

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

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, January 30, 2020 at the Dunbarton Town Offices.

**Board members present:**

Mike Kaminski, Chair  
Dave Nault, Selectman  
Robert “Bob” Martel, Selectman

**Town Officials and others present:**

Line Comeau, Town Administrator  
Jennifer King, Recording Secretary  
Linda Landry, Town Clerk  
Patrick “Woody” Bowne, Transfer Station Supervisor  
Police Chief Dan Sklut  
Sergeant Chris Remillard

Leo Martel was present to record 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 Bob Martel, seconded by Dave Nault, to approve the regular meeting minutes of January 23, 2020 (7:00 p.m.) as amended.

**Discussion:** none.

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

**Motion:** by Dave Nault, seconded by Bob Martel, to approve the nonpublic meeting minutes of January 23, 2020 (8:58 p.m.) as written.

**Discussion:** none.

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

**PUBLIC COMMENT**

**Leo Martel** asked about the contract for the roof work on the safety building.

**Mike Kaminski** replied that the work done was not effective. They will be addressing this later in the meeting.

**AGENDA ITEMS**

Accept Donation

**Motion:** by Dave Nault, seconded by Bob Martel, to accept per RSA 31:95-b III (b) a donation from fundraising in the amount of (\$350) for Wreaths Across Dunbarton.

**Discussion:** none.

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

#### Police Department Update

- **Sgt. Remillard** reported that the new portable speed sign has arrived. They are looking for input from the BoS as to where they should place it. They were thinking to install it going northbound heading into the town center. Selectman were all in consensus with placement.
- Discussion occurred regarding the new vehicle they are looking to purchase. **Chief Sklut** provided some pictures of examples of the type of vehicle they are looking to purchase for the department. They are looking to change to a black vehicle with a white wrap on the sides, as it would be something that stands out better. They would still like to use the cruiser that the new vehicle would be replacing. It would be used as a detail vehicle mostly. It wouldn't be worth a lot if they were to strip it and sell it, so they thought this way they could still get use from it. **Selectman were all in consensus.**
- **Chief Sklut** shared some concerns over the way that the salaries are displayed in the Town Report because it is slightly misleading and residents who are not familiar with how police are paid tend to confuse their total pay with what portion of their pay actually comes from the town. He would like to see it further broken down into "Town Pay" and "Police Details" to avoid confusion. **Line Comeau** said that she would see what she can do to get it done for this year. **Mike Kaminski** said that if Line can include that for this year, that is fine, but if not, this is something they can work toward for next year.
- **Chris Remillard** thanked the BoS for accepting the funds the department received from HealthTrust for their participation in their health incentive program. He would like to continue the benefits received from the program by implementing an annual (optional) physical agility test to assist in motivating officers to be prepared for their required 3-year PT test. There is a lot of interest within the department to do this. He would like to possibly offer their full-time officers 8 hours of paid leave as incentive (part-time officers would receive a stipend). The BoS has concerns over how the taxpayers would perceive giving them time off for something like this. The BOS would like them to look at using the stipend or other creative incentive ideas.

- **Chief Sklut** said that Brian Tyler installed a smart thermostat to monitor the temperature at the Police Department.
- **Sgt. Remillard** said they were able to outfit 2 of their officers with new body armor to replace theirs that had expired.

#### Town Clerk Update

- **Linda Landry** shared that at the 1999 Town Meeting, a warrant article was passed stating that the town would waive the vehicle registration fee for any veteran that had been a POW (this followed a similar law passed by the state that waives the state portion of the registration fee for these veterans). She would like to expand this and include a warrant article to adopt an ordinance extending that waiver to any person that was awarded the Purple Heart medal or that survived Pearl Harbor. She is willing to speak on this article at Town Meeting. **Line Comeau** will follow up on details with the DRA.
- **Linda Landry** asked the BoS why her budget line for the Deputy Town Clerk was reduced by \$1,154. **Dave Nault** explained that they reduced some of the hours pertaining to vacation coverage and some of the miscellaneous hours. **Linda Landry** said that the decision on when to close the office lies solely with the Town Clerk, and she is not comfortable with closing the office while she is not there, which is why she requested the amount of hours for the Deputy that she did. She is concerned because she was careful with the Deputy's hours last year and only used 761 of the 800 hours requested for last year, but this new figure gives her less hours to work with for 2020 which has a lot more happening, including 4 elections.
  - The BoS was in consensus to add 10 hours back to the part-time deputy budget. The new total is \$12,343.30.

