

**Dunbarton Board of Selectmen
Meeting Minutes
November 19, 2020**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, November 19, 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
Patrick “Woody” Bowne, Transfer Station Supervisor
Don Larsen, Cemetery Trustee

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 November 12, 2020 as written.

Discussion: none.

Vote: (3-0).

Motion: by Mike Kaminski, seconded by Bob Martel to approve the nonpublic meeting minutes of November 12, 2020 as written.

Discussion: none.

Vote: (3-0).

PUBLIC COMMENT

Don Larsen stated that there is a mailer being distributed for a fundraiser for Wreaths Across Dunbarton. Wreaths will be placed on December 12th.

AGENDA ITEMS

2021 Board of Assessors Department Budget Discussion

The BoS reviewed the proposed budget for the Board of Assessors. There are few changes to their budget with the exception of a small increase to their Appraisal Services. It is expected that there will be more requests for services related to the recent property

reval. There was also a slight increase on their Computer Services line. Also, due to the case with Eversource drawing to an eventual close and based on 2020 spending, the decided they could reduce their line for legal services by \$5,000.

Warrant Article for 2021: \$14,000 Reval CRF deposit.

2021 Cemetery Trustee Discussion

Don Larsen shared that the trustees accomplished a lot in 2020 in terms of improvements and plot sales. They are looking to keep their budget level but are looking at a couple of options for proposed warrant articles:

Option #1: To see if the Town will vote to raise and appropriate the sum of (\$6,875) to build an access road running North/South in front of the Hearst House, creating a ramp from the Hearst House to the new access road and widening the corner on the south driveway and to authorize the withdrawal of said funds from the Cemetery Trust Fund for Maintenance care, est. 1988 NH-PDIP 10252002. No amount to come from taxation in 2021.

Option #2: To see if the Town will vote to raise and appropriate the sum of (\$11,500) for the purpose of building cobblestone edged walkways with hard pack $\frac{3}{4}$ gravel around the lots and to authorize the withdrawal of said funds from the Cemetery trust Fund for Maintenance Care, Est. 1988 NH-PDIP 102520002. No amount to come from taxation in 2021.

Don Larsen noted that there will still be over \$6,000 left in the Maintenance care fund if both projects are approved.

Bob Martel is concerned that they are looking to take on too much at once and cautioned against depleting the amount in their Maintenance fund too drastically. He feels they need to reserve some of that money for maintenance projects or emergencies for future boards.

Mike Kaminski feels that the fund is for maintenance, and much of what they are looking to do is new construction and not maintenance. He suggests they select one project to work on this year and one the next. His concern is that they could run into an unforeseen issue or problem in the future that will cost a significant amount of money and they would be left without enough funds to address it.

Don Larsen stated that they have defrayed the costs of many of their projects through fundraising (raffles, etc.). Much of the maintenance needed in terms of tree removal, maintenance, etc. can be covered in their regular budget. They are looking to upgrade/repair problem areas of the current roads. $\frac{2}{3}$ of his budget goes to lawn care. They sold 12 plots this year, and they are recovering over \$1,500 to go into the general fund in January.

Discussion occurred regarding the perpetual care fund, expendable trust, and the terms of their use.

Dave Nault pointed out that they are still early in the budget planning stages. The maintenance trust fund has been there for a long period of time. They have a Board of Trustees in there that are really trying to make some changes and improvements and offer some choices for people. He agrees with the necessity of road improvements. There are different ways that they are bringing in money in terms of sales and fundraisers. He asked that they take a look at what trees need to be taken down around the cemeteries, and a more defined plan for what they would like to accomplish over the next couple of years.

Don Larsen said that he appreciates the input. He had another idea for a fundraiser in which people would be able to pay to have their family name on a road in the cemetery. Naming the roads would be a way of helping people locate the plots of their loved ones when they visit the cemetery. But in order to begin that project, they need to upgrade the road in front of the Hearst House.

Transfer Station Update

Household Hazardous Waste Day was held recently, and it went well. They had a new location and a new vendor. They had 487 cars last year, and 429 this year. 2020 was the 3rd busiest event they have had in the last 13 years. They are making plans for next year's event in terms of traffic redesign. They are looking at different ways to advertise as well.

