

**Dunbarton Board of Selectmen  
Meeting Minutes  
December 30, 2021**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 30, 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 present:**

Line Comeau, Town Administrator  
Patrick “Woody” Bowne, Transfer Station Manager  
Dunbarton Police:  
Mike Gorman  
Joe Milioto  
Jason Patten  
Christopher Connelly  
Dan Sklut  
Christopher Remillard

**Members of the Public present:**

Samantha Remillard  
Jackson Remillard  
Savannah Remillard  
Madison Remillard  
Cheryl Hamer  
Mark Hamer  
Allene Thurston  
Pam Milioto  
Kalli Milioto  
Pam Sklut

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 December 16, 2021 as amended.

**Discussion:** none.

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

PUBLIC COMMENT

None.

TOWN BUSINESS

Police Department Promotion

Christopher Remillard was sworn in as the new chief of the Dunbarton Police Department by outgoing chief Dan Sklut.

Dan Sklut was presented with a plaque by Chief Remillard commemorating his years of service to the town as police chief.

The BoS expressed their appreciation of Dan Sklut's service to the town over the years and their enthusiasm for Chief Remillard's tenure in the position of Police Chief.

**Motion:** by Dave Nault, seconded by Mike Kaminski to appoint Dan Sklut to the position of part-time Police Officer for the town of Dunbarton effective December 30, 2021.

**Discussion:** none.

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

**Pam Sklut** offered the BoS her thanks for the help and accommodation afforded their family over the past several months.

Proposed 2022 Transfer Station Budget

**Woody Bowne** presented the BoS with the 2022 proposed budget for the Transfer Station.

**Wages and Salaries:** The budget includes the 3% wage increase. The line for part-time salaries was further increased because he would like to build in some step increases for the purpose of employee retention. He has concerns that he may be losing at least 2 employees in the near future. He is looking to implement these increases (\$14.84 to \$15.54) in July for one employee, and on April 1 for the other. He feels this gives them some goals work toward in terms of training, etc.

**Dave Nault** noted that there was an employee that was not willing to extend their hours recently. **Woody Bowne** said that he did have a conversation about this with that individual, and the reason was that the employee was not making enough money with the town, so he had to work another job to make up the difference, affecting his availability for extra hours with the town.

**Woody Bowne** said that he would also like to increase wages and hours for his Assistant Manager that recently returned to the position. He is looking to increase the wages for this person to a Step 3 and to allow him to work full-time hours for 22 weeks. They would also need to find a way to work in his hours for snowplowing. Should they add another part-time employee as they are hoping to, it would be 24 hours per week at the Step 1 rate.

Total proposed annual salary amounts for each position:

Employee 1 (step increase in July): \$25,231.26

Employee 2 (step increase in April): \$25,567.36  
Assistant Manager: \$36,136.05  
Employee 3 (currently vacant): \$18,520.32

**Woody Bowne** also told the BoS that he is proposing budgeting in 10 hours of overtime hours for his position per month.

There is an increase in sub-contracted services.

Telephone expense increased by \$60.

Uniforms: their contract with the uniform company expires in mid-March He won't know a final number until they renew the contract, but the numbers coming in are considerably higher than their old contract. He noted the amount for this line item also includes the boot allowance of \$150 per pair.

MSW: Municipal Solid Waste: they have one year left on the contract, but they will begin talks on a new contract soon. He reduced the tonnage for this line, as it was overestimated last year, but there is an increase per ton of \$3.44. This results in a slight increase on this line overall.

C&D (Construction & Demolition): slight decrease on this line; up \$3.67 a ton.  
Hazardous Waste: Woody slightly decreased this line as the expected increase ended up being much less. They have done more units containing freon over the past year, which is also figured into this line.

NRRA dues: will stay the same this year but will possibly increase next year.

**Dave Nault** noted that there was an overall increase of \$18,710 over last year, which basically is equal to the salary amount of the new employee they are hoping to hire. He asked Woody if there is anything they can do with the Equipment Maintenance budget. Woody said there is too much unknown with the amount for compactor repair to be able to reduce it at this point.

**Mike Kaminski** expressed concern over opening up their transfer station to too many private trash hauling companies. **Woody Bowne** noted they haven't been there since Covid started. **Dave Nault** asked if they are required to take they bring in if it is from their town. **Woody Bowne** said that it depends. There are certain criteria they have to meet in order to come in. The towns are responsible for the trash developed in their town. The problem is that they don't charge enough to accept these disposals. **Dave Nault** said that they need to look at increasing that rate over the next year. He asked Woody to look at towns with similar operations to see what they are charging so they can look at setting theirs accordingly.

