

**Dunbarton Board of Selectmen
Meeting Minutes
October 29, 2020**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, October 29, 2020 at the Dunbarton Town Offices.

Board members present:

Dave Nault, Chair
Mike Kaminski, Selectman
Bob Martel, Selectman

Town Officials and others present:

Line Comeau, Town Administrator
Dan Sklut, Police Chief
Linda Landry, Town Clerk
Woody Bowne, Transfer Station Supervisor
Rene Ouellet, Town Moderator

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 Mike Kaminski, seconded by Bob Martel to approve the regular meeting minutes of October 15, 2020 as amended.

Discussion: none.

Vote: (2-0-1). *Dave Nault abstained.*

PUBLIC COMMENT

None.

AGENDA ITEMS

Equipment Purchase

Woody Bowne updated the BoS on his current search for a backhoe. He is unable to find any being offered in the \$15,000 price range, which is the amount the taxpayers allowed for that purpose. He is seeking permission to move money within his budget in order to afford one that he has found for \$19,500.

- After some discussion, the BoS was in consensus to approve the movement of some money within the transfer station budget.

Hazardous Waste Day

Woody Bowne shared that plans are being made for Hazardous Waste Day, and how traffic will be designed to flow through the site. Fred Mullen often helps out at this event, and Woody is asking that they compensate him for his time, since he is acting as a temporary part-time employee of his department. It would be up to the BoS to determine the rate.

Motion: by Dave Nault, seconded by Mike Kaminski, to name Fred Mullen as a temporary part-time employee of the Transfer Station at an hourly pay rate of \$14.61 (step 3).

Discussion: nothing further.

Vote: (3-0).

Election Update

Rene Ouellet updated the BoS on the possibility of election observers and challengers being a part of the upcoming election. Each party is legally permitted to appoint a resident as a challenger. They need to be positioned in a place where they can hear the names being announced, but still outside the rail. Observers do not have an official status. If the moderator feels that the observer is impeding the flow of traffic, they may ask the observer to leave.

Dave Nault asked about the plan for the pencils. **Rene Ouellet** stated that they will be using the same pencils from the last election. **Linda Landry** will set out a box to collect them as people leave. **Dave Nault** asked if they still needed to physically take the ballot from the voter to put in the box. It was confirmed that because of their voting system, the voter is required to hand the ballot to the moderator (or assistant moderator).

Dave Nault mentioned the need for the purchase of a storage container for election supplies in order to alleviate some spacing issues they are having at the town office. Linda Landry is looking into pricing and availability.

Discussion occurred regarding Election Day staffing and lunches. It was also determined that one or two display tables would be allowed outside.

Linda Landry stated that they only have 55 outstanding absentee ballots. She noted that 125 absentee ballots were sent out in 2016 compared to 594 this year. **Linda Landry** reminded everyone that every polling place will be under a microscope this year, so it is very important that they ensure that no one is turned away for any reason whatsoever.

Review Revised Revenues

Line Comeau reviewed revised revenues that resulted from her review with the DRA. Their total revised revenues are \$1,587,806 leaving their net assessment at \$1,375,646.

Review 2020 Preliminary Tax Rate

Line Comeau explained the calculations that resulted in an estimated tax rate of \$23.02, a \$4.19 reduction from last year.

Budget Strategy for 2021

Line Comeau asked the BoS to decide upon their recommended budget strategy for 2021 so that they can begin to determine their schedule, and the departments can begin to develop their proposed budgets. She also noted that the 2021 budget is based upon 53 weeks. She is preparing to get her memo ready to send to the different departments so that they can begin their preparations.

Mike Kaminski said that they should probably not expect a lot from the state in terms of revenue for 2021. His recommendation is to request the departments to budget for level services with minimal capital expenses, save for maintenance.

Bob Martel stated that there so far this year there has not been much of an increase in weekly wages according to the Department of Labor. He was planning to see what their report said in November before making any recommendations on pay increases. They are currently at less than 1% of an increase in weekly wages for this year.

CIP Committee

Dave Nault stated that it was requested by the Planning Board that the BoS start a committee to begin putting together a long-term plan to meet the needs of each department that works in conjunction with their Master Plan. They will begin to put together a list of people to ask.

Health Trust Medical Insurance for 2021

Dave Nault said that medical insurance rates increased 6.8%, dental insurance rates are flat, and STD has an increase of 4%. LTD is also flat. The BoS was in consensus to make no changes to the insurance plans for 2021. **Dave Nault** signed the insurance paperwork on behalf of the BoS.

Woody Bowne asked about maintenance items as they move into the end of the year.

Dave Nault said they have been a bit reluctant to do a lot of maintenance because they were not sure what they would be receiving in revenues from the state. Since they just found that out, they do have the money in there now to be able to do some of these projects as time allows, and asked Woody to bring any projects he would like done by the end of the year to them. Discussion occurred on some roof leakage problems on some of their buildings. He will work on getting some quotes/requotes.

TOWN BUSINESS

Mailbox Items

Dave Nault reviewed the following items of correspondence received since the last meeting:

- Request for appointment

Motion: by Mike Kaminski, seconded by Bob Martel, to appoint Leona C. Mullen to serve on the Dunbarton Historical Awareness Committee, with a term to end in March of 2022.

Discussion: none.

Vote: (3-0)

- **GOFERR grant: Line Comeau** said that the revised submission totals \$47,000+. She also reviewed other grants they've applied for totaling an additional \$66,307.
- The BoS was in consensus that they would provide all employees with a \$25 grocery store gift card for Thanksgiving.
- Dave Nault reviewed the BoS schedule for the rest of the month. The BoS is back on a regular schedule, meeting weekly (minus holidays) for the remainder of the year.
- Updated school operation plan for Covid-19. Line will put it on Hot Topics.
- Building/Planning/Zoning department update:
 - The vehicles mentioned at a prior meeting that were blocking the line of sight at the intersection of Stark Highway and Everett Road have been moved back from the road.
 - A previous situation regarding vehicles on a property on Tenney Hill Road is in the process of being resolved.

PUBLIC COMMENT

Chief Sklut said that he appreciates the new roof over the back stairs of the police department.

BOARD MEMBER ISSUES

Bob Martel said that there is a problem with the lock on the back door of the library. The librarian needed to get assistance from a locksmith to gain access, and she got an estimate of \$150 for what they would need to fix it. Bob also mentioned that they should look at installing a piece of plexiglass to solve an issue of rainwater/snowmelt splashing on the lock, contributing to the issue. **The Board reached a consensus to fix the door lock based on the estimate and to get a quote and install the plexiglass splash guard.**

ADJOURNMENT

Motion: by Mike Kaminski seconded by Bob Martel to adjourn the meeting.
Meeting adjourned at 8:22 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

David Nault, Chair

Michael Kaminski, Selectman

DRAFT, SUBJECT TO REVIEW AND REVISION

Robert Martel, Selectman