

**Dunbarton Board of Selectmen  
Meeting Minutes  
May 14, 2020**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, May 14, 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  
Jeff Crosby, Road Agent

**Members of the public present:**

Jeff Trexler  
Melissa Cooner  
Meredith Rist  
Cheryl Nault

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 7:05 p.m.

**OLD BUSINESS**

Approve Minutes

**Motion:** by Mike Kaminski, seconded by Bob Martel to approve the minutes of April 30, 2020 as written.

**Discussion:** none.

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

**PUBLIC COMMENT**

**Lee Martel** made a suggestion the town sell the remaining angle iron from the defunct library roof project. He feels that someone may be able to use it and he thought it may be a good way for the town to make a little of the money back from the failed project. **Mike Kaminski** said that because the majority of the material is currently stored at the highway garage, he is willing to allow any money that they make from it go into the highway department budget.

**AGENDA ITEMS**

Accept Donation

**Motion:** by Mike Kaminski, seconded by Bob Martel, to accept a donation from the Bow Memorial School Student Council Advisors per RSA 31:95-b III (b) for \$1,000 for the town welfare department.

**Discussion:** Discussion was held as to where this money would be best utilized to help people.

**Bob Martel** feels that Welfare Director Jeannie Zmigrodski would be the best person to determine where the resources are needed. **Dave Nault** noted that when they last checked in with her, there hadn't been any increased requests. **Mike Kaminski** suggested that they hold it in reserve because the need may be greater later in the year when some of the federal assistance money that people have been getting comes to an end. Should they still have it as they near the end of the year, it could also be used for food baskets. Mike Kaminski asked Line Comeau to draft a thank you letter to the Bow Memorial School Student Council Advisors.

**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 \$1,456.04 from court restitution.

**Discussion:** **Dave Nault** said that this is a check received for damage done to a town police cruiser. Police Chief Sklut requested that they put it back into their vehicle maintenance account. Line Comeau stated that the damage was done to their new cruiser. **Bob Martel** feels they should leave it to the Chief's discretion. **Consensus of the Board was to allow the funds to be applied to only vehicle repairs. Vote: (3-0).**

## **PUBLIC HEARING ON TOWN ROAD PROJECTS**

Dave Nault opened the public hearing at 7:16 p.m.

Jeff Crosby presented his proposed road work plans for the year.

- Ray Road: reclaim asphalt, add gravel, repave. Fix drainage issues.
- Holmes Road: rebuilding of the Rt. 13 intersection.
- Old Fort Estates: rebuilding of the Rt. 77 intersection. Will also be widening the paved area to accommodate the traffic island.
- Alexander and Putney Rd.: Minor repairs.
- Gile Hill Road: stump removal and road widening.
- Any other failed covert or emergent road issues.

**Lee Martel** mentioned a drainage problem on Tenney Hill Road near the power lines. **Jeff Crosby** agreed that it is an issue that the power company usually attends to as it is their property, and he agreed that it needs some maintenance. **Lee Martel** asked if someone will be contacting them to make them aware of the problem. **Dave Nault** said that he will try and contact their person at NationalGrid.

**Jeff Crosby** closed his presentation by stating the projects they choose to do is all based on the money he has in his budget to spend.

**Dave Nault** closed the public hearing at 7:25 p.m.

**Dave Nault** informed Mr. Crosby of the discussion of selling the steel being stored at the garage and that the proceeds could be put toward his budget.

**Dave Nault** mentioned that Police Sgt. Chris Remillard is looking to make one of their portable solar-powered speed limit signs in town permanent. To do so, they need to enter a maintenance agreement with the state. **Jeff Crosby** said that it doesn't really fall under the purview of his department, as it qualifies as more of an electronic device, than a sign, but his concern is that it may be hit by a snowplow. **Consensus of the Board, no action at this time. The Board asked that the Police Department continue to set up the speed signs around town as they have been doing which has been working well.**

#### Town Hall Renovation Bids

**Jeff Trexler** joined the BoS to discuss the Town Hall Renovation bids received for the work on second floor and the roof.

**Mr. Trexler** stated that they received two bids from very competent contractors that both been in business for over 20 years. He was surprised to see the difference between the two.

Bid #1: Mark Carrier Construction of Manchester: \$60,704

Bid #2: Conneston Construction (CCI) of Gilford: \$34,561

He did contact the owner Bryant Lehr of Conneston Construction to let him know that he was the apparent low bidder and reviewed some clarifications with him. **Both proposed bids excludes hazardous waste removal because there is no way to price it at this time. The bids also excludes plumbing, electrical or mechanical work. Any unanticipated work needed in these areas will incur additional costs.**

**Mr. Trexler** had confirmed with Clem Madden of the Town Hall Restoration Committee, that a Hazardous Material Assessment had been performed on the building. In reviewing said assessment, it was determined that the only concerns **might possibly** be lead paint of which there is **such** minimal amount, **it would suggest that there are** no hazardous materials present in the building. Mr. Lehr of Conneston Construction said that **if they** were to find any, they would bring in a qualified company in to remove and dispose of it **for an** additional cost.

Mr. Trexler's recommendation to the BoS is that they accept the proposal from Conneston Construction in the amount of \$34,561.

**Dave Nault** noted that the company that they had originally hired to do the work **in 2016** had given a bid of \$29,396, **with the** next highest bid at \$67,975. **Was** glad to see that **we** are still paying less than what the second highest bid **was** from last time.

**Bob Martel** stated that there is a difference between the work that they were looking to do **now, compared to what they had asked for** last time. He remembers having concerns that it seemed like such a low bid last time, and then it became apparent shortly thereafter that there were problems.

**Jeff Trexler** said that he has had experience working with CCI on other projects and he has always respected the work they have done. He feels that the bid from Mark Carrier Construction may have included prices for subcontractors, which would explain the difference in pricing between the two.

**Lee Martel** asked how soon they would be starting the work. **Jeff Trexler** replied that they would be able to start right away, upon the BoS' agreement to accept the bid. The next step would be for the town to **send** a letter of intent, letting the contractor know that they have been awarded the contract, **so** they can begin to order materials and schedule a (virtual) preconstruction meeting, **and to receive the contractors construction contract.**

**Dave Nault** said that he is especially grateful for the quality of this design and is far superior to what they had been looking at before and he is very happy with it. He recommends that they follow Jeff Trexler's recommendation to accept the bid from Bryant Lehr at CCI.

**Mike Kaminski** thanked Jeff Trexler for his hard work and assistance in moving this project forward.

**Motion:** by Dave Nault, seconded by Bob Martel to accept the bid from Bryant Lehr at Conneston Construction (CCI) **in the amount of \$34,561.**

**Mr. Kaminski** read the letter of intent to be sent to CCI:

*"The Town of Dunbarton through its Board of Selectmen is pleased to accept your bid for the proposal for construction of the subject project in the amount of \$34,561.*

*This letter will serve as notification of the town's intent to enter into a construction contract for this work under the terms of the bid documents and your bid proposal.*

*In accordance with the instructions to the bidders, please execute and deliver two copies of the construction contract using A1A, A101 or A105 for our review and approval. A digital draft of the contract should be submitted in advance highlighting the changes or additions to the standard contract language to ensure that the contract and alterations are mutually agreed upon.*

*We are excited that the construction process has now begun and are looking forward to a successful and timely completion of the work. Thank you for your proposal and congratulations of your selection.*

*Regards,*

*David Nault, Chairman*

*Robert Martel, Selectman*

*Michael Kaminski, Selectman"*

**Discussion:** Dave Nault asked Jeff Trexler to check to see and advise which contract format would be the preferred one to use (A1A, A101 or A105).

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

#### Complaint Regarding Internet Access

Melissa Cooner, Meredith Rist, and Cheryl Nault from Gorham Pond Road approached the BoS regarding their concerns about internet access on their road. There are 10 homes on Gorham

Pond Road that do not have adequate internet access due to some complications regarding who owns the poles and lines in question.

Dave Nault said that he looked into the problem and is attempting to facilitate communication between the communications companies involved. Dunbarton Telephone is going to talk to Consolidated Communications and ask if they can run fiber optic lines on those poles to be able to provide service to those homes. The one thing they have requested is the phone numbers for the lines in question.

Melissa also noted that she had been told by Comcast that they have not been approved by the town of Dunbarton to provide service there. **Dave Nault** stated that Comcast would need to provide them with that request. He doesn't feel that any of the current board would have an issue allowing Comcast service in town. Given the work they have done in making phone calls and obtaining letters and signatures, he feels this will make this process a bit easier. He asked the group to forward the list of the numbers to Line Comeau so that Dunbarton Telephone may proceed.

#### COVID-19 Grants

1. First Responders grant for PD and FD.  
This is a stipend program for first responders. It has already been approved by the Governor, but the funds have not yet been received.  
Police: \$16,157.14  
Fire: \$15,742.86  
Total: \$31,900  
They need to decide how the funds will be paid out to police and fire personnel (one lump sum, weekly, monthly, etc.).  
The BoS was in consensus that they will wait until they receive the grant money in hand before they disburse anything to the employees. Line Comeau has made the preparations with the payroll software company so things will be ready to go when they are able to pay out the stipend. This grant does not cover the payroll taxes for the stipend (approx. \$5,000 **total for this grant**), so it is something they will be claiming under the CARES Municipal Relief Grant.
2. GOFERR Grant (up to \$68,234 for Dunbarton): this grant helps to cover added expenses for supplies during the COVID-19 crisis.  
**Motion:** by Dave Nault, seconded by Mike Kaminski to accept the GOFERR coronavirus relief agreement, capped at \$68,234.  
**Discussion:** none.  
**Vote:** (3-0).

Discussion occurred regarding getting a large supply of PPE ready to use at the transfer station. They are looking at gloves, masks, and face shields. **Dave Nault** noted an email he received offering assistance in obtaining PPE to municipalities struggling to find it. Line Comeau said that Chris Remillard from the police department has been purchasing PPE and making sure that the town office has a supply of masks, gloves and a thermometer. **Mike Kaminski** mentioned that the grant for supplies is time-sensitive, so it is something they need to make sure is done soon.

## TOWN BUSINESS

### Mailbox Items

**Dave Nault** shared the following correspondence received since the last meeting:

- Petition and pole license (utility poles). Line Comeau said that the Town Clerk receives this notice when a utility or phone company needs to replace a pole. Line said that the road agent was fine with it and was aware of the location of the pole in question.
- Email from Town Moderator Rene Ouellet. A Zoom meeting was held to begin planning for the next election. They are looking to begin buying PPE to have on hand at the polls.
- Appointments for Code Enforcement, Building Inspector and Health Officer. Jon Wiggin and Mike Cumings have agreed to serve in these positions.
- Request for vacation time from Town Administrator Line Comeau to be taken from 6/1-6/5.
- Complaint from a property owner regarding a boiler that was removed from an apartment building without his consent. This is a civil matter.
- There will be an outdoor Memorial Day ceremony in accordance with all social distancing guidelines provided by the state of NH.
- There was a snake found in the closet of the town clerk's office. It is unclear at this time how it found its way into the building. The building inspector was able to put some items on the floor of the closet in an attempt to block any others.  
**Bob Martel** noted that there is also an ongoing mouse problem but pointed out that these are the problems that come along with older buildings. **Line Comeau** suggested that they have their handyman see if he can find where they might be coming in.
- **Bob Martel** recognized the transfer station employees for their hard work during the coronavirus crisis. Their positions require a lot of contact with the public and contact with personal items from many different households. **Bob also stated that according to Employment Security, the staff is currently receiving that higher rate for the industry.**
- The BoS was in consensus to ask Line Comeau to contact Eversource to get the bills for their 5 accounts consolidated onto one.
- Complaint from a resident regarding internet options in town. They dislike the fact that they have to pay a fee for a phone line to have internet service.
- Email from the police department requesting to make one of their portable speed signs permanent. **Dave Nault** likes having the ability to move the signs every couple of weeks or as needed for areas where people tend to speed. **Mike Kaminski** noted a concern he has with a lot of the trucks that seem to be speeding through town lately. He would like to see some enforcement in that area.
- Discussion was held regarding traffic flow at the Transfer Station. They have come up with a solution they hope will work. Self-recycling has gone well so far, but they will have to see how it goes on Saturday. If it is too chaotic, they may limit recycling to Tuesday and Wednesday.
- A complaint was received from a resident that was upset that the transfer station attendants weren't helping the elderly with their trash. **Dave Nault** explained to

the resident that because they are attempting to limit person-to-person interaction, the employee was following policy. The resident would like to volunteer at the transfer station. He would like to assist the elderly in disposing of their trash, or perhaps collect their trash in another area, put it into a container, and then transfer to a hopper when it is no longer busy at the transfer station. The BoS did not feel that this sort of volunteerism is something they can agree to given current circumstances and the liabilities involved.

#### PUBLIC COMMENT

None.

#### BOARD MEMBER ISSUES

**Bob Martel stated that this was a follow up from the last Board meeting. He said that he** spoke with Jeff Crosby and Pete Gamache at the highway garage regarding the property damage issue on Kelsea Road. Mr. Crosby feels that the town should simply purchase a post and give it to the property owner. It was a direct hit by their truck, and they should just replace and be done with it.

**Motion:** Bob Martel, seconded by Mike Kaminski, to purchase a post to replace one on private property that was damaged by a town vehicle.

**Discussion:** none.

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

**Bob Martel** stated that he would like to revisit the idea of paying their transfer station employees a stipend in the form of a monthly travel allowance. This is an idea to give the employees a bit of a tax-free incentive for the work they do and to also help to make up for the added stresses associated with the COVID-19 crisis. The amount is almost equal to the increase transfer station manager Woody Bowne had suggested in place of the 3% increase earlier this year.

**Motion:** by Bob Martel, seconded by Mike Kaminski that transfer station attendants working their full shift for the month will receive a travel allowance per the following schedule:

40 hours = \$125

28 hours or more = \$100.

22-27 hours = \$75.

21 hours = \$50.

An excused absence approved by the supervisor for illness or a personal reason shall constitute a completion of their schedule. This payment would be retroactive to April 1.

**Discussion: Dave Nault** in concerned about the additional work and tracking that would be involved with this and feels that it would be easier to increase their hourly pay. **Bob Martel** said that costs for Medicare and Social Security would be incurred and it would cost them more for workers' comp because of the increased wage per hour.

**Line Comeau** said that the process to determine who has earned the stipend for the month is rather simple. They can run reports that will give the total hours

worked for the month. Woody Bowne would need to approve the hours and then a check could be cut through accounts payable.

**Bob Martel** said that this isn't any different from the stipends that the PD and other departments receive for different duties. **Line Comeau** asked if this would only be in effect for the length of the COVID-19 emergency Executive Order.

**Dave Nault** said that the Governor is likely going to be ending some restrictions in the near future, so this incentive wouldn't last very long in that case. **Dave Nault** asked if the transfer station supervisor would be eligible for the incentive.

**Bob Martel** said he didn't have a problem with that. **Mike Kaminski** agrees that other departments get incentive pay and on-call stipends and the like, and he feels that this is a good way to retain employees in a field that traditionally does not offer a high rate of pay. It is a creative cost-saving measure for the town in taxes and insurance.

**Dave Nault** supports the idea but would prefer that it would be in the form of a payroll increase. He would like to revisit the issue in a year to see how it is working and if any changes are necessary.

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

#### ADJOURNMENT

**Motion:** by Mike Kaminski, seconded by Bob Martel to adjourn the meeting.

Meeting adjourned at 9:18 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

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Dave Nault, Chair

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Mike Kaminski, Selectman

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Bob Martel, Selectman