**Woody Bowne** noted that he is looking at 2 warrant articles: one for the Capital Reserve Fund, and the other for a can crusher, which would save them a lot of time in processing

what they are taking in as well as give them more room in the container. **Dave Nault** said they should also take a look at all of the functions they do at the Transfer Station to see which are beneficial for the town and which are not.

#### Transfer Station Department

Time Clock Policy and Usage: **Dave Nault** said that after looking at the timeclock report, he noted that for Woody's there are no clock-in times. He has asked Eric in the office to verify these totals. Woody explained that the key to the clock has been misplaced, but a new one has been ordered. He is reviewing the manual to see how to do some additional programming to better display the totals for each person per week. He is particularly interested to see how the machine handles holidays, etc. **Dave Nault** said that he would like to see Woody's clock-in times. Woody has been in communication with Eric about timesheet procedures (signing timesheets, etc.).

**Dave Nault** commended Woody on an email that he sent requesting overtime and the way he broke down those hours and the justifications for that time. **Dave Nault** noted that due to the holiday, Woody would be able to work over 32 hours for that week without incurring overtime pay.

**Dave Nault** read a second email from Woody regarding what had occurred with the early arrival of a truck. **Woody Bowne** said that he sent the email to Line Comeau to give a heads up to the BoS that he received a call from the trucking company at 6:15 a.m. that they were coming in (well outside of the 10 a.m. to 8 p.m. window he gave them) and was not sure how to handle those hours without going into overtime.

**Bob Martel** said that one person can't make the decision to approve overtime. He added that they request this communication and for Woody to inform them about expected overtime on Thursday so that they can understand the reasoning and have an explanation.

**Dave Nault** asked who Woody to call in the event of a snow removal or unexpected situation. **Woody Bowne** said that in terms of snow removal, they try and wait until the storm is over before they start clearing the snow. With the most recent storm they waited until Monday, but he may have waited even longer had he known they would be getting a second storm. He said problems arise when they wait until the day they open back up and come in early to clear the snow and end up putting in a lot of extra hours in one day. **Dave Nault** also noted that if the snow ends up being wet and then it freezes, it makes it more difficult and time consuming to remove.

**Mike Kaminski** noted a recent instance where they needed to ask the Road Agent for some sand, but the Assistant Manager felt it was "above his paygrade" to call and request it. **Mike Kaminski** said that as the Assistant Manager it is well within his duties to make that call. **Woody Bowne** said that the roads are obviously the priority when there is a storm, so they try to get their clean up done before calling the Road Agent to come by when he has a chance to, and they maintain things with sand and salt the best they can until then. **Mike Kaminski** said that the Assistant should feel empowered to make those courtesy calls.

**Dave Nault** said that he appreciates the explanations. **Mike Kaminski** noted that there is more latitude in terms of overtime when there is a snowstorm. He also asked that he utilize his Assistant Manager in those times where he could be in danger of running into overtime. **Woody Bowne** said this holiday week was challenging due to the increased traffic. He is off for the next 3 Saturdays to take care of earned time, and the Assistant will be filling in there.

**Mike Kaminski** said that it is important that Woody watch out for himself and not overwork himself. His health is important, and they don't want him getting injured because he's overtired or overworked. **Woody Bowne** feels that things should really start to slow down this time of year anyway. **Mike Kaminski** noted they have a possible candidate for the part-time role that has come forward. **Line Comeau** asked for clarification, asking if she should pull the ad off of the Indeed site. The BoS . She also asked if there was a reason that punching in and punching out needed to be done by Woody.

Woody said that yes there is and he has the documentation for this. He said there is a clarification when it is their job to lock/unlock the facility. Woody expressed concern over a possible scenario of someone slipping and falling on the ice leaving the facility, asking if that would be covered by Workers' Comp because they technically are not on the clock. **Line Comeau** said that it absolutely would because they are on town property. **Dave Nault** asked Woody to submit that documentation for their review.

Woody asked how vacation time would be handled. There would not be a timecard needed for that week because there would be a leave request form to account for that time. Line Comeau added that Eric would take care of adding in holiday, vacation, and floating holidays on his end.