#### Warrant Article Review

Line Comeau reviewed the warrant articles (changes in red):

7. *To see if the town will vote to raise and appropriate the sum of (\$2,658,202) for general municipal operations with (\$111,262) to come from unassigned fund balance surplus. This amount excludes all appropriations contained in special or individual articles addressed separately.*

<i>Executive</i>	<i>124,541</i>
<i>Selectmen (Elected Official salary/taxes-2020)</i>	<i>6,771</i>
<i>Elections, Registrations &amp; Vital Stats</i>	<i>26,721</i>
<i>Town Clerk (Elected Official salary &amp; benefits-2020)</i>	<i>74,246</i>
<i>Financial Administration</i>	<i>91,072</i>
<i>Tax Collector (Elected Official salary -2020)</i>	<i>18,136</i>
<i>Treasurer (Elected Official salary-2020)</i>	<i>7,127</i>

<i>Board of Assessors (Elected Official salary-2020)</i>	<i>1,814</i>
<i>Assessing Department</i>	<i>25,360</i>
<i>Legal Expenses</i>	<i>39,600</i>
<i>Personnel Administration</i>	<i>282,512</i>
<i>Planning &amp; Zoning</i>	<i>18,220</i>
<i>General Government Buildings</i>	<i>250,292</i>
<i>Cemeteries</i>	<i>15,700</i>
<i>Insurance</i>	<i>29,906</i>
<i>Police</i>	<i>485,914</i>
<i>Fire</i>	<i>116,133</i>
<i>Building Department</i>	<i>75,578</i>
<i>Emergency Management</i>	<i>1,000</i>
<i>Highway Department</i>	<i>551,577</i>
<i>Road Agent (Elected Official estimated salary-2020)</i>	<i>21,271</i>
<i>Solid Waste Expenses &amp; Disposal</i>	<i>277,214</i>
<i>Welfare</i>	<i>14,899</i>
<i>Parks &amp; Recreation</i>	<i>400</i>
<i>Old Home Day/Memorial Day</i>	<i>6,000</i>
<i>Library</i>	<i>96,228</i>
 <i>Total</i>	 <i>2,658,202</i>

- \* Less estimated revenues: (\$1,141,948)*
- \* This appropriation to be offset with unassigned fund balance surplus (\$111,262)*
  - Net to be raised from taxes: \$1,404,992*

*Estimated 2020 tax rate: \$4.46 for operating budget only.*

*Recommended by the Board of Selectmen (Vote \_-\_-)*

- 8. To see if the town will vote to raise and appropriate the sum of (\$14,000) to be added to the Revaluation Capital Reserve Fund previously established for this purpose and as summarized in the Capital Improvement Plan. This sum to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_-)*

- 9. To see if the town will vote to raise and appropriate the sum of up to (\$50,000) for the purpose of a statistical property revaluation and to authorize the withdrawal of said funds to come from Revaluation Capital Reserve Fund created for this purpose. No amount to come from taxes. This sum to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_-)*

10. *To see if the town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) for the purpose of purchasing new computer equipment and installation. This article will be non-lapsing per RSA 32:7 and will not lapse until the town computer equipment has been installed and completed or December 31, 2025, whichever comes first. This sum to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: .00*

*Recommended by the Board of Selectmen (Vote \_-\_-)*

11. *To see if the town will vote to raise and appropriate the sum of up to (\$15,000) for the purpose of purchasing a used backhoe and to authorize the withdrawal of said funds to come from the Transfer Station vehicle or equipment Capital Reserve Fund created for this purpose. No amount to come from taxes.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_-)*

12. *To see if the town will vote to raise and appropriate the sum of (\$40,000) to be added to the Fire Department Emergency Vehicle Capital Reserve Fund, previously established and as summarized in the Capital Improvement Plan. This sum to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_-)*

13. *To see if the town will vote to raise and appropriate the sum of up to (\$53,000) to purchase a new police cruiser with equipment and installation of equipment and to fund this appropriation by withdrawing (\$40,000) from the Police Special Detail Revolving Fund with the remaining (\$13,000) to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: \$.00*

*Recommended by the Board of Selectmen (Vote \_-\_-)*

14. *To see if the town will vote establish a new Police Vehicle Capital Reserve Fund and to raise and appropriate the sum of (\$1,000) to be added to the Police*