It was brought to Woody's attention of a nearby town that had to shut down their transfer station facility due to a COVID-19 outbreak. He said would like to come up with a plan to have in place should something similar occur in Dunbarton.

Dave Nault suggested asking a licensed facility operator in a nearby town for help. He feels that this is a problem that they will have to address when it occurs, noting they may need to think outside the box. **Mike Kaminski** said they had things streamlined pretty well earlier in the year and feels that this is something they could return to if needed. **Bob Martel** stated that they should be pretty well protected in terms of being on the job, that the employees should be wearing masks and gloves to avoid being infected while at work. He does agree that it is a possibility that they should consider.

Discussion occurred regarding staggered schedules, etc. to limit the amount of people working together, as well as the necessity of sanitization of common surfaces in the event of a positive case.

Cost of Living Raise

Bob Martel shared some information regarding the cost of living increase. **Line Comeau** shared what the budget impact would be if they offered employee increases ranging from 1% to 3%.

Mike Kaminski proposes that they do not approve a pay raise for the year, but would instead like to give a Covid-19 stipend for those employees that have worked on the front lines during the year but did not receive any sort of Covid-19 related stipend or payout. He is suggesting that they give full-time employees \$2,000 and part-time employees \$1,000. **Bob Martel** suggests a 1% increase, and decrease the stipends offered a bit (\$1,000 for full timers and \$500 for part-timers). **Dave Nault** suggests an increase of 2%.

Dave Nault asked Mike Kaminski to draw up a formal written proposal and pay schedule to review at a future meeting.

Motion: by Dave Nault, seconded by Mike Kaminski to implement a Cost of Living raise for 2021 for town employees and town officials in the amount of 1%.

Discussion: none.

Vote: (3-0).

Dunbarton Elementary School Grounds Maintenance

The School Board has requested to take over ground's maintenance for the school property, as they don't feel that their property is getting maintained properly.

Dave Nault doesn't have a problem with them taking it over. **Mike Kaminski** does not agree. He feels they would need to know how much the contractor they go with is going to charge. They currently pay approximately \$4,000 a year to their contractor for grounds maintenance, 25% of which is the school. If the contractor the school goes with exceeds \$1,000, then they are doing the taxpayers a disservice because that is more than was budgeted for grounds maintenance.

Dave Nault said that if the school puts grounds maintenance in their budget, then it is up to the school how much is paid. **Mr. Kaminski** disagreed, stating that the maintenance line for grounds maintenance in this town could end up being increased by double.

Line Comeau said there is currently a Memorandum of Understanding (MOU) between the town and the school that states that the school is responsible for the care of the inside of the building, and the town is responsible for the care of the outside of the building and property. **Bob Martel** would like to have Clem Madden in to speak with the BoS so they can be sure they are on the same page. **Mike Kaminski** stated that they should review the MOU and if necessary, it could be dissolved.

Line Comeau noted that their current contractor has struggled to find a schedule that will work for the school. There have been complaints about the times that he comes to mow, though he has tried to schedule it at different times during the day to accommodate them, but he also has a business to run.

Woody Bowne stated that there is no fall cleanup done, nor is there any spring cleanup done. He feels it's a matter of getting what you pay for, suggesting that they look at the needs of both entities and find a contractor/price that can meet the needs of both, instead of trying to go with two separate contractors.

Line Comeau will invite representatives from the school board in for a discussion with the BoS.

TOWN BUSINESS

Mailbox Items

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

- Clarification regarding a gate on a property on Kimball Pond Road.
- The BoS signed a warrant regarding unlicensed dogs in town.
- Letter of thanks to Donna Dunn for her contribution toward vegetation control in town.
- Card signed for departing employee.

PUBLIC COMMENT

Lee Martel noted there was no agenda available prior to the meeting.

BOARD MEMBER ISSUES

Line Comeau said she is compiling a list of expenses to submit for the election grant they received. They are expecting to receive a shipment date of the storage container within the next month.

Bob Martel said that he would like to make sure they have some sort of uniform holiday hours between all departments so that all employees have the same number of hours off.

Dave Nault suggested additional payment of those hours to employees of departments that aren't necessarily able to close early (ex: they get paid an extra two hours if one department closes four hours early, and they only close 2 hours early).

ADJOURNMENT

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

Meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

David Nault, Chair

Michael Kaminski, Selectman

Robert Martel, Selectman