

**Dunbarton Board of Selectmen
Meeting Minutes
March 5, 2020**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, March 5, 2020 at the Dunbarton Town Offices.

Board members present:

Mike Kaminski, Chair
Dave Nault, Selectman
Robert “Bob” Martel, Selectman

Town Officials and others present:

Line Comeau, Town Administrator
Jennifer King, Recording Secretary
Sgt. Christopher Remillard, Police Department
Don Larsen, Cemetery Committee
Patrick “Woody” Bowne, Transfer Station Supervisor

Members of the public present:

Lee Martel

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 Bob Martel, seconded by Dave Nault, to approve the regular meeting minutes of February 27, 2020 (7:00 p.m.) as amended.

Discussion: none.

Vote: (3-0).

PUBLIC COMMENT

Lee Martel mentioned that Linda Nickerson uploads the meeting footage to YouTube. He also thanks Line Comeau and the office for posting the agenda.

AGENDA ITEMS

Coronavirus Preparedness Discussion

Jon Wiggin briefed the BoS on their readiness to handle cases of the coronavirus (COVID-19) in town. He stated that it is not time to panic. He is in contact with all applicable state and federal agencies and receives updates from them on a daily basis. The school has a plan in place already.

Chief Wiggin said that his priority is to protect the first responders. The challenge is that many of the symptoms are similar to the flu. There are a series of questions they will ask to ascertain the likelihood of what they may be dealing with, which will determine what their response will be. They also have a system on how to communicate the situation if there is a possible case over the radio so as to not cause public alarm. **Mike Kaminski** inquired as to how well they are stocked with supplies. **Chief Wiggin** replied that they are well-stocked to start with, but they will need more and finding equipment may be difficult. He advised that the town administration have a plan in place to handle employees that may be sick. They are fortunate in that they are a small town. They do not have nursing homes, assisted living facilities, hotels, etc. He reiterated that his priority is protecting the first responders. **Mike Kaminski** asked that he keep them updated with any information that may be useful for the public to know, and they will post things on the website to help with communication. **Chief Wiggin** said that they are still in the early stages of planning and there are many questions they don't have the answers to yet, but he will pass along updates as he receives them.

Transfer Station Truck

There have been no bids submitted for the old transfer station truck. They have decided to remove the minimum bid and reserve the right to reject any unreasonable bids. Should it still not sell that way, they will submit it for auction through the state. The BoS was in consensus to keep the plates on it in case they still need to use it or to eventually bring it to auction if needed.

Plans were discussed for election setup next week.

Accept Donation

Motion: by Dave Nault, seconded by Bob Martel to accept a donation per RSA 31:95-b III (b) from a new sponsor, Jay's Gun Shop, **in the amount of (\$350)** for Wreaths Across Dunbarton.

Discussion: Don Larsen said that there is a 5-year commitment on this.

Vote: (3-0).

Request for Hawker's Peddler License

Kathy Needleman of Fire House Grill, LLC, approached the board to obtain a Hawker's Peddler license to operate a food truck **on the town property the center** one day a week (Tuesday). **Dave Nault asked if she was aware that we just opened a sandwich shop on school street?**

Mike Kaminski said he would like to take the matter under advisement and make a decision next week. **Dave Nault** asked if she was licensed by the state. She responded that she is licensed and approved to operate by the State Board of Health. The truck is self-contained, meaning that there will be no concerns with waste disposal. She is insured and has operated on Bow town property since she started. **Bob Martel** has concerns that the area will become too congested at certain times of the month. **Lee Martel** added that the congestion will vary

depending on the day of the week. The parking lot fills quickly between town office business and the library. Discussion will continue on the matter next week. **Kathy stated that she would only set up on days that wouldn't interfere with the days that the sandwich shop is open. Times would vary from lunch hours to dinner hours for a few hours each shift.**

TOWN BUSINESS

Mailbox Items

Mike Kaminski shared the following correspondence received since the last meeting:

- **Building Inspector monthly summary** on building issues.
- Dunbarton Elementary School News: school meeting is Saturday at 3p.m.
- Quote from Library Restoration committee. Regular portable toilet is \$100 and \$175 for the handicap-accessible unit. Including additional cleanings throughout the weekend, the total came to \$390. **Dave Nault** noted that this cost is less than what they paid last year for only the handicapped unit.
 - **Motion:** by Bob Martel, seconded by Dave Nault that they cover the costs of the portable toilets in the amount of \$390 for Arts on the Common.
 - Discussion:** none.
 - Vote: (3-0).**
- Legal opinion for **corrective action** for employing the town welfare director.

Police Department Update

Sgt. Chris Remillard shared some upcoming community events with the BoS:

- Fraud Prevention and Awareness, **Thursday April 23rd, beginning at 6:30 at the Dunbarton Public Library.**
- April 25: Drug Take Back Day from 10 a.m.-2 p.m. **to be held at the Dunbarton Police/Fire Department at 18 Robert Rogers Road.** Personnel time for this day will be paid for by Project First grant. Last year they took back over 100 lbs. of unwanted/unused prescriptions.
- June 7: Bike Rodeo, **from 12 p.m. to 2 p.m. at the Dunbarton Elementary School (20 Robert Rogers Road).** with helmets being covered by the Safe and Active Communities Grant.

Cemetery Trustee Update

Don Larsen told the BoS that the cemetery trustees discovered funds in an expendable trust that they were not previously aware of. It appears that these funds would help them complete a lot of the projects that they had planned. They would like to work on a warrant article for 2021 to use the funds for the cremains garden and road work.

Mike Kaminski said that he would like to look into this further, but he doesn't see a problem with the creation of a warrant article for next year. He asked if it

was still being funded. **Line Comeau** replied that it was not. **Dave Nault** stated that they should use the funds that they need, **and retain the balance for future projects**. **Mike Kaminski** advised that **the Cemetery Trustees** look further into this and come back with their recommendations. **Bob Martel** added that they should prioritize what they would like done.

Lee Martel asked how many plots are left in the cremains garden. **Don Larsen** replied that there are 78 remaining of 110. **Mr. Martel** asked if another cremains garden at the other cemetery is necessary at this time, noting that the fence at the cemetery next door needs to be repaired.

Motion: by Dave Nault, seconded by Mike Kaminski, to appoint Alison Vallieres as a ballot clerk for the town of Dunbarton. Term to end August 1st, 2020. Recommendation now goes to the Town Clerk who will swear Mrs. Vallieres in.

Transfer Station Update

Transfer Station Manager requested a review of transfer station employee pay rates; Mike Kaminski said that the pay schedule would be reviewed during the personnel plan workshop within the next few month.

Credit cards: **Line Comeau** said that upon looking into the usage of credit cards at the transfer station, the treasurer has concerns about making sure that the proper guidelines are followed. They are looking into possibly using the Square system to accept credit card payments. **Linda Landry** said that people know that they do not accept credit cards at the town office. She has explained to residents that have inquired why they do not use credit cards that they would have to pass along the charges to the residents because they cannot absorb those costs. **Lee Martel** feels that it should be posted that credit cards are not accepted. **Linda Landry** added that if they were to accept credit cards at the town office, then they would be considered a “one-check” town and they would have to accept the state fees and remit them at the end of every day, greatly affecting their processes.

PUBLIC COMMENT

Linda Landry said that ballot counters are still needed.

BOARD MEMBER ISSUES

None.

ADJOURNMENT

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

Vote: (3-0).

The BoS adjourned at 8:13 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Mike Kaminski, Chair

Dave Nault, Selectman

Bob Martel, Selectman