

**Dunbarton Board of Selectmen
Meeting Minutes
November 3, 2022**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, November 3, 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
Linda Landry, Town Clerk
Jennifer Cormier, Deputy Town Clerk
Town Moderator John Trottier
Jo Hendry, Garden Club
Mary “Sue” Bracy, Garden Club
Enid Larsen, Garden Club
Emma Holden, Garden Club

Members of the Public present:

Anthony Hegstrom, 1108 Gorham Pond Road

Donna Dunn 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 draft regular meeting minutes of October 27, 2022 as amended.

Discussion: None.

Vote: (3-0)

Motion: by Justin Nault, seconded by Dave Nault to approve the draft nonpublic meeting minutes of October 27, 2022 as written.

Discussion: none.

Vote: (3-0)

Mike Kaminski noted that these minutes will not be sealed.

PUBLIC COMMENT

None.

TOWN BUSINESS

Recreation Commission Discussion

Jo Hendry of 74 Long Pond Road has been a resident for many years. She recalled several events and trips she attended that were coordinated by the town's Recreation Committee. Since the start of **COVID**, she understands that the committee has lost its members, though there were recently two people have stepped in to operate the town's youth basketball program. They met with Kristine Flythe to see what they could offer to support the committee.

Currently the committee operates with a revolving budget. Money is collected from fees that people pay to participate. There is currently a budget line of \$400. They have discussed the fact that the room upstairs at the town hall could be used for some events once renovations are completed . They provided two proposals.

Proposal One would be that the current Chair and Treasurer will continue to run the basketball program and oversee the Commission. Jo Hendry said that Kristine Flythe suggested they add two more members that would represent different groups of the town. They would also develop subcommittees and have volunteers to take on different tasks. Events would be based upon input from town members. The commission is independent of the Old Home Day Committee.

Proposal Two is that the town retain the Commission's revolving account and increase its Recreation Commission budget line item from \$400 to \$1,000. This would be put toward supplies and equipment to be used for town events. These items were previously supplied by Garden Club members. They will consider new offerings such as fitness opportunities, new mom's groups for mothers with young children, programs on no-school days, youth sports clinics, kindergarten soccer and more. They are empowered to charge for the use of facilities and participation and some classes and activities would charge a small fee for participation to help cover costs.

Mike Kaminski is fully supportive and feels that the budget line-item request is reasonable. He cautioned that they don't do too much too fast in order to avoid burnout.

Dave Nault added that they did reduce the budget when they realized it wasn't being used. It also seemed like the majority of that budget went toward the bus trip, which only benefits a limited group of residents. He recommends only applying a percentage of their budget toward the bus trip, so it doesn't eat up their budget.

Town Administrator **Line Comeau** said that the Recreation Commission has approximately \$18,000 in their checking account. They petitioned the voters to take that money from an account that they had no control of, so they are now responsible for that. She explained that if they were to exceed the amount of money they received from the town, then they would need to vote to transfer the money out of their checking account to cover those costs. She also explained the difficulties they ran into with the bus trips to Boston when trying to accommodate people from other communities. Further discussion occurred regarding the rules surrounding municipal budgeting.

Justin Nault feels that it is good to expand the services here for the town residents.

Line Comeau said that when they are ready to appoint their officers, they should have the current commission members reach out to Town Clerk Linda Landry to make their nominations.

Emma Holden would **countered** that \$1,000 isn't enough, particularly if they are going to take over the Halloween and holiday decorating from the Garden Club. That alone would wipe out those funds very quickly.

Mike Kaminski again cautioned against doing too much too fast and feels that \$1,000 is a good starting point. He suggests they choose the things they really want to accomplish in their first year and go from there.

Line Comeau said they have funds from this year that expire on December 31st to purchase wiring and lighting for next year.

Dave Nault said that there were a lot of volunteers and donations involved in coordinating the recreation events last year. He too suggests starting small and then increasing the amount as they progress each year.

Mike Kaminski offered a thank you to the members of the Garden Club for the way they stepped up and handled holiday events and decorations for the town in the absence of the Recreation Commission.

Request for Road Signage

Anthony Hegstrom requested a 'deaf person' caution sign to be placed on their road near their home. His son lost his hearing, but does have cochlear implants for assistance. The BoS is in full support of this request.

Line Comeau will coordinate with the Road Agent and Mr. Hegstrom to get the signs ordered and placed.

Election Update

John Trottier, Linda Landry and Jennifer Cormier provided the Board with updates on election preparation.

John Trottier said that they have decided to do away with the plexiglass barriers, but they will have them available for the Supervisors of the Checklist. Masks will be available for those that want them.

Linda Landry gave an update on the preparations for Tuesday's election:

- ❖ Woody Bowne and one assistant will begin set up at 3 p.m. on Monday.
- ❖ They have one display table request for Wreaths Across Dunbarton; they will come in to set up at 4:30 p.m.
- ❖ She is working to finetune the poll worker schedule for the day.
- ❖ Meals will be ordered from Constantly Pizza.
- ❖ On October 3rd, 578 Absentee ballots were shipped to them along with 2,200 Official ballots received October 13th.
- ❖ They have issued 150 absentee ballots and 121 have been returned. She expects requests for more up until Monday.
- ❖ Linda Landry reported on some items that were discussed at a recent Town Clerk Conference she attended pertaining to the elections:
 - Two international Election inspectors will visit NH in November.
 - Atty General will have Poll Inspectors inspecting as they did last time.
 - Rules pertaining to sign holders outside; they do not have to actively hold them, but they must be within arm's reach.
 - Signs may be removed from public property, but they may not be destroyed.
 - Selectmen should review their list of duties and responsibilities in the Election Handbook
 - Any election official that will be absent for any part of the day appoint a protem to stand in to perform those duties.
- ❖ They will have Two check-in tables and one check-out table.
- ❖ They have greeters scheduled all day.

