

Dunbarton Board of Selectmen

Meeting Minutes September 29, 2022

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, September 29, 2022 at 7:00 p.m. at the Dunbarton Town Offices.

Board members present:

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

Town Officials present:

Line Comeau, Town Administrator
Jeff Crosby, Road Agent

Members of the Public present:

Robert Martel
Robert Tavis
Kristine Flythe
Jennifer Ottolini

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 Dave Nault, seconded by Justin Nault to approve the regular meeting minutes of September 15, 2022 as amended.

Discussion: none.

Vote: (3-0)

Motion: by Dave Nault, seconded by Justin Nault to approve the nonpublic meeting minutes of September 15, 2022 as written.

Discussion: Mike Kaminski noted that these minutes will be sealed until January 1, 2023.

Vote: (3-0)

PUBLIC COMMENT

None.

NEW BUSINESS

Resident Request

Robert Tavis of 51 Old Fort Lane works as a home-based primary care nurse for the VA. They are moving him up into the Dunbarton area. He can work from home, but the VA does provide a vehicle. The problem is that he isn't allowed to park it at his home. Per VA requirements, it needs to be parked in some sort of governmental or municipal lot. He is requesting permission to park his car at one of the local government buildings, suggesting the Town Office lot as an option.

Mike Kaminski expressed concerns about the Town Office lot in terms of traffic congestion and snow removal, and wondered if a different lot would be more suitable.

Line Comeau asked if his personal vehicle will remain parked in that location when he is using the VA car. **Mr. Tavis** confirmed that it would.

Road Agent **Jeff Crosby** feels that the school or Police Department lot may be a better location than the Town Office lot. As long as he sees that it gets moved for snow clearing, it shouldn't be an issue. He is also welcome to park at the Highway Department as well, but that location may not be as ideal.

Line Comeau asked about the lot in back of the fire department, if that was considered school parking or Fire/Police parking. **Dave Nault** stated that it's a mixture of both, but if he parks closer to where the police vehicles do, it shouldn't be a problem. He would just like to make sure that Police Chief Remillard and Fire Chief Wiggin are made aware.

Line Comeau suggested that they approve this on a trial basis and would like to make sure that they have his contact information.

❖ *The BoS is in consensus approving his request, pending communication with the Police and Fire Chiefs.*

Resignation

The BoS has received a resignation letter from the sole member of their recreation committee/basketball program director. They do have two interested candidates that would like to step in and move forward with the program.

Kristine Flythe has been working with and assisting the departing director and is interested in taking over the department as Chair. Jennifer Ottolini has participated as a coach with the basketball program and would like to step in to work as Treasurer.

Line Comeau said they had not officially appointed the previous director in a few years. They also were not aware that there were other people involved in helping him run the program, so now that they have come forward, they want to make

things official and appoint them as members of the Recreation Committee. They can have the term end at the end of March, at which time they can then choose if they would like to sign on for a one-year or three-year term.

Motion: by Dave Nault, seconded by Mike Kaminski to accept Jennifer Ottolini and Kristine Flythe as members of the Dunbarton Recreation Committee, with terms ending in March 2023.

Discussion: none.

Vote: (3-0).

3rd Quarter Expenses and Revenue Review

Town Administrator Line Comeau presented the BoS with the 3rd Quarter Expenses and Revenues for review, noting the following highlights:

Revenue

- Outstanding revenue includes the Rooms and Meals tax, and the 4th quarter Highway Block Grant.
- There are some revenues entered into the accounts as recommended by the auditor: the Donation received from the Town Hall Restoration Committee (\$74,753) and grant revenues that were authorized that she collected account for \$5,900 that have already been spent (pass-through).
- Pending Land Use Change Tax: \$42,125 (this is the town portion)

Expenses

- They are at about 25% remaining across the board for the next three months. Some accounts will vary based upon when their disbursements occur.
- They have overspent on their advertising.
- Some of the gas expenses for September are still outstanding.

Mailbox Items

Mike Kaminski reviewed the items of correspondence received since the last meeting:

- Email from Transfer Station Manager Patrick “Woody” Bowne regarding a roof maintenance issue impacting the ice and snow guards on the roof.
- Communication from HealthTrust stating that due to Covid, they are not expecting any rebates or surplus this year.

Highway Department Update

Road Agent **Jeff Crosby** provided the BoS an update on the Highway Department:

Paving

Paving projects are proceeding well. **Line Comeau** said that they have so far spent approximately \$320,000. They are expecting the more substantial projects

to start rolling in and she will monitor these to ensure that the money gets transferred to the General Fund to pay these expenses.

Jeff Crosby said that asphalt prices are now at \$85/ton. When they put this plan together, it was based on \$72/ton. When they put this out to bid prices were at \$78/ton. Many places are now including an escalation charge. This is leading to a difference of about \$100,000 from what they had planned in costs.

Dave Nault praised the work of the paving company doing the work. **Jeff Crosby** said they chose Robert Rogers Road to do first because it was in the worst shape. They have been working to connect the asphalt driveways along the road. They will re-line the roads before winter.

Runoff/Drainage Issues

Jeff Crosby said that he and Dave Nault went out to the property at 79 Long Pond Road as they had received a complaint pertaining to roadway runoff affecting the property. They happened to run into the neighbor up the road who is very responsive and willing to help fix the problem, which is a culvert on his property that was inadvertently blocked by his landscaper. **Jeff Crosby** said that he is in touch with the landscaper, and they will be helping to remove the blockage. He also noted they may receive other complaints about driveway issues as the paving project continues that they will need to go back and fix.

Mike Kaminski noted the similar ongoing drainage/runoff issue on Tenney Hill Road causing a problem with Lee Martel's driveway and asked that Jeff make a site visit to handle that issue as well.

Mike Kaminski offered a reminder regarding the requested 'Children at Play' sign requested by the Kaminsky's. **Jeff Crosby** said that he still needs to order the sign, but he will make sure it gets done.

Jeff Crosby said they had held on to their **older plow truck** when they got their replacement, but a year later, they haven't used it, and he is wondering if it is time to part with it. He doesn't think it would bring more than \$5,000-\$6,000 at auction. Everything functions on it. It is worn out and on borrowed time. Discussion occurred regarding the best course of action to take with this vehicle, and they decided to hold onto it a little bit longer.

Jeff Crosby said that the Guiney subdivision was approved on Kelsea Road. He wants to know if he can now start the process of contacting Unitil to get the pole moved so they can get the turnaround completed. The BoS is in agreement for Jeff to reach out to Unitil to get the process started.

Mike Kaminski asked about the condition of the roof at the Highway Garage. **Jeff Crosby** said that he patched it as a temporary fix, but it is not fixed yet. **Dave Nault** said that he will work on getting some quotes. **Line Comeau** suggested they look into getting a quote for the roof on the bandstand as well.

PUBLIC COMMENTS

Robert Martel expressed concern over a couple of contracts that were recently awarded by the BoS without the jobs going out for bid. There is a possibility that they could have found someone that could have done the job just as well for less money, but they won't know that because they didn't go through the bidding process, and they have nothing for comparison.

Dave Nault explained that these were issues that arose during the course of the project. During his site inspections, he was made aware that the electrical engineer of record that worked for the architect did not include the sprinkler system in the total electrical load of the building. When **the utility company** sized the transformer, their sprinkler system was not included, which has the largest single-phase motor that you can have without going to a three-phase system. He got in contact with the architect, and it took them a few weeks to be able to meet. It was determined during a walk-through that they needed a fire-rated room downstairs for the fire suppression pump and fire control panel. Chicoine built that room free-of-charge to the town.

Two weeks later they received the revision back from the electrical contractor of record. They had to bury the wires underground. They received a \$2,000 credit for going above ground with the panel. The electrical contractor placed underground tubes and charged them a reduced rate of \$4,000. Jeff Crosby did the digging which provided further savings to the town.

Dave further explained the need to upgrade a fire panel to accommodate both the LULA as well as the fire-suppression system. He does feel that sticking with the electrical contractor of record for these items made more sense than bringing in a new contractor for some portions of the project. They also worked with the electrical contractor to ensure that they had adequate lighting for the second floor.

Bob Martel said that he wished that they would have at least done an RFP for comparison purposes on the lighting portion. He would hope going forward that if they run into the same sort of issues that they would go through the proper bidding process to ensure that they have numbers for comparison.

Mike Kaminski said that as they move forward, they will make sure that they follow a bidding process for these items in the future.

BOARD MEMBER COMMENTS

Dave Nault said that next Wednesday Oct. 2 is 'Coffee with a Cop' from 11 a.m. to 1 p.m.

Mike Kaminski said that 2 Selectmen met with the Town Hall Restoration Committee as well as the benefactor that is donating items to complete the stage area on the second floor. There was some clarification provided from the

benefactor regarding what they are willing to contribute for stage lighting as well as a sound system. There was also discussion regarding the intended purpose of the room, which is town-related events for town residents.

Donations from the benefactor are to include: seating, sound system, A/V system, lighting, flooring and drywall to replace the horsehair plaster that is deteriorating.

NONPUBLIC SESSION

Motion: by Mike Kaminski, seconded by Dave Nault to enter into nonpublic session in accordance with RSA 91-A 3: II (b) for a hiring action.

By roll-call vote:

Kaminski-yes. D. Nault-yes. J. Nault-yes.

The BoS took a 2-minute recess at 8:09 p.m. to allow the room to clear for nonpublic session.

The BoS entered into nonpublic session at 8:11 p.m.

The BoS reentered public session at 9:06 p.m.

There were no motions made during the nonpublic meeting.

Motion: by Michael Kaminski, seconded by Justin Nault to increase the hourly rate of pay for the part-time Building Inspector as follows: Step I \$26.00, Step II \$27.30 and Step III at \$28.67. Vote: 3-0.

The Board asked the Town Administrator to advertise the position of part-time Building Inspector for another two weeks, with the new hourly rate, a flexible schedule, and mileage reimbursement.

ADJOURNMENT

Motion: by David Nault, Justin Nault seconded by to adjourn the meeting.
Vote: (3-0).

Meeting adjourned at 9:08 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman