

**Dunbarton Board of Selectmen
Meeting Minutes
March 17, 2022**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, March 17, 2022 at 7:00 p.m. at the Dunbarton Town Offices.

Board members present:

Dave Nault, Board Chair
Mike Kaminski, Selectman
Justin Nault, Selectman

Town Officials present:

Line Comeau, Town Administrator
Don Larsen, Cemetery Trustee
Patrick “Woody” Bowne, Transfer Station Manager

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 **Dave Nault**, seconded by Mike Kaminski to approve the public hearing minutes of March 10, 2022 as amended.

Discussion: none.

Vote: (2-0-1) Justin Nault abstained.

PUBLIC COMMENT

Lee Martel expressed concerns about the parking situation at the town offices. He has noticed that at certain times of the day, noting that when he came to town earlier to conduct some business with the town, he took the last available spot. The majority of the cars in the lot were patrons of the café next door. The café does have its own parking area, but **Don Larsen** noted that their lot is not paved, and that people are likely trying to avoid the mud this time of year. After some discussion, the BoS decided to send a letter to the owners of the café, to request that the town office lot not be used for parking during town office hours.

Don Larsen noted that the cleanup of East Cemetery has been done; all the brush has been cleared. Discussion occurred regarding the trees that have been removed.

TOWN BUSINESS

Wreaths Across Dunbarton

Don Larsen told the BoS that he is going to be raffling off the flag that was going to be raffled off at Town Meeting but was unable to as they had a problem with their tent disappearing. The drawing will be done on Patriots Day at the Town Office. He would like to be able to sell tickets at the Transfer Station on Saturday mornings. The BoS asked Don to coordinate with the Transfer Station Manager. **Don Larsen** also offered to donate a flag, pole and solar light to mount on the Town Office building if they would like one.

Don Larsen said that their **combined** vaccination clinic **held in 2021**, saw 200 people get vaccinated.

Committee Appointments

The BoS appointed the Selectmen's Representatives as follows:

- Chairman of the Select Board: Mike Kaminski
- Selectmen's Co-Chair: Dave Nault
- Planning Board Rep: Justin Nault, Mike Kaminski alternate.
- Town Office Rep: no appointment needed. Any Board member may be consulted as needed, though decisions are only made as a Board. Justin suggested they go in order of Mike, Dave and then himself.
- Highway Department Rep: any BoS member
- Transfer Station Rep: Dave Nault
- Police Department Rep: Dave Nault
- Highway Safety Committee: Dave Nault
- Joint Loss Committee Rep: Justin Nault
- Town Hall Restoration Committee: Dave Nault, (Mike Kaminski to oversee execution of contract).
- KTFCA Rep: Dave Nault
- Town Forest Selectmen's Rep: **appointed by the Committee**
- Concord Regional Solid Waste – COOP: BoS appointed Patrick Bowne.
- Energy Committee: Mike Kaminski
- Historical Awareness Committee Rep: Dave Nault
- Capital Improvement Plan: Mike Kaminski

Motion: by Dave Nault, seconded by Mike Kaminski, to appoint Justin Nault as the Ex-Officio Selectmen's Rep to the Planning Board.

Discussion: none

Vote: (3-0).

Motion: by Dave Nault, seconded by Justin Nault to appoint Mike Kaminski as the alternate Ex-Officio Selectmen's Rep to the Planning Board.

Discussion: none.

Vote: (3-0).

Motion: by Dave Nault, seconded by Mike Kaminski to approve all committee appointments as listed above.

Discussion: none.

Vote: (3-0).

Welfare Deputy Appointment

The BoS reviewed the request from the Welfare Director to appoint Jo-Marie Denoncourt as the Deputy Welfare Director for a term of 3 years. Vote will occur at next meeting.

Library Addition Project

Mike Kaminski reviewed the discussion that took place at the recent Joint Loss meeting.

- Preconstruction meeting: Jeff Trexler to serve as structural engineer and inspector, and Mike Cumings to serve as adjunct inspector.
- Point of contact for Town Officials: Line Comeau to facilitate needed paperwork,
- Library Operation and safe access during construction. Librarian Mary Girard invited to preconstruction meeting to discuss possible closure if needed during construction.
- Parking during construction: to be discussed with contractors.
- Policy for uses of second floor: to be discussed.

