

**Dunbarton Board of Selectmen  
Meeting Minutes  
November 4, 2021**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, November 4, 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  
Don Larsen  
Nate Narus

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 (7:00 p.m.) regular meeting minutes of October 28, 2021 as amended.

**Discussion:** none.

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

**PUBLIC COMMENT**

None.

**TOWN BUSINESS**

Accept Donation

**Motion:** by Dave Nault, seconded by Mike Kaminski, to accept per RSA 31:95-e: fifty-eight (58) flags, storage cart with cover from Wreaths Across Dunbarton LLC and flag sponsors from Dunbarton (valued at \$4,000).

**Discussion:** Dave said thanks to Don Larsen for his initiative in making this happen.

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

Revised Revenues (MS-434-R)

Town Administrator Line Comeau reviewed the MS-434-R with the BoS. The tax rate for the upcoming year is as follows:

<u>2020 TAX RATE</u>		<u>2021 TAX RATE</u>	<u>CHANGE/TAX</u>
Municipal:	\$3.80	Municipal: \$4.05	+.25
County:	\$2.63	County: \$2.53	(.10)
Local Edu:	\$13.97	Local Edu: \$14.89	+.92
State Edu:	\$1.88	State Edu: \$1.94	+.06
<b>TOTAL TAX RATE: \$22.28</b>		<b>TOTAL TAX RATE: \$23.41</b>	<b>+\$1.13</b>

#### Preliminary 2022 Budget Discussion

The BoS reviewed preliminary budget numbers for the upcoming year to determine departmental recommendations for budgeting for the upcoming year. **Bob Martel** said that he would like to go with a 3% wage increase for this budget.

- **Bob Martel stated that at this time of the year, the increase to the average week raise is between 3 & 4% so would recommend a 3% pay increase for all paid positions.**

The BoS was in consensus to include a 3% increase for the upcoming budget year.

#### Mailbox Items

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

- Traffic survey conducted in the Gorham Pond area by the police department.
- Email from Kendra Bell of Cohos Advisors with an update to the new GOFERR program which provides support for purchasing safety and emergency equipment needed as a result of/or in response to the health crisis. Grant period opened October 29, 2021. The application period closes June 3, 2022 (equipment must be received by December 31, 2022)
- Press release from Don Larsen regarding the Veterans Day ceremony and the dedication for 58 American flags to the town.
- Primex notice of a second-rate reduction. Original report of payroll for 2020, included the one-time payment of Covid-19 stipends. With the federal reimbursements of the funds, Primex was required to reduce the reporting wages to exclude the stipend/hazard pay.
- St. Jean Auction: the result of the sale of the town vehicle was \$720.00.
- Email from Transfer Station Manager Woody Bowne regarding a former employee.
- Second statement notice of outstanding invoice for a balance of \$1,200. Brief discussion occurred regarding this matter: Line has reached out to Woody Bowne to get his opinion of what charges should be excluded from payment or if they should just pay the invoice as presented, cut their losses and never do business with this company again.
- The BoS signed the employee wage form for Cameron Lepage.
- Memo from Town Administrator Line Comeau regarding a department meeting held today:

*A department meeting was held today to allow for open discussion of areas of concern from the employees.*

*The subject of the air quality came up because this has been brought up in the past without any direct resolution.*

*Late last week three different employees pointed out a noticeably strong odor independent of each other. During our discussion, the employees felt that this rose to the top of the list of concerns because of the amount of time that we spend within the building. This discussion also brought up the building age, the lack of space and privacy.*

*On Tuesday, the Fire Chief and myself inspected the basement for water and to see if there were any other possible reasons for the odor. The sump pump appeared to be working with minimal moisture visible on basement floor surface. This also brought up concerns of the age of the building and the poor condition of the basement which could be a direct result of possible mold that can impact air quality for those working daily.*

*In order to conserve on energy, past Boards had designed plexiglass inserts to cover all of the large windows in the building. Therefore, because of their size and weight, we are limited to four windows within the building to allow proper airflow when needed.*

*As the town continues to grow, along with the need of a healthy staff, I ask that the Board add the Town Offices to the top of the list of priorities to ensure a healthy environment for the employees managing the Town's affairs.*

*Line Comeau*

*Town Administrator*

**Dave Nault** asked Line Comeau to obtain quotes regarding air quality testing/mold evaluation of the building for them to review at the next meeting. **Mike Kaminski** said that due to the wet summer they had, a mold issue could be a real possibility.

#### PUBLIC COMMENT

**Don Larsen** gave a brief update on the upcoming completion of cemetery projects.

**Nate Narus** requested information regarding the position of Road Agent. **Line Comeau** asked him to submit a request in writing and they can pull together the information he is looking for.

#### BOARD MEMBER ISSUES

**Line Comeau** asked if the BoS wanted to do their yearly employee appreciation gifts.

**Motion:** by Dave Nault, seconded by Mike Kaminski to give full and part time employees supermarket gift cards in the amount of \$25.00 each for the Thanksgiving holiday, excluding elected officials.

**Discussion:** the BoS reviewed the proposed list of employees to receive gift cards.

**Dave Nault** amended the motion to remove four **casual** employees from the employee gift card list. **Mike Kaminski** seconded the motion to amend.

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

**Vote on amended motion: (3-0).**

**Mike Kaminski** expressed concern regarding town-owned PPE that was given out to a 501(c) organization to use at a fundraiser. He would like to ensure in the future that any such future donations come before the Board first. **Dave Nault** said that he did offer the Dunbarton Town Hall Restoration Committee some of their supply of PPE they had left over from elections for their upcoming hayride fundraiser. He hadn't considered bringing it to the Board because he felt that they would be receiving more for the next election if they are still needing masks at that time. **Bob Martel stated that he has brought this up in the past, decisions should be made by the full board.**

**Mike Kaminski** requested that they ask the Library Trustees to attend the next meeting to discuss concerns raised regarding current library hours and restrictions.

**Dave Nault** met with the 6 companies that were interested in bidding on the sprinkler system for the second floor of the Town Hall. They are expecting about 3 or 4 bids.

**Dave Nault** said that MBC Construction came to look at the issue they have with the crumbling front steps of the town hall. They work with a demolition group that can assist with the project. They came up with a solid plan to fix the issue and will submit an estimate for the work.

**Dave Nault** mentioned to the Librarian and a library Trustee the possibility of larger Board meetings being held on the 2<sup>nd</sup> floor once it is able to be used for those purposes.

**Dave Nault** would like to suggest another weatherized storage container for some items that are currently being stored in the basement and currently vacant spaces at the Town Hall. Discussion occurred regarding the current storage situation.

**Mike Kaminski** noted the need to start looking long-term at future plans for a new town hall facility.

**Dave Nault** asked Line Comeau to look into getting a lock for their container at the Transfer Station.

The next meeting will be held on Thursday, November 18, 2021.

ADJOURNMENT

**Motion:** by Mike Kaminski, seconded by Bob Martel, to adjourn the meeting

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

Meeting adjourned at 8:12 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