

**Dunbarton Board of Selectmen
Meeting Minutes
January 6, 2022**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, January 6, 2022 at 7:00 p.m. at the Dunbarton Town Offices.

Board members present:

Dave Nault, Chair

Bob Martel, Selectman

Mike Kaminski was not present.

Town Officials present:

Line Comeau, Town Administrator

Jeff Crosby, Road Agent

Don Larsen, Cemetery Trustee

Linda Landry, Town Clerk

Members of the Public present:

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 Bob Martel, seconded by Dave Nault, to approve the (7:00 p.m.) regular meeting minutes of December 30, 2021 as amended.

Discussion: none.

Vote: (2-0).

PUBLIC COMMENT

None.

TOWN BUSINESS

Highway Department Discussion

Jeff Crosby sat before the BoS to discuss the requested amount to be encumbered for the highway department (\$99,977.50). He said that if the voters were to accept and pass the bond warrant, then those funds would be able to be used to help make the first bond payment. If the bond were not to pass, then it would be helpful to have those funds on hand for road projects.

Dave Nault suggested that they create another warrant article for the encumbered funds but put the bond forth first. If the bond passes, then they can kill the encumbered funds warrant on the floor. If the bond fails, then they would bring the other one forward as an alternative.

Line Comeau added that the bond needs to be decided upon before moving on to the operating budget. She explained that their first bond payment would be due in February 2023 for \$32,500, and then they would have an additional payment in August for \$139,750. If the bond passes, they could then take the amount they are encumbering and use it to fund a capital reserve deposit; then in 2023, they would withdraw that money plus a little bit more in order to make that first payment. If the bond does not pass, then they will need to decide if they want to proceed with the formation of a capital reserve, and then do a third warrant article for \$100,000 for road projects. If the bond doesn't pass, they don't need to make a capital reserve.

Line Comeau confirmed that she will back out the encumbered funds knowing that they have the surplus in one of the other articles for the initial payment. Warrant article funded by surplus.

Jeff Crosby added that they are all set to receive the new storage container at the Highway Garage and have a good spot for them to place it.

Review Proposed 2022 Warrant

The BoS reviewed the Proposed 2022 Warrant Articles

#1: General/Choosing of All Necessary Town Officers

#2: Bond for Highway Projects (\$1,300,000)

Jeff Crosby said that the majority of these funds are to be used for paving, and he feels that the word "paving" should appear somewhere within the warrant article.

#3: Operating Budget (in progress)

#4: *To see if the town will vote to establish a Dunbarton Capital Reserve Fund pursuant to RSA 35:1 for the purpose of capital improvements to the Town of Dunbarton, and to raise and appropriate the sum of (\$130,000) to be place in this fund. Further, to name the Selectmen as agents to expend from said fund. This sum to come from the unassigned fund surplus. No amount to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote 0-0)

Discussion occurred regarding the wording of this article to ensure that those funds are intended to use for the bond payment. **The BoS decided to change the amount to \$100,000.** No amount to come from taxation.

- #5:** *To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) for additional costs associated with paving. ~~This sum to come from taxation in 2022.~~ This sum to come from surplus in 2022. No amount to come from taxation in 2022. This warrant will be null-in-void if warrant articles 2 and 4 pass.*

Estimated 2022 tax rate impact: \$.25

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Discussion occurred regarding how to fund this warrant article: from taxation or surplus (in case articles 2 or 4 do not pass). **Line Comeau** will remove the line about the sum coming from taxation and state that it will come from surplus.

Estimated tax rate impact: \$0.00

- #6:** *To see if the Town will vote to raise and appropriate the sum of Fourteen Thousand Dollars (\$14,000) to be added to the Revaluation Capital Reserve Fund established in 2003 for this purpose, and as summarized in the Capital Improvement Plan. This sum to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.04 ✓

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. BoS chose to leave the amount the same. Tax rate impact= \$0.04

- #7:** *To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (~~\$20,000~~) to be added to the Transfer Station Vehicle or Equipment Capital Reserve Fund established in 2014 for this purpose, and as summarized in the Capital Improvement Plan. This sum to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.05 ✓

Recommended by the Board of Selectmen (Vote 0-0)

The fund for the Transfer Station CRF balance currently stands at \$27,193.85.

Dave Nault stated that he felt the equipment in this department is at a good place and felt that this amount could be reduced. Bob Martel agreed. The BoS consensus was to reduce this amount to \$10,000. The revised estimated tax rate impact is \$0.03.

- #8:** *To see if the Town will vote to raise and appropriate the sum of up to Eighteen Thousand One Dollars (\$18,100) for the purpose of purchasing and installation of a can crusher. This sum to come from fund balance surplus. No amount to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Line Comeau stated that the supervisor of that department asked the Board to use the 2021 surplus remaining in his budget. **The final decision is at the Boards discretion. The Board was in consensus for no change to this article. As written, this amount** to come from fund balance surplus; no amount to come from taxation in 2022.

- #9:** *To see if the Town will vote to raise and appropriate the sum of Sixty Thousand Dollars (\$60,000) to be added to the Fire Department Emergency Vehicle Capital Reserve Fund established in 2014 for this purpose, and as summarized in the Capital Improvement Plan. This sum to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.15 ✓

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Line Comeau stated for the record that the Capital Reserve balance for this article is currently at \$330,288.08 but the approved article from 2021 is still being built. After the fire tanker is completed, the fund will be reduced to \$210,288. The board consensus is to leave as written.

Estimated 2022 tax rate impact: \$0.15

- #10:** *To see if the Town will vote to raise and appropriate the sum of up to Fifty-Six Thousand Dollars (\$56,000) to purchase a new police cruiser with equipment and installation of equipment, and to fund this appropriation from taxation in 2022.*

Estimated 2022 tax rate impact: \$.14 ✓

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Dave Nault asked the Town Administrator why there were no Special Duty funds being applied to this article. Line Comeau stated that the new police vehicle purchase in the previous year reduced the funds to a minimal balance and the Treasurer recommended not funding this year's warrant. Dave Nault stated for the public that the Board had not anticipated having to purchase another vehicle in this calendar year until the Board was told that one of the newer police vehicles had an engine seize which left their department down by one good vehicle to run the department. Dave Nault asked the Town Administrator to request information from the Chief about the existing fleet and how this new vehicle will play a role in the usage of the vehicle. Dave stated that he did not want to see a new vehicle parked in the lot not being used. Dave asked to know the who, what, where and how this new vehicle would benefit the department. There was additional discussion on the Capital Reserve established in 2020. Dave Nault stated that he would like to apply the \$10,000 dollars that is currently in this fund then use the

next article to another deposit into the capital reserved. Bob Martel stated that is was good practice to keep capital reserve deposits on the warrant article, so the taxpayers get accustomed to seeing the reoccurring deposit from year to year. Bob agreed with this recommendation; therefore, the Town Administrator was asked to add a line to fund \$10,000 from the Police Vehicle Capital Reserve Fund. The revised estimated 2022 tax rate impact: \$0.12

- #11:** *To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the Police Vehicle & Equipment Capital Reserve Fund established in 2020 for this purpose, and as summarized in the Capital Improvement Plan. This sum to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.03 ✓

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Dave Nault asked Bob is he was okay with the way this article was written. Bob replied that he had no objections as to how it was written. There were no changes to this article.

- #12:** *To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to the Highway Vehicle Capital Reserve Fund established in 2012 for this purpose, and as summarized in the Capital Improvement Plan. This sum to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.04 ✓

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Line Comeau stated that currently there was \$29,394.21 in the Highway Vehicle Capital Reserve Fund. Dave Nault stated that he felt this department was in a good position. Bob Martel stated that he agreed but again felt that it was important to continue with some sort of capital reserve deposit, so we don't have the same situation that occurred with the police department to find we don't have enough funding to replace our equipment. The consensus ~~it was decided that they not change the amount to add to the fund,~~ leaving it to leave the article as **written at \$15,000. Estimated 2022 tax rate impact: \$0.04**