Lee Martel suggested they reach out to other towns to see how they handle usage of their community facilities (maintenance, fees, etc.). He also feels it is important to keep in mind what the engineer said about reinforcing the tin ceiling of the first floor.

Line Comeau said they would need to make sure there is a budget line added for the maintenance expenses.

Dave Nault said that Librarian Mary Girard has reached out to other libraries in the state to see how they handle their public meeting spaces. He said that they decided to stay away from charging a fee to the people using the space because they are town residents doing these activities for the benefit of the town. Discussion occurred regarding maintenance of the space, using a keypad lock on the door and how to handle heating of the space.

Mike Kaminski said that they are off to a good start. The bid has been accepted and the contractor notified. Dave Nault added that the contractor is addressing the details on his end with the subcontractors to ensure they are ready to move forward.

Justin Nault said that they did a walk-through of the building, discussing building access during construction. **Dave Nault** added that Librarian Mary Girard has offered her input on the matter and is willing to adjust library operations in order to accommodate the work being done. **Mike Kaminski** said that the Library Trustees will be part of this discussion as well.

Justin Nault said that Mike Cumings noted that the front entrance door into the vestibule needs to be ADA compliant if it is going to be used. the entrance needs to be an ADA compliant door. The old vestibule, there was light showing around the door, so there was concern about the seal. The BoS said that they will have a new door once the construction is completed.

Mike Kaminski said that it may be necessary to close the library to the public for 30 days and return to the way they operated during the height of the pandemic.

Justin Nault noted the sponginess of the floor passing through the foyer into the library.

Justin Nault noted that they also mentioned the necessity of a lock on the door leading to the area where the Locking the door between the library and the restrooms,

Justin Nault noted some other observations from the walk-through:

The tags on the fire extinguishers in foyer needs to be updated.

Emergency lights should be addressed, they are making a loud noise and some of them seem to flicker a bit. **Dave Nault** said that they can have one of the electricians look at it.

No emergency exit sign leading from foyer into the library.

Signing of MS-232

The BoS signed the MS-232: Report of Appropriations Actually Voted.

Damaged Property Complaint

The BoS reviewed a complaint received from Chris Major on Mansion Road. He said that his mailbox has been hit multiple times by the town plow, and this is the second time he has had to replace his mailbox post. **Dave Nault** said that they typically do not pay to replace damaged mailboxes. **Line Comeau** will follow up with the Road Agent on the issue.

Notice to Resident of Address Change

The BoS signed a notice to a resident of an address change to their property (necessitated by E-911 emergency services). The notice will be sent via certified mail.

Raffle Permit Request

The BoS reviewed a request a raffle permit request from the 4-H Club to be held at the Pioneer Sportsman Club. The BoS was in support of the request.

Committee Appointments

Motion: by Dave Nault seconded by Mike Kaminski to approve the following committee appointments and term limits:

Alternate Cemetery Trustee:

Linda Gray (2023)

Energy Committee:

George Holt (2025)

Robert A. Ray (2025)

Historical Awareness Committee:

Leone C. Mullen (2023)

Frederick J. Mullen (2023)

William T. Zeller (2024) – DES Liaison

Donna Dunn (2025)

Gail Martel (2025)

Old Home Day Committee:

Donald J. Larsen (2023)

George E. Maskiell (2023)

John Stevens (2023)

Planning Board:

Jeff A. Crosby (2025)

Charles E. Frost (2025)

Deputy Tax Collector:

Line Comeau (2025)

Town Hall Restoration Committee:

Mary Sue Bracy (2023)

Nora Lamarque (2023)

Donald J. Larsen (2023)

Enid Larsen (2023)

Shelley Westenberg (2023)

Zoning Board of Adjustment:
Alison Vallieres (2025)

Discussion: none.

Vote: (3-0).

Mailbox Items

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

- Letter from Pat Panciocco Law regarding the telephone pole situation on Kelsea Road as part of the subdivision process. Mike Kaminski said the first quote given by Unitil was a bit high.
- Email from Patrick Bowne at the Transfer Station letting them know that the paper baler was down.
- Email from Patrick Bowne regarding fence repair.
- Email discussion with Patrick Bowne regarding two potential new employees for the Transfer station.

