road asked about the telephone poles that are slated to be moved. **Mike Kaminski** said that the two poles in question are related to the turnaround. **Jeff Crosby** said there are poles across from his property that need to be moved from the right-of-way and will actually be moved further away from Mr. Hutchinson's property.

Nate Narus of Morse Road asked what happens to this turnaround if the owner goes bankrupt or doesn't subdivide. **Mike Kaminski** noted that this process makes this part of a permanent easement. **Jeff Crosby** added that the town will be constructing the turnaround, it is independent of the subdivision and that everything has been reviewed by their town attorney.

Brian Pike of Twist Hill Road asked if the Subdivision had been approved yet. Mike Kaminski and Line Comeau confirmed that it has been approved, just not recorded. Mike Kaminski feels that the subdivision will proceed; the applicant's surveyor needs to place some bounds which needs to be done before it is recorded.

Brian Pike noted that although the petition was available at the Town Office, not everyone has the availability or ability to get to the Town Office during office hours. He suggests maybe putting some of these things online for people to see. **Mike Kaminski** said that he will take that to the Board under advisement, adding that the documents were available for at least 30 days. **Jeff Crosby** added that it has also been reviewed at multiple Planning Board Meetings.

Brett St. Clair of the Conservation Commission said that there have been Blanding Turtles spotted in this area. He asked if he could possibly give the Road Agent some literature to present to whomever will be working in the area to spread awareness about them.

Mike Kaminski closed the Public Hearing at 7:33 p.m.

2024 Budget Proposal - Highway Department

Road Agent Jeff Crosby presented his proposed budget for 2024. Their overall increase is \$2,409, which can mostly be attributed to the COLA increase. He did

move some funds around within the budget based upon where they ended up last year on some items.

He will be submitting a Warrant Article to fund an additional full-time employee, and another for a leased truck, along with their routine article for the Capital Reserve Fund that they add to each year. He will work on getting numbers together for the first two. Jeff spoke to some of their winter maintenance coverage struggles.

Request for Town Hall 2nd Floor

Ken Koerber presented the Board with a request for permission to serve wine at an event being held on November 25. After some review, **Mike Kaminski** stated that he regrets to note that this application was approved in error because their policy states that the space is not available for purely private social functions at this time.

Dave Nault said that they worked on the policy over an extended period of time with the Town Hall Restoration Committee and the Library Trustees and staff with the goal of the space available for use by every town organization. They decided to go for at least a few years to see how much use the space got before opening it up to private functions. He did note that they actually have made one exception for a memorial gathering for a long time resident that had passed.

Justin Nault said that they spent a long time on this policy, and really does not feel that they should make an exception for this.

The Board of Selectmen were in consensus to rescind the approval of the application of the Koerber event.

Solar Project Update - 80 Robert Rogers Road

Resident **Zaheer Ahmad-Kahloon** appeared before the Board to provide an update on a private solar project he is working on for his property. He has had a difficult time working with the town's Building Inspector. **Mike Kaminski** noted that they had the State Inspector come out instead because of those difficulties and they found multiple deficiencies during that visit. **Mr. Ahmad-Kahloon** stated that the deficiencies have been addressed.

After much discussion, the Board suggested that Mr. Ahmad-Kahloon schedule another appointment with the State Building Inspector to have these things reviewed to make sure they meet current code. They also strongly suggested that he work with a professional as he goes forward to ensure safety and adherence to code. **Line Comeau** also suggested that he make sure that everything on the list

that the Inspector gave him previously has been 100% addressed before calling for an inspection.

Mailbox Items

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

- Email update from Woody Bowne regarding the attic inspection over the office. Although they had discussed not investigating that attic for mold any further. Woody and one of his employees have respiratory illnesses and he knows that at one point things were pretty soaked up there. Mike Kaminski said he gave him the ok to open things up there for a thorough mold inspection as he felt there is a safety issue there.
- Quote for Transfer Station fence repair. Justin Nault recused himself from the Board for discussion on this topic. Speaking as the original installer of the fence that was broken, Justin Nault detailed some of the damage done and what needed to be replaced (a roller has broken off of the bottom).

Motion: by Mike Kaminski, seconded by Dave Nault to accept the quote from GN Fence in the amount of \$850 to repair the fence damage at the Transfer Station, replacing hardware and adjusting the fence as needed.

Discussion: Dave Nault said that using the original installer for the repair is a wise move for the town. Brian Pike suggested adding some mirrors in that area to assist with backing up there.

Vote: (2-0-1) 1 (J. Nault) abstained

- Email from Woody Bowne regarding a DES-required sign they need to have posted at the Transfer Station.

Motion: by Dave Nault, seconded by Justin Nault to approve the quote from Gregg Miller, GMC Home Improvements in the amount of \$621.35 to install the sign at the Transfer Station

Discussion: none.

Vote: (3-0)

- Gutter Quotes: **Justin Nault** said that he and Line Comeau have reached out to three contractors and heard back from two of them. Gutter Done quoted a 5-inch gutter, they do not do 6-inch gutters, which is what they were initially looking at because of the size of the roof. **Dave Nault** would like to wait and follow up with the 3rd contractor himself to get a 3rd quote.

