

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

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

Line Comeau, Town Administrator
Sgt. Christopher Remillard, Dunbarton Police Dept.
Cpl. Bryan Tyler, Dunbarton Police Dept.
Mary Girard, Librarian
Carol Kilmister, Library Trustee
Bruce Banks, Library Trustee
Jeff Crosby, Road Agent
Nate Narus, resident
Patrick Bowne, Transfer Station Manager
Cameron Lepage, Transfer Station Employee

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 November 18, 2021 as written.

Discussion: none.

Vote: (3-0).

PUBLIC COMMENT

None.

TOWN BUSINESS

Sprinkler System Bids

The BoS opened the bids for the Town Hall/Library Sprinkler System project.

The bidding companies were Superior Fire Protection Inc. (\$82,350) and John Carter Sprinkler Co., Inc. (\$148,610 + \$9,800).

The BoS will take some time to review each bid before making a decision.

Police Department Proposed 2022 Budget Review

Sgt. Remillard presented the proposed 2022 Budget. The budget for 2021 was \$492,289. The proposed 2022 budget is \$487,091 (\$4,800 increase). They were able to find some cost savings in their payroll due to expected staffing changes as well as it being a 52-week pay year. Included in the proposed budget are the costs involved in filling their vacant Office Administrator position. Most other increases were contractually required. There is a proposed \$3,000 increase to the Fees and Services line in order to include their membership into Central NH Special Operations Unit. Membership provides added training and services for their officers. There is a presentation that can be facilitated at a future meeting to explain membership benefits. **Mike Kaminski** suggested setting something up for late February/Early March (before Town Meeting).

Sgt. Remillard noted that line 13-361 was renamed from 'Crime Prevention' to 'Body-Worn Cameras.' He explained that their current cameras are getting old, and it will soon be necessary to have them replaced. They have obtained 3 different quotes and would like to proceed with a 5-year contract (\$18,200) with Motorola that would result in an annual cost of \$3,640. This cost includes setup, training, and unlimited cloud-based storage for footage.

Dave Nault asked what their current needs will be for 2022, since you had a vehicle engine failure recently. **Sgt. Remillard** gave an update on their vehicle situation. They are expecting to have the new vehicle road-ready by mid-December. They do have two vehicles that they are concerned are going to be requiring a lot of repairs in the near future due to their age and current mileage. Having kept their budget fairly level and making the decision to not hire a 6th full-time officer right now, they would like to put money toward replacing another vehicle instead.

Library Trustee Open Discussion

The Library Trustees and Town Librarian Mary Girard joined the BoS to discuss concerns regarding library operation.

Covid-19

Mike Kaminski expressed his concerns over the seemingly excessive Covid-19 protocols at the library. He feels that it is unreasonable to only allow 5 people in the building at a time and to still require the vaccinated to wear masks. He also does not like that community events are now held outside, and he no longer likes to attend for this reason. He does not feel that the precautions they are taking are still warranted, and even feels that they are draconian.

Librarian Mary Girard explained that their space is only 1,200 square feet. They are one of the smallest town libraries in the state. It is not a large space and bookcases cannot be moved. They have children that visit the library that have not yet been

vaccinated, and they provide services for immunocompromised residents as well. She doesn't know peoples' vaccination statuses, so that is why they require masks. They have operated in a very safe manner since the beginning of the pandemic and are following recommendations of government agencies. They have persevered over there in such a small space and have done very well in what they are offering. They have necessary materials and enough staffing. The people participating in the events don't mind being outside. Our infection rates are at record numbers, the health care system is nearly at capacity, and they don't want their practices to add to these numbers, which is why they have the protocols in place that they do.

Trustee **Carol Kilmister** is concerned that he feels their protocols are 'draconian'. Their state is currently experiencing record high case numbers and hospitalizations. They discuss their protocols at each meeting, and make sure that they are following current guidelines set by the state and medical community. She said that they are not there to speak on behalf of the Board of Trustees, but she will bring these concerns to the Board's attention for discussion at their next meeting.

Trustee **Bruce Banks** said that they are following the guidelines that the State Library has recommended that they follow, adding that many of the participants in these activities are over 60 years old, which has consistently been used as criteria for severe disease risk.

Storage Concerns

Bob Martel expressed concerns over the items being stored in the History room. Lee Martel expressed some of the same concerns, adding that it was disheartening to see the room being used as storage after all the hard work that was put into turning it into the history room.

Discussion occurred regarding the water drainage issue near the door at the library. Mary Girard said that she is not aware of any current issues, but she will keep them updated.

Highway Department Proposed 2022 Budget Review

Jeff Crosby presented the proposed 2022 Highway Department budget. The 2021 budget was \$576,006. The proposed 2022 budget is \$601,329, an increase of \$25,323. Major increases include the increase in the costs of road salt and road/parking lot striping.

