

**Dunbarton Board of Selectmen  
Meeting Minutes  
September 2, 2021**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, September 2, 2021 at 7:00 p.m. at the Dunbarton Town Offices.

**Board members present:**

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

**Town Officials and others present:**

Brett St. Clair, Conservation Commission Chair  
Scott McIntire, Melanson Heath  
Chief Dan Sklut, Dunbarton Police Department.  
Sgt. Christopher Remillard, Dunbarton Police Department  
Jeff Crosby, Road Agent  
Woody Bowne, Transfer Station Manager

Fred Mullen 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 August 19, 2021 as amended.

**Discussion:** none.

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

**Motion:** by Bob Martel, seconded by Mike Kaminski, to approve the (8:08 p.m.) nonpublic meeting minutes of August 19, 2021 as written.

**Discussion:** none.

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

**PUBLIC COMMENT**

None.

**TOWN BUSINESS**

2020 Audit Exit Conference

**Scott McIntire** of Melanson Heath presented the BoS with the final audit results for the year **2019**. In their opinion, the town's financial statements are in accordance with Generally Accepted Accounting Principles (GAAP).

Their recommendations include:

- Liability balances should be examined to determine why they are carrying debit balances as opposed to credit balances. **Line Comeau** said she is working with Coos Advisors to clear up these balances and better monitor them going forward.
- The 'due to' and 'due from' accounts and transfer accounts need to net to zero.
- The daily cash outs need to have two signatures for verification purposes.
- The police special detail billing/collections need to be reconciled with the General Ledger on a regular basis.
- Implement a review of the library bank account reconciliations. Line does keep a copy of these reconciliations, but they are not reviewed in depth. Going forward, she will review these a little more closely and sign off on them when she receives them.

**Bob Martel** asked Mr. McIntire about the way that they handle the funds for Wreaths Across Dunbarton, acting as a bank of sorts for the organizer to deposit funds into as he receives them from donors, and then spending the funds on event expenses as needed. The town has no discretion or input into how the funds are spent. He is concerned about the comingling of funds and wanted to make sure they weren't doing anything incorrectly by handling things this way. **Mike Kaminski** echoed Bob's concerns and feels that they are taking on too much responsibility for an event that is not sponsored by the town, expending town resources toward assisting with the banking for this event. He does not want to leave the town open to potential liability. **Bob Martel** added that he thought it would be better for the organizers to establish a 501c3 to handle these funds.

**Mr. McIntire** does understand their concerns, though he doesn't see that they are doing anything improper. Based on his experience, he has seen towns operate this way. Some will bill the organization so that the town is reimbursed for any resources used. He confirmed that a 501c3 is certainly an option for this situation, but they are certainly within their rights to decide that they no longer want to serve in this fiduciary role any longer due to liability concerns.

#### Conservation Commission

**Brett St. Clair** thanked the BoS, Line Comeau and Road Agent Jeff Crosby for all the work and effort they put into the property at 41 Kimball Pond Road.

Mr. St. Clair offered to answer any questions the BoS may have regarding the resolution on rolling the 5-acre area on Kimball Pond Road into the Town Forest.

➤ *The BoS signed off on the resolution.*

**Brett St. Clair** spoke about the RFP they put out for a land surveying project for the Bela Brook Conservation Area. They sent the request out to 5 local land surveying companies they know are capable of such a job and only received one response. **Dave Nault** asked if they put the bid out to the public. He wants to make sure that they are meeting the legal requirements of the RFP. Line will follow up to make sure.

➤ *Dave Nault signed off on the contract on behalf of the BoS.*

**Mr. St. Clair** offered kudos to the town for a great Old Home Day event.

### Accept Donation

**Motion:** by Mike Kaminski, seconded by Bob Martel, to accept per RSA 31:95-b III (b) the amount of (\$200) in restitution funds for reimbursement of expenses associated with the cruiser after an arrest by the Police Department.

**Discussion:** **Mike Kaminski** asked for the background on this situation. **Sgt.**

**Christopher Remillard** explained that one of their officers made a DWI arrest, and the person vomited in the back of the cruiser, so they had to hire a professional cleaner for biohazard clean up. They requested and received this restitution through the court process. Line noted that this money will be credited via journal entry in their accounting system.

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

### Personnel Policy Review

The BoS reviewed and decided upon the following proposed changes to the personnel policy:

- #1. Deletion of amended updates with the exception of those made in 2021: **Agreed.**
- #2. Discussion on the wording on page 3. **Bob Martel** suggested that they change the word “will” to “may” be subject to a criminal background check, in order to avoid needlessly using town resources if a person is known to the town. **Agreed.**
- #3. Page 6: addition of a passage explaining that occasionally exceeding the part-time hour limit worked in one week (35) does not automatically trigger full-time benefit status. **Agreed.**
- #4. Page 6: passage regarding elected officials’ compensation. **Bob Martel** said that he would like to avoid having newly elected/re-elected officials approaching them and asking for increases to their compensation. He would like to request that they approach them prior to the election to have a pay rate discussion if there is a concern. **Hold off on this change.**
- #5. Page 8: step increase plan should include part- and full-time employees. **Agreed.**
- #6. Page 12; 2, item 6: suggested to strike language pertaining to the requirement that the winter maintenance equipment be stored at the highway garage: **Agreed.**
- #6. Page 12; 4: remove the word “personally” and change the language requiring the subcontractor to provide winter maintenance services (or send a qualified designee to provide) the service in order to be eligible for the 5-hour weekly standby stipend. Road Agent Jeff Crosby agrees that this is acceptable. **Agreed.**
- #7. Travel allowance: after some discussion the BoS decided that they will keep this travel allowance for the Transfer Station employees. **Mike Kaminski** suggested they keep it in place for another year and reevaluate then. Also, personal, sick, comp time, vacation or holiday hours do not count toward hours worked as far as qualifying for the stipend. **Agreed.**
- #8 Page 13: clarification on holidays for the Police Dept. **Agreed.**
- #9. Page 18: bereavement: remove the dollar amount spent on flowers sent to employees suffering the loss of a loved one so that the BoS doesn’t need to **amend the policy but** approve each purchase. **Dave Nault** said they can set some money aside during budget preparation to cover it going forward. **Agreed.**

### Mailbox Items

**Dave Nault** reviewed the following pieces of correspondence received since the last meeting.

- Notice from Police Chief Dan Sklut stating that there are only 3 unlicensed dogs remaining in town.
- Notice from Panciocco Law regarding a Subdivision Application. Brief discussion occurred regarding the application for Kelsea Road currently in front of the Planning Board. **No action by the Board needed.**
- Formax mailing proposal (postage meter) from the Town Clerk. This new machine will cost \$75.74 per month (they currently pay around \$71.55 per month). **Mike Kaminski** suggested they hold off on making a decision until the next meeting.
- The BoS signed off on the pay rate for a new transfer station employee.
- The BoS signed the reconciliations for March and April.
- Dunbarton Town Hall Restoration Committee hired Dennis Myers to finish the contract to get the architectural work completed. There appears to be some confusion over where the funds for this come from. **Dave Nault** will follow up with them.

### PUBLIC COMMENT

**Jeff Crosby** inquired about the travel allowance discussed earlier and how it is considered to be non-taxable. **Bob Martel** explained that it is allowable under the IRS to pay employees up to \$25 a day as a travel allowance that is not subject to tax.

**Woody Bowne** said that October 23<sup>rd</sup> is Household Hazardous Waste Day. He will be attending a meeting on it on Tuesday in Bow.

**Woody Bowne** said that with the recent rains, the water has come in through the roof and puddled on the floor, so any insulation up in the roof is likely soaking wet. **Dave Nault** said that they will work on getting the panels replaced and go from there.

### BOARD MEMBER ISSUES

None.

### NON-PUBLIC SESSION

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

**By roll-call vote: Nault-yes. Kaminski-yes. Martel-yes.**

The BoS took a 2-minute recess at 8:29 p.m. before entering non-public session to allow the room to clear.

The BoS entered nonpublic session at 8:31 p.m.

The BoS reentered public session at 8:54 p.m.

**Dave Nault stated for the record that the Board of Selectmen had signed a contractual agreement with Christopher Remillard as the new Police Chief which would become effective January 1<sup>st</sup>, 2022 or sooner in the event the current Chief retires before then.**

**NON-PUBLIC SESSION (2)**

**Motion:** by Dave Nault, Robert Martel, seconded by to enter into nonpublic session in accordance with RSA 91-A:3 II (a) at the request of the Board with Patrick Bowne.

**By roll-call vote: Nault-yes. Kaminski-yes. Martel-yes.**

**The BoS entered nonpublic session at 8:55 p.m.**

The BoS reentered public session at 9:14 p.m.

**Dave Nault stated for the record that the Board of Selectmen had reached the consensus to leave Ryan Tacy as the acting supervisor of the Transfer Station Department while Patrick Bowne is on vacation at the current rate of pay, through the next available Board meeting to be held on October 14<sup>th</sup>, to discuss the assistant manager position at that time.**

**ADJOURNMENT**

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

Meeting adjourned at 9:20 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

Signed:

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David Nault, Chair

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Michael Kaminski, Selectman

\_\_\_\_\_  
Robert Martel, Selectman