- Email update on Town Hall outstanding items:
 1. No word from Brookside or Belletetes regarding the door lock. Dave Nault will call Brookside this week.
 2. Pro Technology removed the paper over the smoke detector in the front hall foyer.
 3. Mary Girard said that she is checking the salt level in the softener regularly. She also noted that the dehumidifier is working great; this is the first time that it has felt dry and warm in the basement.

- Memo regarding storage of tables: **Line Comeau** said that managing incoming reservation requests for the Town Hall 2nd Floor is becoming very busy. They don't have the manpower to haul the tables and chairs into and out of storage for each event they need them for. She would like to recommend that they move the round tables and the plastic chairs donated by the Cusano's to be stored at the Town Hall. Because of the events coming up in December, this is something she would like to have done soon. After some discussion over the storage location, the Board was in agreement to give this a try to see how it works space-wise and reevaluate as needed. They also authorized Line Comeau to coordinate with the staff at the Transfer Station.

PUBLIC COMMENT

Brett St. Clair from the Conservation Commission spoke to the Board to provide background information on the current 50/50 split arrangement the town has with the Conservation Commission. As land comes out of current use, they get something to balance it off in terms of investment they're able to make in open space. He stated that many towns have decided to dedicate 100% of the land use change tax to conservation as they've grown and become more developed (the majority do 50%).

Mike Kaminski asked if there is a reasonable cap to put on this. Brett St. Clair said that this was developed via a Warrant Article several years ago and there was immediately an amendment to cap it at \$2,500, which was very insufficient, and it took them years to lift it. When Kimball Pond came up, they worked very hard to get the cap lifted.

Brett St. Clair presented a calculation to illustrate the impact of education in relation to property values. By having the conservation fund and using it to offset the impact of development, it's not really costing the town money, but saving it money in terms of expenses primarily on the school side. **Mike Kaminski** would like to know how much of the land in town is in conservation. There needs to be a balance between conservation and residential values.

Mike Kaminski expressed concern regarding the limited room for expansion in town and the fact that the town is in direct competition with the Conservation Commission on any piece of land that comes available.

Discussion occurred regarding communication challenges experienced in the past between the Board and the Conservation Commission and the importance of working to improve that communication.

Discussion took place regarding the donation of the Lane property and the involvement of the Five Rivers Trust.

Mike Kaminski said that the suggestion to study this split to see if adjustments need to be made was brought to them by the Board of Assessors. They haven't made any decisions, but are gathering information to see if it is a valid suggestion. Overall, they are just looking at what things they can adjust to relieve the tax **burden**.

Lee Martel questioned how much they're actually going to be saving by cutting the Conservation Commission percentage.

Brett St. Clair apologized for their part in the miscommunication/lack of communication and will definitely rectify that going forward.

Brian Pike asked about what goals Conservation has for the next 10 years as the town continues to grow. Brett St. Clair said that their long term goals have been Ballard Brook, Kimball Pond, Long Pond, Purgatory Pond has been looked at.

Jeff Crosby expressed some concern about the solar panel array at the transfer station. He was viewing the area recently and noticed that some soil had settled and shifted and one of the footings have cracked. The Board will follow up with the solar panel company.

BOARD MEMBER ISSUES

Justin Nault said at the last Planning Board meeting they signed off on two bond releases: Zachary Drive: \$44,100 and Countryside Estates: \$275,000 based on the engineer's and Road Agent's recommendations.

Dave Nault said that he has received a partial bid for the crushed stone replacement for the Library/Town Hall Building and he is waiting on one other.

NONPUBLIC SESSION

Motion: by Mike Kaminski to enter into a total of 3 consecutive nonpublic sessions in accordance with RSA 91-A:3 II (a) at the request of the Selectmen (2) and (1) at the request of the Town Administrator.

By roll-call vote:

J. Nault-yes. Kaminski-yes. D. Nault-yes.

The Board took a 3-minute recess at 9:07 p.m. to allow the room to clear for nonpublic session.

The Board entered nonpublic session at 9:10 p.m.

The board exited the nonpublic session at 9:34 p.m.

There were no decisions made during this nonpublic session.

Motion: by Michael Kaminski, seconded by David Nault, to enter into a nonpublic session in accordance with RSA 91-A:3 II (a) at 9:35 p.m.

By roll-call vote: Kaminski-yes. J. Nault-yes. D. Nault-yes.

The board exited the nonpublic session at 9:54 p.m.

There were no decisions made during this nonpublic session.

Motion: by Michael Kaminski, seconded by Justin Nault, to enter into a nonpublic session in accordance with RSA 91-A:3 II (a) at 9:55 p.m.

By roll-call vote: Kaminski-yes. J. Nault-yes. D. Nault-yes.

The Board reached a consensus during nonpublic to appoint Michael Kaminski as the acting supervisor to the Transfer Station Supervisor with all communications and actions to go through him. Mike would convey this action by the Board to Patrick Bowne via email.

ADJOURNMENT

Meeting adjourned at 10:06 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

Dave Nault, Selectman

Justin Nault, Selectman