- #13:** *To see if the Town will vote to raise and appropriate the sum of up to Ten Thousand Five Hundred Seventy-Five dollars (\$10,575) for the purpose of improving the Cremains in Pages Corner Cemetery and to authorize the withdrawal of Eight Thousand Eight Hundred Forty-Three (\$8,843) from the Cemetery Trust Fund Maintenance Care established in 1988. And furthermore, to withdraw One Thousand Seven Hundred Thirty-Two dollars (\$1,732) from the Cemetery Expendable Trust Fund established in 2016. No amount to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Don Larsen presented information pertaining to the work they completed in the past year (Phase I) and the work they would like to complete in 2022 (Phase 2) and beyond. They are requesting \$10,575 for the purpose of completing this work, which would come from the Cemetery Trust Fund Maintenance Care account (\$8,843) as well as the Cemetery Expendable Trust Fund (1,732).

Estimated 2022 tax rate impact: \$0.00

The Board thanked Don Larsen and the Trustees for all of their hard work that they have accomplished. There were no changes to this article.

- #14:** *To see if the Town will vote to raise and appropriate the sum of Two Thousand Twenty Dollars (\$2,020) for the milfoil control at Gorham Pond and to authorize the withdrawal of One Thousand Ten Dollars (\$1,010) from the Invasive Plant Species Capital Reserve Fund established in 2018, and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of One Thousand Ten Dollars (\$1,010) known as the Variable Milfoil Control Grant. No amount to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.00

Recommended by the Board of Selectmen (Vote 0-0)

The article was read. Line Comeau stated that the article was written as it had been in previous years to include the cost for this year's milfoil treatment along with the Grant that the Board had signed earlier in the month. **The Board had no changes to this warrant.**

- #15:** *TO SEE IF THE SELECTMEN OF THE TOWN OF DUNBARTON:*

Pursuant to RSA 39:3, we the undersigned registered voters of the Town of Dunbarton, New Hampshire, request that the following article be inserted into the warrant which shall be considered at the 2022 Town Meeting.

*“NEW HAMPSHIRE RESOLUTION TO STOP THE PUPPY MILL PIPELINE
By petition of 25 or more eligible voters of the town of DUNBATON, to see if the town will go on record opposing the retail sale of dogs and cats in pet stores in the town. This resolution is necessary because the majority of dogs and cats sold in pet stores are sourced from large-scale, inhumane commercial breeding facilities commonly call “puppy mills”. The record of this vote shall be transmitted by written notice from the selectmen to the town’s state legislators and to the Governor of New Hampshire”. (By Petition)*

Estimated 2022 tax rate impact: \$.00

The article was read. Line Comeau explained that there was a request made through the Town Clerks office requesting information to add this petition to the by petition asks that a Warrant Article. Line stated that petitions are allowed by RSA if the individual collects the required number of signatures, and the signatures are verified by the Town Clerk as registered voters. Dave Nault requested that they double check with the town attorney to see if this is applicable to their town because they do not have any pet stores.

Review CRF December Statement Balance on Trust Funds

Line Comeau presented the BoS with the balances of all the Capital Reserve Funds.

Review of Perpetual Care Fund

Don Larsen sat before the BoS to review the Perpetual Care Fund and request for reimbursement for maintenance of the graves at all the town's cemeteries in the amount of \$2,549.24. **Line Comeau** said that this would be added to 2022 revenues.

Don Larsen announced that there will be another Vaccine Clinic held on February 12 in the school library.

Review of the Proposed 2022 Operating Budget

Line Comeau reviewed the proposed operating budget:

4130 Executive: increase of \$12,087 which is made up of the 3% salary increase, the increase for 'Secretary 2' from 3 days per week to 4 days per week, and the addition of 4 extra meetings for the Recording Secretary.

4140 Elections, Registrations, Vital Stats: increase of \$6,812.00.

Line Comeau asked the BoS to review the request of the Town Clerk for mileage reimbursement. A line item has not yet been added to the budget.

4150 Financial Administration: increase of \$3,827 due to the following:

Audit Services: decrease of \$1,000.

Computer Support Services: increase of \$3,099.

Printing Services: increase of \$600.

4151 Assessing Department: increase of \$68.00 due to 3% salary increase.

4153 Legal: increase of \$4,350. The BoS decided to leave this section a flat budget and move the funds around within that section if need be.

4155 Personnel Administration: increase of \$7,441 due to payroll expenses.

4191 Planning and Zoning: increase of \$215 due to fees and services.

4194 General Government Buildings: increase of \$10,388 due to their new mowing contract.

4195 Cemeteries: increase of \$13,600 due to increase in mowing contract as well as proposed improvements.

4196 Insurance: increase of \$2,284

4210 Police Department: increase of \$4,802

4220 Fire Department: decrease of \$264

4240 Building Department: increase of \$1,531 due to 3% payroll increase.

4290 Emergency Management: no change.

4311/4312: Highway Department: increase of \$25,323 due to \$20,000 increase in salt (from \$49.50 to \$72 per ton), as well as the 3% payroll increase.

4321 Solid Waste Disposal: increase of \$18,710. Transfer Station Manager Woody Bowne gave Line an updated figure decreasing his part time payroll by \$4,697 to \$100,759.

4415 Welfare: increase of \$124 due to 3% payroll increase.

4520 Parks & Recreation/Old Home Day/Memorial Day: flat budget.

4550 Library: increase of 1,036 due to 3% payroll increase

Line Comeau will recalculate the budget including the changes made at this meeting. **Dave Nault** asked that she reduce the Building Maintenance budget by the difference to make it flat.

Mileage Proposal for Town Clerk

The BoS reviewed the request from the Town Clerk to be reimbursed for mileage (\$2,176 per year). There are 3 departments that use their personal vehicles for town business. Discussion occurred regarding the rules and regulations for mileage reimbursement for town employees vs. elected officials.

Bob Martel suggested that Linda Landry look into filing for mileage reimbursement through the IRS. She may be able to file for a tax credit retroactively for the last 3 years.

Review of Proposed 2022 Revenues

Line Comeau reviewed proposed 2022 revenues:

3120 Land Use Change Taxes: increased by \$30,000

3185 Yield Tax: reduced by \$5,000

3186/3190: Other taxes: no change.

3190 Interest on Taxes: decreased by \$5,000

3220 Business Licenses: no change.

3230 Building Permits: no change.

3290 Other Licenses: no change.

3311-3359 Revenue From Other Govts: slight increase in grant revenue.

3401 Income From Departments: no change

3501 Sale of Town Property: none.

3502 Interest on Investments: no change.

Review Timeclock Usage Policy

The BoS revisited their timeclock policy in terms of cover the time for the people in charge of locking/unlocking the gate for the day. **Dave Nault** suggested including an extra amount of time per day to cover those duties. **Bob Martel** suggested that they ask the staff at the transfer station what an adequate amount of time would be to cover those duties. The BoS decided that in addition to using the timeclock, notations should be made to indicate who opened the gate at the beginning of the day and who closed the gate at the end of the day so that they can compensate those people properly.

Review New Proposed Warrant Article

Town Clerk Linda Landry recently attended a webinar where she learned that many towns are adding an additional fee or tax onto their registrations to help offset a bond payment. It is something they could adopt as an RSA. The tax would dissolve at the end of the bond payment. **Dave Nault** is concerned that it would never end up dissolving. Bob Martel doesn't like the idea of adding another fee or tax. The BoS was in consensus to not proceed with the implementation of this additional tax, but they will revisit it when there is a full Board present.

Mailbox Items

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

- Information for the Annual Report needs to be in to Line Comeau by January 24.
- Thank you card for the holiday gift cards from Hope Arce.

PUBLIC COMMENT

Lee Martel asked to confirm the date that the Christmas lights will be turned off (January 15).

BOARD MEMBER ISSUES

Dave Nault noted that the walk-through at the Library/Town Hall may end up being rescheduled to Tuesday due to an impending snowstorm approaching for Friday.

The next meeting will be held on Thursday, January 13, 2022 at 7 p.m.

ADJOURNMENT

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

Vote: (3-0).

Meeting adjourned at 9:26 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Dave Nault, Chair

Michael Kaminski, Selectman

Robert Martel, Selectman