Dave Nault read a letter submitted by Town Clerk Linda Landry:

To Dunbarton Board of Selectmen:

I would like to begin by expressing my regrets that the events of last Thursday's meeting turned into such a confusing mess. I would like to ensure that everyone involved, whether directly or by their own choosing, understands the missing pieces that contributed to those events – and there are many.

As you know, I contacted the board members and the town administrator after the BOS March 7 meeting to apologize for my deputy appearing before the board without a formal invitation.

Hope and I have had several lengthy discussions regarding this and, as it turns out, she was invited to appear before the board. I contacted Selectman Nault for clarification. He told me that during their (his and Hope's) conversation on Tuesday March 8, he did suggest that she could come to the board with concerns. I have no doubt that his suggestion was delivered in earnest but may not have been conveyed specifically enough.

Page 30 of the town's Personnel Manual outlines the procedure for resolution (see attached). In the minutes of the BoS workshop of February 3 where office staff concerns were discussed, staff was told "these concerns need to be brought to a Selectmen's meeting to be addressed." Hope took the Board dup on both offers and I have apologized to her for not investigating further before reacting.

I have had the opportunity to review Hope's written presentation. She is correct in that these are issues that have gone through the chain of command, and many

continue to go unresolved. I will bring these concerns to the Board at a later date.

We are fortunate to have Hope booth as a co0worker and as an employee in our town. She is efficient, she is thorough and an absolute pleasure to work with.

My point here is not to lay blame, but to view this as an opportunity for all to identify and correct the weaknesses in our communications with each other, and with the links in the “chain of command.”

I have enjoyed working with this Board and look forward to working together on this and in other areas in a way that will ensure that all are heard.

*Respectfully,
Linda J. Landry
Town Clerk*

PUBLIC COMMENT

None.

BOARD MEMBER ISSUES

Line Comeau forwarded the BoS the acknowledgement regarding the vote on puppy mills to be signed by the BoS.

Line Comeau said pest control is still a work in progress, as is the bond application. Still working with the auditor to finalize the questionnaire. New insurance policies due at the end of the month. ARPA grant paperwork is due by the beginning of April. She is working on the RFP for paving with the Road Agent, noting that they need to work on the RFP’s for the roof work they have determined is needed on the Town Office building and the Fire Department.

Dave Nault said a 3rd bid should be incoming for the roof work.

Mike Kaminski expressed concerns :that they may have cut their maintenance budget a bit too tight for this year. He wants to make sure they are a bit more conservative in their maintenance expenditures.

Line Comeau said she will be bringing 1st quarter expenses for their review at the beginning of April.

Justin Nault said that he was in contact with a pest control company and should have an estimate soon. **Line Comeau** said that if it is less than \$10,000, then they need to get at least 3 telephone bids. **Mike Kaminski** asked for an environmental report update: report is still in the works, but they should have it soon.

NON-PUBLIC SESSION

Motion: by Mike Kaminski, seconded by Dave Nault to enter non-public session in accordance with RSA 91-A 3 II (a) at the request of the Transfer Station Manager to review personnel and hiring matters.

Nault- yes. Kaminski- yes. Nault-yes.

The BoS took a 2-minute recess at 8:23 p.m. to allow the room to clear for nonpublic session.

The BoS entered nonpublic session at 8:25 p.m.
The BoS reentered public session at **9:07 p.m.**

There were no motions or decisions made during this non-public.

Motion: by Mike Kaminski, seconded by Dave Nault to enter non-public session in accordance with RSA 91-A 3 II (e) at the request of Mike Kaminski.

Nault- yes. Kaminski- yes. Nault-yes.

The BoS entered nonpublic session at **9:08 p.m.**
The BoS reentered public session at **9:27 p.m.**

There were no motions or decisions made during this non-public.

ADJOURNMENT

Motion: by David Nault, seconded by Justin Nault to adjourn the meeting.

Vote: (3-0).

Meeting adjourned at **9:30 p.m.**

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

David Nault, Chair

Michael Kaminski, Selectman

Justin Nault, Selectman