

**Dunbarton Board of Selectmen  
Meeting Minutes  
October 21, 2021**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, October 21, 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:**

Line Comeau, Town Administrator  
Woody Bowne, Transfer Station Manager  
Jeff Crosby, Road Agent

Lee Martel recorded 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 Mike Kaminski, seconded by Bob Martel to approve the (12:00 p.m.) nonpublic meeting minutes of October 14, 2021 as amended.

**Discussion:** none.

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

**Motion:** by Mike Kaminski, seconded by Bob Martel, to approve the (12:00 p.m.) regular meeting minutes of October 14, 2021 as written.

**Discussion:** none.

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

**Motion:** by Bob Martel, seconded by Dave Nault, to approve the regular meeting minutes of October 14, 2021 (7:00 p.m.) as written.

**Discussion:** none.

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

**PUBLIC COMMENT**

None.

**TOWN BUSINESS**

Household Hazardous Waste Pay

**Line Comeau** said that Woody Bowne is attempting to get volunteers to help out on Household Hazardous Waste Day. Woody's stepdaughter is willing to help out but would like to be paid for it. Line noted that it's difficult to find a volunteer for a full day for something like this. The BoS reviewed the part-time wage scale. After some discussion, the *BoS was in consensus* to pay a rate of \$13.66 to people that would like to help out on this day. The BoS has no objections to employees' family members working this event.

#### Salt Prices for 2021-2022 Winter Season

Eastern Materials gave a quote of (\$72.60) per ton of bulk road salt. **Jeff Crosby** said that there was a significant increase in pricing this year due in large part to transportation costs. They had an agreement with Granite State Salt Shed over the years in that they would tack their order onto theirs but that is no longer an option. *The BoS was in consensus to proceed with the pricing through Eastern Materials (\$72.60).*

#### Halloween Event Discussion

Discussion occurred regarding the upcoming Halloween event. **Mike Kaminski** said that he spoke with the school Principal, the Fire Chief and the acting Police Chief. There are a lot of concerns about having kids congregating in areas (for example, the proposed Robotics tent). **Bob Martel** said that cases are definitely up statewide, particularly in school kids, and he doesn't feel the risk of having a town event is worth it. **Lee Martel** added that since this has been advertised, he has heard that a number of people from nearby towns are planning to attend as well.

The BoS was in agreement to request that they change the event to more of a "Trunk or Treat" or drive-by event. They also agreed that the proposed robotics tent is cancelled for this year.

Discussion occurred regarding the Garden Club's request to decorate the town common for Christmas.

#### Time Clock Options and Policy

**Line Comeau** presented the BoS with two options for a time clock to use at the transfer station, as well as a proposed policy revision. Instead of filling out timesheets, they will now punch in and out for their shifts as well as their lunch breaks. Discussion occurred on the wording of the policy as well as the state rules and regulations regarding breaks and lunch breaks.

**Motion:** by Dave Nault, seconded by Mike Kaminski for discussion, to purchase the Pyramid time clock bundle that comes with 2500 timecards, ink ribbons cartridges, card rack and security keys.

**Discussion:** Woody Bowne asked about crowding at the timeclock. Dave Nault said that the punches would only be within minutes of each other, but he can allow people to punch in up to 5 minutes early so no one is

short paid. **Mike Kaminski** asked that they add to the policy that each employee may only punch their own timecard.

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

#### Review RFP for Town Hall Library Sprinkler System

**Dave Nault** reviewed the process used to develop the RFP for the new sprinkler system the library. They used a prior bid as a template to ensure they covered everything. He explained the difference between a dry sprinkler system and a regular system. The water for a dry system is kept in the basement and is only released as needed. There is no risk of burst pipes as there would be with a regular system. There will be a walk-through for this process on Nov. 2 at 10 a.m. **Mike Kaminski** asked about the modifications to the space that would be needed. **Dave Nault** replied that there wouldn't be any needed. **Mike Kaminski** asked if the piping would be cast iron. **Dave Nault** confirmed that it would be. Dave Nault will be following up with Fire Chief Jon Wiggin to see if he has anything he would like to add.