*Vehicle Capital Reserve Fund as summarized in the Capital Improvement Plan. This sum to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

- 15. To see if the town will vote to raise and appropriate the sum of (\$10,000) to be added to the Highway Vehicle Capital Reserve Fund previously established for this purpose and as summarized in the Capital Improvement Plan. This sum to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

- 16. To see if the town will vote to raise and appropriate the sum of (\$100,000) for additional costs associated with paving. This sum to come from the unassigned fund surplus.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

- 17. To see if the town will vote to raise and appropriate the sum of (\$2,250) for the milfoil control at Gorham Pond and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of (\$900), known as the Variable Milfoil Control Grant, and to withdraw (\$155 in donations), from unassigned fund balance and to withdraw (\$1,195) from the Invasive Plant Species Capital Reserve Fund established for this purpose. No amount to come from taxes.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

- 18. To see if the town will vote to authorize the Selectmen to appoint a town Welfare Director in accordance with RSA 41:2, rather than electing a Welfare Director. This position would follow the guidelines of the Dunbarton Personnel Plan and be governed by the Selectmen.*

*Estimated 2020 tax rate impact: \$ .00*

*Recommended by the Board of Selectmen (Vote \_-\_)*

19. To see if the Town will vote, as authorized by RSA 261:157-a, II to adopt an ordinance waiving the fee to be charged for a permit to register one motor vehicle owned by any person who was awarded the Purple Heart medal and who was honorably discharged or is still on active duty, provided that such person has furnished the City or Town Clerk with satisfactory proof of these circumstances.

Estimated 2020 tax rate impact: \$ .00

Recommended by the Board of Selectmen (Vote \_-\_)

20. To see if the Town will vote, as authorized by RSA 261:157-a, III to adopt an ordinance waiving the fee to be charged for a permit to register one motor vehicle owned by any person who survived Pearl Harbor and was honorably discharged, or is still, provided that such person has furnished the City or Town Clerk with satisfactory proof of these circumstances.

Estimated 2020 tax rate impact: \$ .00

Recommended by the Board of Selectmen (Vote \_-\_)

Proposed budget: \$2,658,202.03, with \$1,405,152 to raise from taxes. \$4.46 (no change resulted from the changes they just made to the Town Clerk budget).

Discussion occurred regarding the best way to present the effect of the surplus to the taxpayers.

**Motion:** by Mike Kaminski, seconded by Dave Nault to use \$197,000 of surplus monies to pay for all and any warrant articles that are passed by the voters.

**Discussion:** none.

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

Updated: 1/31/2020

	2019	2019 actual	surplus	2020
<b>GENERAL FUND (01) Totals</b>	<b>2,546,940</b>	<b>2,364,009</b>	<b>182,931</b>	<b>2,658,202</b>
<b>Totals Budget</b>	<b>2,546,940</b>	<b>2,364,009</b>	diff/old/new	<b>2,658,202</b>
<i>BOS meeting 1/23/2019</i>	<b>2020 increase over 2019:</b>		<b>111,262</b>	
	<b>4.46%</b>			
	<b>2019 Expense Lapsing:</b>		<b>182,931</b>	
	<b>2019 Excess Revenue:</b>		<b>155,157</b>	
	<b>Total lapsing unassigned fund balance surplus:</b>		<b>338,088</b>	
<i>BOS meeting 1/23/2020</i>	apply surplus to operating budget		<b>(111,262)</b>	
<i>BOS meeting 1/30/2020</i>	apply surplus to warrants		<b>(197,000)</b>	
			<b>29,826</b>	
<u>retain \$25,000 of surplus to maintain 5%</u>	recommended DRA & fund new PD CRF *		<b>(26,000)</b>	
	article #17 donation		<b>(155)</b>	
	will laps to the general fund surplus :		<b>3,671</b>	
(2018 surplus balance \$477,351 at 2019 tax rate setting) new surplus (add \$25,000 from above)			<b>28,671</b>	
Tax Rate impact:	<b>article #7</b>		<b>2020 Budget:</b>	<b>2,658,202</b>
	<b>approved 1/23/2020</b>		<b>less surplus</b>	<b>(111,262)</b>
			<b>less 2020 revenues</b>	<b>(1,141,948)</b>
	<b>article #7 less other revenue sources to be raised from taxes:</b>			<b>1,404,992</b>