#### 2022 Milfoil Grant Application

**Motion:** by Mike Kaminski, seconded by Bob Martel, to accept the 2022 Milfoil Grant in the amount of \$2,020 (cost to the town is \$1,010, with a matching amount of \$1,010).

**Discussion:** none.

**Vote:** (3-0)

#### Expenses & Revenues to Date

**Line Comeau** reviewed current expenses and revenues to date.

##### Expenses

**Line Comeau** detailed expenses that they are still expecting to pay. She advised that the departments budgeted for 53 payrolls, meaning that they have one pending that will be paid in 2022, but posted to 2021, resulting in pending payroll expenses that still need to be posted.

They need to encumber funds for auditing services, as there will be additional invoices coming in from them.

They will be going a bit over on the employer portion of the Retirement amount.

They have one more pending invoice from HealthTrust (\$8,000).

The line item for General Gov't Buildings is down to \$59,303. They have encumbered funds for the major projects that were previously approved by the BoS. **Mike Kaminski** noted they spent approximately 75% of that line item. They will be going over on the mowing portion due to the new contract this year.

There are credit card charges that still need to be posted.

There still may be a few larger ticket items coming through for the Highway Department.

There are also still about \$4,500 worth of pending expenses for the Transfer Station.

They have \$248,747 left overall, with approximately \$38,000-\$40000 for remaining payroll/payables left to be paid. She is expecting that they will be left with approximately \$200,000 left over.

### Revenues

**Line Comeau** noted that the Transfer Station had a good revenue year. The Town Clerk was also up quite a bit more than expected. They also saw increases in Building Permits, as well as other licenses.

They are over on the 'Revenue From Other Governments' line item, but that additional (\$89,049.26) was included in the setting of the tax rate.

'Income from Departments' was up by \$29,135.79; the majority of which was brought in by the Transfer Station.

### 2021 Encumbered Funds

Line Comeau presented the BoS with the list of items to be encumbered from the 2021 budget. Discussion occurred regarding the disputed HP Fairfield invoice. The BoS was in consensus to pay this outstanding invoice to avoid any negative reflection on the town.

### RFP for Town Hall/Library

The BoS reviewed the RFP for the Town Hall/Library project. **Dave Nault** said that the RFP will be available for prospective contractors to review on Jan. 4. Walk-through on January 7 for interested contractors. Review of bids to occur on January 27<sup>th</sup>. Discussion occurred regarding the best date for a public hearing regarding the project and how to determine the amount to put in the warrant.

### Mailbox Items

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

- Notification of ARPA grant funding for the library in the amount of \$10,745.03 in 2022.
- Transfer Station emails regarding overtime (discussed earlier).
- Quote from High Priority Electric for modifications to lights at the Transfer Station. \$1,846. Replacement lighting will be LED lights.  
**Motion:** by Dave Nault, seconded by Mike Kaminski to encumber the funds for lighting at the Transfer Station to be done by High Priority Electric in the amount of \$1,846.  
**Discussion:** Funds to be encumbered from the Building Maintenance line item.  
**Vote: (3-0).**
- Information regarding shipping containers and pricing:  
Shipping Containers of New England: \$5,895, and \$250 for delivery.  
Northeast Resource: \$6,820 and \$95 delivery.  
Pac-Van: \$6,750 and \$275 delivery.  
  
**Motion:** by Bob Martel, seconded by Mike Kaminski to approve the purchase of a 20' shipping container from Shipping Containers of New England in the amount of \$5,895 and \$250 for shipping.  
**Discussion:** Mike Kaminski wants to make sure they have a lock for this one as soon as they receive it.  
**Vote: (3-0).**

### PUBLIC COMMENT

**Lee Martel** told the BoS that an elderly resident was walking across the Town Common and tripped on a wire. She didn't report it because she didn't want it public. He asked that they consider this when decorating the Common next year.

### BOARD MEMBER ISSUES

**Mike Kaminski** said that he noticed the smaller town truck parked at Woody's house. He just wants to make sure these vehicles are for town business use only. He doesn't feel that it is a good look.

**Bob Martel** feels that they should create a policy when it comes to decorating town property to protect the town from liability. **Dave Nault** doesn't feel that there is a scenario that fully removes the town from liability. **Line Comeau** added that the common is most often used for town events and is covered under their policy.

The next meeting will be held on Thursday, January 6, 2021 at 7 p.m.

ADJOURNMENT

**Motion:** by Dave Nault, seconded by Mike Kaminski to adjourn the meeting.

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

Meeting adjourned at 8:54 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