*The BoS was in consensus to proceed with the RFP process.*

#### Policy for Completing Timesheets

**Line Comeau** expressed concern over previous payroll audit findings that they were fined on by the state. One finding was that corrections were being made to timesheets without being initialed by the employee. She would like to make sure it is stated in their policy that the employee must initial any and all changes to their timecard. **Dave Nault** suggested that she add a second paragraph to the policy they are developing that can address this item.

#### Mailbox Items

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

- Email from Historical Society requesting use of the meeting room on Saturday November 20<sup>th</sup> from 10:30 a.m. to 12 noon. **Bob Martel** reiterated his concerns about letting different groups use the room because it opens it up for anyone to be able to use it. **Mike Kaminski** agrees that it is a slippery slope. **Dave Nault** asked Line Comeau to draft a letter back to them denying their request, letting them know that they have recently denied two requests from other groups, so they would like to remain consistent.
- Formal Complaint from Town Employee: will be discussed in nonpublic session.
- Update from Chris Remillard and Donna White regarding the Pages' Corner roundabout: their project is #1 out of 6 projects for 2023-2032. Mike Kaminski thanks Sgt. Remillard, **Donna White** and CNHRP for helping this with this project.
- News from NHDES: Notice to the town of an Active Bloom Advisory in Gorham Pond.

- Lawn mower pictures: Bob Martel said that he showed the pictures to a friend of his that works for the NHDOL; they advised against using the lawnmower with the strap the way they were. Discussion occurred regarding a new lawnmower for the Transfer Station.
- Donna Dunn bandstand condition update: Donna noted that there were mouse droppings above the floating ceiling. Line Comeau suggested they have their handyman get up there with a vacuum to clean things up. **Dave Nault** asked Line to let Donna know that.
- Primex 2022 Unemployment rates (increase of \$113)
- Primex 2022 Workers Compensation rates (decrease of \$1,112)
- Primex 2022 Property & Liability rate (increase of \$2,824)
- Transfer Station update from last week (10/14/21).
- Invitation from the police department to the ceremony for Sgt. Remillard and Officer Bryan Tyler on December 30 at 5:30 p.m.

#### PUBLIC COMMENT

**Lee Martel** suggested it would be a good idea to get a timeline of when the bandstand decorations will be taken down after the holidays. **Dave Nault** said that this has been addressed with them already. Also, the tree is much too bright and loud for their small town. He and a lot of other people feel that way and he hopes they keep that in mind in their planning this year.

**Woody Bowne** gave an update on the clear plexiglass panels for the roof. They are still waiting for the panels to arrive. **Dave Nault** said that he would follow up on this as well.

#### BOARD MEMBER ISSUES

None.

#### NONPUBLIC SESSION

**Motion:** by Mike Kaminski, seconded by Bob Martel, to enter into nonpublic session in accordance with RSA 91-A:3 II (a).

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

The BoS took a brief recess at 8:13 p.m. to allow the meeting room to clear for nonpublic session.

The BoS entered into nonpublic session at 8:15 p.m.  
The BoS reentered public session at 8:57 p.m.

**Motion:** by David Nault, seconded by Michael Kaminski, to exit the nonpublic session at 8:57 p.m. **Nault-yes. Kaminski-yes. Martel-yes.**

**Motion:** by David Nault, seconded by Michael Kaminski, to terminate the employment of Matt McMinn effective immediately and to process the payment of his hours worked. **Vote: (3-0).**

ADJOURNMENT

**Motion:** by Dave Nault, seconded by Robert Martel, to adjourn the meeting  
**Vote: (3-0).**

Meeting adjourned at 9:05 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

Signed:

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Dave Nault, Chair

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Michael Kaminski, Selectman

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Robert Martel, Selectman