<b>2019 Assessment:</b>		<b>315,365,953</b>	<b>÷</b>	<b>4.455</b>	
<b>2020 operating budget only:</b>	<b>2020 tax rate impact:</b>		<b>rounded</b>	<b>\$ 4.46</b>	
	<b>Other sources</b>		<b>Warrant from taxes</b>		
Reval CRF deposit <u>from surplus</u>	article # 8	14,000.00	14,000.00	0.04	*
Reval withdrawal from CRF	article # 9	50,000.00	-	-	
Computers from surplus	article # 10	20,000.00	20,000.00	0.06	*
TR ST equipment from CRF	article # 11	15,000.00	-	-	
FD CRF deposit from surplus	article # 12	40,000.00	40,000.00	0.13	*
PD vehicle from Special Fund & surplus	article # 13	53,000.00	13,000.00	0.04	*
Establish CRF PD vehicle from surplus	article # 14	1,000.00			
HWY CRF deposit from surplus	article # 15	10,000.00	10,000.00	0.03	*
Paving from surplus	article # 16	100,000.00	100,000.00	0.32	*
Milfoil from Grant/Donations & CRF	article # 17	2,250.00	-	-	
			-	-	
		305,250.00	197,000.00	0.62	*
	<b>estimated 2020 Municipal tax rate w/ warrants</b>			<b>5.08</b>	
	<b>BOS 1/30/2020 approved using an additional 197,000 from surplus to cover warrants</b>			<b>(0.62)</b>	
	<b>2020 proposed municipal tax rate</b>			<b>4.46</b>	
	<b>2019 municipal tax rate</b>			<b>4.60</b>	
<i>2019 property assessment = \$315,365,953 (warrant ÷ assessment x 1,000 = est. tax rate impact)</i>			<b>decrease</b>	<b>(0.14)</b>	

## TOWN BUSINESS

### Fire Department

**Line Comeau** shared that the school's generator needs to be fixed. Jon Wiggin received a quote but is trying to determine if it would be cheaper to send it out for repair. This is not something that was included in his budget. BoS would like to obtain some additional quotes before proceeding.

### Mailbox Items

**Mike Kaminski** shared the following items of correspondence received over the past week:

- Planning Board update.
- There has been no reply from the solar panel company in a few weeks.
- Woody Bowne would like to survey the taxpayers to see what sort of public support there is for a 'pay as you throw' recycling program. The BoS will work with Woody on this issue. Discussion occurred on the best way to inform the public of the necessity of recycling.
- Legal advice regarding the collection of information regarding the amount of residents that are military veterans. They were advised not to solicit information regarding military service via a questionnaire through the Town Clerk's office.

## PUBLIC COMMENT

**Leo Martel** revisited the issue on the roof **Fire Department**. **Mike Kaminski** said the work done was at minimal cost, and had hoped it would work, but because of their unique roof structure, further investigation is required. Discussion occurred regarding



the roof structure of the safety complex. **Leo Martel** knows the contractor quite well and is willing to follow up with him personally. The BoS told him he is welcome to.

#### BOARD MEMBER ISSUES

**Bob Martel:** spoke about the old material stored in the vault. It has been inventoried and it was determined that a lot of the items really have nothing to do with the town and should be removed in order to make more room for town files/property. **Linda Landry** said that her suggestion would be take the current inventory list and start to go through the items. **Dave Nault** suggested that Linda serve as an overseer and check the list as items are removed.

- The BoS is in consensus to allow the Town Clerk and members of the **Historical Awareness** sort through the items in the vault.

#### NONPUBLIC SESSION

**Motion:** by Mike Kaminski, seconded by Dave Nault to enter into nonpublic session in accordance with RSA 91-A:3 II (a) at the request of the Police Chief.

**By roll-call vote:**

**Kaminski-yes. Nault-yes. Martel-yes.**

The BoS entered nonpublic session at 8:56 p.m.

The BoS reentered public session at p.m. 9:20 p.m.

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

**By roll-call vote:**

**Kaminski-yes. Nault-yes. Martel-yes.**

The BoS entered nonpublic session at 9:21 p.m.

The BoS reentered public session at p.m. 9:39 p.m.

#### ADJOURNMENT

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

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

The BoS adjourned at 9:40 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

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Mike Kaminski, Chair

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Dave Nault, Selectman

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Bob Martel, Selectman