Discussion occurred regarding putting the old Highway Dept. up for state auction in April.

Jeff Crosby noted that they also need to begin planning for the future of the Highway Department. He feels that they need to start planning to expand their department, hiring more workers and purchasing more equipment.

Jeff Crosby presented his proposed \$1.3 million for the bond for road projects/paving to the BoS. **Nate Narus** asked Jeff Crosby if he can harden his numbers, so there are no surprises when it comes time to hire the contractors. He is concerned that they won't be able to get all of the projects done if they run into any unexpected costs. **Jeff Crosby**

said that the price of asphalt is what drives these numbers, so it's really not possible to accurately estimate those costs ahead of time. If the costs come in a lot higher than expected, they will have to scale their projects back.

Library Portico Repair Bid

Dave Nault presented the BOS with a quote from MPC Construction to repair the front steps of the Town Hall/Library (this includes the demo, removal and new installation, materials and labor). The quote totals \$28,150. The proposed work is to take place this spring. He recommends encumbering funds from this year's maintenance funds to put toward the project.

Motion: by Mike Kaminski, seconded by Bob Martel, to accept the contract proposal from MPC Construction, LLC in the amount of \$28,150 for maintenance/repair of the front steps of the library.

Patio removal/replacement (incl. labor/equipment/materials): \$15,750

Stair removal/replacement (incl. labor/equipment/materials): \$4,000

Add foundation under porch (if needed): \$8,400

Discussion: **Nate Narus** said that they have spent a lot of money on this building, and he wonders what the end goal is. **Dave Nault** replied that it is a matter of not having an open liability for the town where someone could get hurt because of their failure to maintain public facilities. **Mike Kaminski** said that this is maintenance work to reduce the renovation work they will have to do down the line.

Vote: (3-0).

Dave Nault signed approval on behalf of the BoS. Line Comeau will handle checking insurance/references and will also confirm a project start/end date.

Review Town Meeting calendar deadlines

Line Comeau reviewed calendars for the next four months with the BoS as they move further into the budget process and approach Town Meeting.

Mailbox Items

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

- Letter of concern regarding disagreement in payroll processing
- Email from Transfer Station regarding yard light being burnt out and wondering how to proceed. Dave Nault said they are reaching out to an electrician on this issue.
- The BoS signed off on the official policy for departments with Time Clocks.
- Liability report with outstanding leave for full-time staff.
- Request for leave from a full-time employee (approved and signed)
- (per the personnel policy) a memo from Line Comeau informing the Board of outstanding leave of 12.75 hours to be paid out if unable to use up
- Thank You from Deputy Town Clerk for the Thanksgiving Market Basket gift cards for the employees
- Thank you letter to Dunbarton Telephone Company

- Expense report for overtime line of transfer station full-time employee.

PUBLIC COMMENT

Nate Narus asked for some clarification on the format on the proposed budgets and how they work. The BoS and Line Comeau explained the format of the proposals and gave a brief overview of the budget review process.

BOARD MEMBER ISSUES

None.

NONPUBLIC SESSION

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

Nault-yes. Kaminski-yes. Bob Martel-yes.

The BoS took a brief recess to allow the room to clear for nonpublic session.

The BoS entered nonpublic session at 8:56 p.m.

The BoS reentered public session at 10:24 p.m.

There were no motions made during this meeting.

Motion: by **Dave Nault**, seconded by **Bob Martel** to discontinue the Travel Allowance for the Transfer Station employees effective this meeting with the last disbursement to be for the month of November. **Vote: 3-0**

Motion: by **Dave Nault**, seconded by **Bob Martel** to increase the wage scale .75 cents for all the positions of the Transfer Station . **Vote: 3-0**

Dave Nault asked the Town Administrator to send out memos to each employee of the Transfer Station notifying them that the Travel Allowance would be discontinued effective this meeting with the last disbursement to be for the month of November. Dave then asked that she also send out a memo with the new rate changes for the different positions.

Sprinkler System Bids continued

Dave Nault asked the Board if they wanted to review the sprinkler bids for the library building since they had only received two bids. The bids were distributed to all Board members for review. The two bidding companies were Superior Fire Protection Inc. and John Carter Sprinkler Co., Inc.

Bob Martel noted that both companies were established companies with many references. **Dave Nault** pointed out that there is still enough money in the building maintenance line to cover the cost of this project.

Motion: by **Bob Martel** seconded by **Dave Nault** to accept the bid proposal from Superior Fire Protection Inc in the amount of (\$82,350) **Vote: 3-0**

ADJOURNMENT

Motion: by Mike Kaminski, seconded by Dave Nault to adjourn the meeting.
Vote: (3-0).

The meeting adjourned at 10:34 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Dave Nault, Chair

Michael Kaminski, Selectman

Robert Martel, Selectman