Dave Nault asked if it would be possible to coordinate with the local restaurant here in town to provide some of those meals. **Linda Landry** said that this is something she will certainly look into pursuing for future elections, but they have already coordinated with Constantly Pizza for the next election.

Mike Kaminski suggested that they coordinate with Joe Milioto in terms of organizing the count. **Linda Landry** said that she and Jennifer have already spoken with him regarding how he would like it set up. **Mike Kaminski** expressed concern about the Wreaths Across Dunbarton table interfering or being a conflict with the election. **John Trottier** said that the table will be placed far enough away that it will not create an issue.

Board of Assessors' Request for Additional Funds

The board revisited a previous item involving a larger than expected bill from the assessing company.

Mike Kaminski said the assessing company may have missed billing the town for one year, which is why the bill was larger than expected. He would like to get a letter of clarification via email from them explaining the situation so that they have it for auditing purposes, and then pay the bill. It is a contract, and he does not want to be in arrears. **Dave Nault** said they also need to understand that they operate on a fiscal budget, and they plan on a certain amount each year. **Line Comeau** pointed out that in the past there was always money that lapsed every year, and she was not following the billing process very closely because it was under contract. She now understands their billing process and they can better prepare going forward. The Board of Assessors' budget will be overspent by \$6,000. Discussion occurred regarding where to pull the funds from to cover this invoice. **The Board reached a consensus stating that if she could get a confirmation in writing that the bill is to cover annual pickups for two years then she can go ahead and process the payment.**

Utility Pole Bill

Dave Nault spoke with Scott at Dunbarton Telephone regarding the bill for moving the poles on Gile Hill. This was previously a Class VI road. This section of road is part of a new subdivision for the town and the widening of the road was required; this should be part of the contractor's exaction fee. The town, not the developer, called him to move the poles, so that is why he billed the town. **Dave Nault** suggested they have a meeting with some officers from the Planning Board and a Selectman's Rep and the developer to determine how to proceed in getting this invoice paid. Scott also said they didn't bill them in full for the time it took

them to move the wires. **Dave Nault** said that he will coordinate with the Planning Board and Line Comeau to get a meeting scheduled.

Review Gutter Quotes

Justin Nault obtained quotes from 3 gutter companies to install a gutter at the Police Department:

Gutter Done: 5-inch gutters with leaf guards: \$1,155

Energy Improvements: 5-inch gutters with leaf guards: \$895

Gutters Plus: 6-inch gutters and leaf guards: \$953.75

Dave Nault said that he prefers the 6-inch size given the roof overhang.

Motion: by Mike Kaminski, seconded by Dave Nault to accept the quote from Gutters Plus for 6-inch gutters in the sum of \$953.75.

Discussion: none.

Vote: (3-0)

Quotes obtained for gutters on the town office building were tabled to review at a future meeting.

Mailbox Items

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

- Request from the Dunbarton Library Trustees to move the pick-up and book-drop from in front of the town library closer to the town parking lot near the mailbox at the town offices. The BoS **was** in support of this request. Discussion occurred regarding where to place them. Dave Nault thanks the Library Trustees for working with them over the course of the construction project.
- Email from Transfer Station Manager Woody Bowne regarding holiday hours for the Transfer Station. **(there will be no changes to the Transfer Station business hours during the holidays)**. He also noted that revenues will be a little lower this year.

PUBLIC COMMENT

None.

BOARD MEMBER ISSUES

Line Comeau said that regarding the DOL Inspection Report, all departments have been working very hard and responding to meet the November 10th deadline. Justin Nault has been a major help in helping to resolve some of the

higher priced items. She will be putting together their response and status of their progress to send to the DOL by the deadline.

Dave Nault gave an update on the progress of the construction project at the Library/Town Hall:

- the sprinkler company furnished their final bill, and they are waiting for them to fill up and test the tanks before releasing the funds to pay it.
- Paving has been completed; they are going to try to keep people off of the area until they have completed the striping.
- Lighting fixtures have been put in place.
- Elevator will be completed by November 15.
- Exterior doors are scheduled for the 28th and the hardware on the 18th.
- Air handler is all set.
- LULA has been installed on the stage.

Dave Nault stated that Margaret Watkins on behalf of the Renovation Committee said that there is a group of people that had given a donation toward the project, and so they are coming to see the work that has been done with the help of their donation.

Mike Kaminski said they will need to review their usage and fee policy for this space by January 1st. They will need to make arrangements for cleaning as well.

Dave Nault feels that if it is a local non-profit, paying even a nominal fee can make it difficult to raise funds. He would like to proceed slowly with this policy to see what is going to work the best. Any event held there will be carry-in/carry-out as there is no storage space there.

NONPUBLIC SESSION

Motion: by Mike Kaminski to enter into nonpublic session in accordance with RSA 91-A 3 II (c) at the request of the Town Administrator.

By roll-call vote:

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

The BoS took a 2-minute recess at 8:08 p.m. to allow the room to clear for nonpublic session.

The BoS entered into nonpublic session at 8:10 p.m.

The BoS reentered public session at 8:26 p.m.

There were no motions made during the nonpublic session.

ADJOURNMENT

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

Vote: (3-0).

Meeting adjourned at 8:28 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman