

**Dunbarton Board of Selectmen  
Meeting Minutes  
January 11, 2024**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, January 11, 2024 at 7:00 p.m. at the Dunbarton Town Offices.

**Board members present:**

Mike Kaminski, Chair  
Dave Nault, Selectman  
Justin Nault, Selectman

**Town Officials and Others present:**

Line Comeau, Town Administrator  
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).

Board Chair Mike Kaminski called the meeting to order at 7:01 p.m.

**OLD BUSINESS**

Approve Minutes

**Motion:** by Justin Nault, seconded by Dave Nault to approve the regular meeting minutes of December 28, 2023 as amended.

**Discussion:** none.

**Vote: (3-0)**

**PUBLIC COMMENT**

None.

**NEW BUSINESS**

Review Warrant Articles for 2024

The Board reviewed Warrant Articles as presented:

1. To choose all necessary Town Officers
2. Amendment 1: Floodplain development ordinance (by official Ballot).
3. To choose Town Hog Reeves

4. Budget: to be revisited once numbers are complete.
5. To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to the Revaluation capital reserve Fund established in 2003 for this purpose, and as summarized in the capital Improvement Plan. This sum is to come from taxation in 2024 (Majority Vote Required). Request for 2023 was \$14,000. Increasing due to upcoming Reval.  
12/31/23 CRF balance: \$95,109.44  
Estimated 2024 tax rate impact: \$0.0365
6. To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the Transfer Station Vehicle or Equipment Capital Reserve Fund established in 2014 for this purpose and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2024 (Majority Vote Required).  
12/31/23 CRF Balance: \$44,952.11  
Estimated 2024 tax rate impact: \$0.0121
7. To see if the Town will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) to be added to the Fire Department Emergency Vehicle Capital Reserve Fund established in 2014 for this purpose and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2024 (Majority Vote Required).  
12/31/23 CRF Balance: 368,239.13  
Estimated 2024 tax rate impact: \$0.1827
8. To see if the Town will vote to raise and appropriate the sum of Four Hundred Forty-Three Thousand dollars (\$443,000) to purchase a new fire engine and to authorize the withdrawal of said funds from the Fire Department Emergency Vehicle Capital Reserve Fund established in 2014 for this purpose. No amount to be raised from taxes in 2024 (Majority Vote Required).  
Estimated 2024 tax rate impact: \$0.00
9. To see if the Town will vote to raise and appropriate the sum of Two Hundred Ninety-Three Thousand, Five Hundred Fifty-Four dollars (\$293,554) to purchase and equip a new ambulance and to authorize the withdrawal of said funds from the Fire Department Equipment non-

lapsing Special Revenue Fund established in 2001 for this purpose. No amount to be raised from taxes in 2024 (Majority Vote Required).

12/31/23 balance: \$293,554.58

Estimated 2024 tax rate impact: \$0.00

10. To see if the town will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000) to be added to the Highway Vehicle Capital Reserve Fund established in 2012 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2024 (Majority Vote Required).

12/31/23 CRF Balance: \$68,196

Estimated 2024 tax rate impact: \$0.09745

11. To see if the Town will vote to raise and appropriate the sum of (TBD) to fund the purchase of a 6-wheeled dump truck with equipment and installation through a (TBD) - year lease to own, plan, and to fund this appropriation by withdrawing Dollars from the Highway Vehicle Capital Reserve fund established in 2012 for this purpose. No amount to be raised from taxes in 2024 (Majority Vote Required)

If passed, CRF balance will be \$108,193 to put toward year 1 of a multi-year lease.

Estimated 2024 tax rate impact: \$0.00

Road Agent **Jeff Crosby** feels it is silly for the town to finance the truck, and he is waiting on leasing numbers which he feels wouldn't exceed \$240,000; it's basically the same vehicle they have now, which they have had good luck with. Discussion occurred regarding the best way to proceed. Jeff Crosby will have lease numbers for the Board by the next meeting.

12. To see if the Town will vote to raise and appropriate the sum of Seventy-Five Thousand dollars (\$75,000) to hire a full-time highway employee. Said amount reflects funds for this position starting April 1,2024. This sum to be raised from taxation in 2024 (Majority Vote Required).

Estimated 2024 tax rate impact: \$0.1827

Discussion occurred regarding the level of experience they are looking for as well as the challenges of filling such a position part-time.

13. To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the Police Vehicle & Equipment Capital Reserve Fund established in 2020 for this purpose. This sum is to come from taxation in 2024 (Majority Vote Required).  
12/31/23 CRF Balance: \$11,862.34  
Estimated 2024 tax rate impact: \$0.02436
14. To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to hire, equip and train a full-time police officer. Said amount reflects funds for the position starting October 1, 2024 (Majority Vote Required).  
Estimated 2024 tax rate impact: \$0.07309
15. To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the Land Purchase Capital Reserve Fund established in 1997 for this purpose. This sum to come from taxation in 2024 (Majority Vote Required).  
12/31/23 CRF balance: \$55,140.59  
Estimated 2024 tax rate impact: \$0.01218
16. To see if the Town will vote to raise and appropriate the sum of Two Thousand Four Hundred dollars (\$2,400) for the milfoil control at Gorham Pond and to authorize the withdrawal of One Thousand Two Hundred Dollars (1,200) from the Invasive Plant Species Capital Reserve Fund established in 2018, and to authorize the Selectmen to accept a grant from the State of New Hampshire DES in the amount of One Thousand Two Hundred Dollars (\$1,200) known as the Variable Milfoil Control grant. No amount to come from taxation in 2024 (Majority Vote Required).  
Estimated 2024 tax rate impact: \$0.00
17. In accordance with RSA 79-A:25, To see if the Town will vote to amend the allocation of all revenues collected from the current use change tax to the Conservation Fund for conservation purposes from 50% as set in 1997, Article 17 to . If adopted, the provisions of RSA 79-A:25 II shall take effect in the tax year beginning on April 1 following the vote and shall remain in effect until rescinded pursuant to RSA 97-A:25, IV. (Majority Vote Required).  
Estimated 2024 tax rate impact: \$0.00

18. In accordance with RSA 31:113 to see if the Town will vote to authorize the Town Forest Committee to negotiate the purchase for the Town: Lot J2-01-07 containing 44 acres more or less, Lot E3-02-01 known as the School Lot containing 10.50 acres, and Lot E3-02-52 containing 11.34 acres to be added as a Town Forest.

Estimated 2024 tax rate impact: \$0.00

**Mike Kaminski** said that this is to make sure that these properties are officially accepted as town forest property by the legislative body. Discussion occurred regarding the rights and responsibilities of the Conservation and Town Forest Committees when conducting Town business.

The Selectmen noted that the article for the Dunbarton Community Power proposal needs to be added to the Warrant as well.

#### Review Town Forest Lots

Fred Mullen did some research and found 4 lots that need to be officially converted to Town Forest property:

Lot J2-01-07: land locked off of Concord Stage Road (44 acres +/-)

Lot 12-02-03 Formerly Crosby Lot off Concord Stage Road (39 acres +/-)

Lot E3-02-01 donated to the town off Mansion Road (10.50 acres)

Lot E-02-52 donated to the town via 14-lot Subdivision. Deeded road and lot. Lot is referenced to be managed by the Town Forest.

This is to be included in the Town Warrant (listed above).

#### Review Administrative Budget Accounts for 2024

The Board reviewed the proposed budget accounts for administration. Increases included 3% COLA increases as well as increased costs in: Computer Support Services, printing costs, appraisal services, legal fees, health insurance.

Police Department: increases include 3 step increases

#### Review Proposed Revenues for 2024

The Board reviewed proposed revenues for 2024 and proposed the following increases:

Business Licenses: +\$50,000 to \$775,000

Building Permits: +\$10,000 to \$30,000

Rooms & Meals: +\$40,000 to \$175,000

Highway Block Grant: +\$5,000 to \$95,000

Discussion occurred regarding total revenues and how they differed from the prior year. Town Administrator Line Comeau demonstrated for the Board how she arrived at the numbers she did.

#### Review 2023 Encumbrances

The Board reviewed the items being encumbered from the 2023 budget. They agreed to remove the \$10,000 for the ballot counting machine.

\$215,120 in surplus/lapsed funds.

+\$10,000 for a total of \$225,120

The Board will review their Rainy Day Fund at the next meeting.

#### Mailbox Items

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

- New contract with their CPA, Plodzik and Sanderson.  
**Motion:** by Mike Kaminski, seconded by Justin Nault to accept the new contract from their auditors, Plodzik and Sanderson CPA's. The contract is increasing by \$2,000, however they have not increased their fee for the past 5 years.  
**Discussion:** none.  
**Vote: (3-0).**
- Notice of a donation to the Dunbarton Police Department from the Merrimack County Sheriff's Office of an infrared camera to assist in searches.
- Audit results as presented from their auditors.
- **Mike Kaminski** offered kudos to Donna White for finding an engineering report from 2002 that spoke to the poor condition of the building. He suggested that they ask Trexler Engineering to conduct an updated review to see what has changed since then as they begin to discuss structural changes they may need to move forward.  
**Mike Kaminski** also noted that Donna White found a dead mouse in a cabinet that does not get opened often, explaining the odor that has been emanating in the office area. He asks that everyone open up the old cabinets to make sure there aren't any more.

#### PUBLIC COMMENT

**Jeff Crosby** commends the Board on their work on the budget. A lot of departments have Warrant Articles before the town. He said that these expenses affect their taxes as well, but they are trying to prepare the town for the future.

They have built a nice community, but they do not have a lot of commercial properties. The town is evolving, and they need to evolve with it. **Dave Nault** feels that the department managers work hard in trying to only bring forward things that are absolutely needed, and they also did well at presenting budgets with minimal increases.

#### BOARD MEMBER ISSUES

**Dave Nault** said that he conducted interviews with Woody Bowne to replace two transfer station employees that recently left to pursue full time employment.

**Motion:** by Dave Nault, seconded by Mike Kaminski that they make the following hiring actions:

John LaPlante, Step II: \$19.19; assistant to Woody, no CDL. He has supervisory experience and lives locally.

Kyle Duval: Step Level I Transfer Station Attendant: \$17.85;

These positions will be eligible for the 3% COLA increase when the budget is approved in March.

**Discussion:** none.

**Vote: (3-0).**

#### NONPUBLIC SESSION

Motion: by Mike Kaminski seconded by Justin Nault to enter into nonpublic session in accordance with RSA 91-A:3,II(a) at the request of the Town Administrator and the Selectboard Chair.

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

The Board took a brief recess at 8:51 p.m. to allow the room to clear for nonpublic session.

#### REGULAR MEETING SESSION

The Board exited the nonpublic session at 9:05 p.m.

There were no motions made during the nonpublic session.

#### MOTION

Motion: by Mike Kaminski seconded by Justin Nault to approve the wage scale increase for Hope Arce to Bookkeeper Step III at \$22.42, based on her years of service with the town, her degree, and a good performance review. Vote: (3-0) This step increase would become effective January 1, and be eligible for the 3% COLA increase when the budget is approved in March. Dave Nault asked the Town Administrator to communicate to

Hope that future step increases would only increase every two years starting with the date of this step increase.

NONPUBLIC SESSION

Motion: by Mike Kaminski seconded by Justin Nault to enter into nonpublic session in accordance with RSA 91-A:3,II(a) at the of Selectboard Chair at 9:17 p.m.

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

The Board exited the nonpublic meeting at 9:22 p.m. There were no motions made during this meeting.

ADJOURNMENT

Motion: by David Nault seconded by Michael Kaminski to adjourn the meeting.

The meeting was adjourned at 9:23 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Jennifer King, Recording Secretary

Signed:

\_\_\_\_\_  
Michael Kaminski, Chair

\_\_\_\_\_  
Dave Nault, Selectman

\_\_\_\_\_  
Justin Nault, Selectman