

**Dunbarton Board of Selectmen  
Meeting Minutes  
December 15, 2022**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 15, 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  
Mary Girard, Librarian  
Chris Remillard, Chief of Police

**Members of the Public present:**

Helga Bouchard, Vice-Chair, Concord Crime Line

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 December 8, 2022 as amended.

**Discussion:** None.

**Vote: (3-0)**

**Motion:** by Justin Nault, seconded by Mike Kaminski to approve the (7:58 p.m.) nonpublic meeting minutes of December 8, 2022 as amended.

**Discussion:** The BoS decided that these minutes should be sealed.

**Vote: (3-0)**

**Motion:** by Dave Nault, seconded by Justin Nault to approve the (8:32 p.m.) nonpublic meeting minutes of December 8, 2022 as written.

**Discussion:** none.

**Vote: (3-0)**

## PUBLIC COMMENT

None.

## NEW BUSINESS

### Town Clerk 2023 Proposed Budget

Town Clerk Linda Landry presented the BoS with a summary of where her department is at in their current budget. She noted they increased the municipal agent fee which accounts for about \$2,500 in additional incoming funds.

The proposed 2023 budget for the Town Clerk's office was presented with the following adjustments:

- Increase of the Deputy Clerk's hours to 20 per week (increase of 4 from current budget), given the learning curve and responsibilities she is taking on. She lauded the Deputy Clerk for taking it upon herself to attend the recent hearing at the State House where Dave Scanlon was appointed Secretary of State; and feels that it is great that she has the interest in learning these procedures and protocols.  
**Mike Kaminski** asked if the increase in hours would affect the hours the Town Clerk's office is open to the public. **Linda Landry** answered that the office is open 32 hours per week, remaining closed on Fridays and does not offer evening hours. She said that if she were to open on Friday, she would have to reduce the amount of hours they are open during the rest of the week.
- Elections: There is only one election scheduled for the upcoming year, but she increased the line item for election meals for the one they do have.
- Salary: **Linda Landry** said that she included a 4% increase in salary for her position as was given to many of the town employees during the recent wage scale review. She noted that in 2007, the voters approved a warrant article to make the Town Clerk role full-time and given the same benefits of regular employees. It was also noted that this compensation would be reviewed annually. When the wage scales were initially created in 2013, she was included along with the regular employees. Linda is currently mid-term in her role, and she was not included in the wage scale increase because hers is an elected position and is not currently up for reelection, however, because of the

reasons stated, she feels that her role should also be included in the wage scale review. She asked that she be considered for a wage scale adjustment for her position at this time as was just done for the employees.

**Mike Kaminski** said that there had been some confusion over whose supervision the Town Clerk role was under when he first joined the Board of Selectmen. He supported the action of removing the Town Clerk from under the supervision of the Select Board because it is an elected position, and that is how he intends to treat this role in terms of wage adjustments.

**Dave Nault** added that they will be reviewing the wage scale for her position at the time she is up for reelection.

**Linda Landry** said that she understands their procedure, however, it does not help her should she decide not to run again. She works just as hard as any regular town employee and is affected by inflation just as much as anyone else. They decided to perform this wage review and subsequent adjustment after she was elected. She feels she is being penalized in a way because this position is elected instead of employed. Because she was part of the wage scale from the beginning, she feels her position should have been included with the regular employees.

**Mike Kaminski** said that the review they did was for town employees, not elected officials. While he realizes that inflation is currently high, she was aware of the pay rate for the position when she decided to run again. She is included in all the COLA increases that other employees receive, so her salary is not stagnant.

**Linda Landry** said that the data they use from the NH Municipal Association (NHMA) does not take into account tenure or education/experience. She runs a department that brings in a considerable amount of money and feels that her duties and responsibilities are more comparable to that of their Building/Planning Administrator.

**Mike Kaminski** feels that the NHMA is a great tool to compare salaries. He asked what does she do that is different from a town clerk in a comparable town? **Dave Nault** wonders if Town Clerks of comparable towns are getting the benefits that she is.

**Linda Landry** said that as long-time clerks are retiring, newer clerks are not staying as long. In the future, many municipalities may find that they have trouble finding and retaining future Town Clerks if they continue to follow the rates listed by the NHMA as it is not a complete picture of compensation.

**Justin Nault** asked when her term was up. **Linda Landry** confirmed that her term ends in March 2024.

Discussion continued regarding the differences between elected and employed positions and the history of the Town Clerk role. **Mike Kaminski** said that because this is an elected position, the salary will be reviewed at the time the position is up for reelection. He will not support a motion to perform a wage scale increase before that time. While they may review her compensation annually, it does not mean it will be increased annually.

#### Library 2023 Proposed Budget

Librarian Mary Girard and the Library Trustees presented the BoS with their proposed budget for 2023.

**Mike Kaminski** said that he appreciates the flexibility and support of the library as they complete the renovations on the building. **Mary Girard** said that it has been a different and challenging year, but they are working through it, and have still been able to provide their programs and services to the public. They are presenting an essentially flat budget, noting increases in the following areas:

- Staffing and benefit line increases (11% increase for benefits and 4% COLA).
- Programs: they are looking to increase their budget line for programming in anticipation of the completion of the new space,
- Facilities: this line was increased to cover incidental maintenance expenses (painting, lighting, etc.) they find they may have once the construction project is completed. **Mike Kaminski** noted that there will be space on their maintenance line as well for things they find they are needing as well. Also included is the cost for a new security/camera system. **Mary Girard** noted that with the increased traffic of people coming in and out when the new space is completed, they have security concerns. They have a quote from Pro Technologies for a security and camera system (\$2,200)

**Mike Kaminski** said that they are awaiting a Certificate of Operation from the state for the elevator. It is proving to be a lengthy process and is causing a delay in project completion and their ability to open the new space upstairs.

**Dave Nault** gave a construction update: flooring will be installed next Monday. Almost all the door hardware is in. The new front doors have a coat of poly. He hopes the entryway for the library should be able to open very soon.

**Mike Kaminski** said their target is for the space upstairs to be open by April 1st.

#### Police Department 2023 Proposed Budget

Chief Chris Remillard presented the BoS with the proposed 2023 budget for the Police Department. Noted increases:

- Discretionary contractual budget line increases totaled \$5,013. However, the savings from their body-worn camera line of \$3,640 made the overall net increase \$1,373. He was trying to keep that flat as they have some wage increases to be included in their budget.
- Personnel costs are increasing by \$53,846. This covers 10 positions (5 full-time, 5 part-time), and includes the wage adjustments, 4% COLA, and funding the Office Administrator position for a full year (the increase for that position alone is \$19,510)
- Prosecution: \$220 increase.
- Dispatch: \$1,100 increase (contractual)
- Computer software: \$500 increase (Adobe licensing and software fee increase)
- Network Hosting. They are moving to an in-house server. Increase of \$1,420. Their current provider is switching to a cloud-based software and switching to an in-house onsite leased server is a cheaper and more secure option for them. They will have remote off-site back up.
- Telephones increased by \$400. He did distribute work cell phones to the officers so that they do not use their personal cell phones for work-related matters. He kept costs low in doing so by activating old previously inactive phones for this purpose.

**Justin Nault** noted that they exceeded their computer hardware budget by about \$700 and asked if that line should be increased. Chief Remillard gave an overview of the hardware they purchased this year and how it related to the work they've been doing.

**Chief Remillard** said that he is preparing a warrant for a new police vehicle. He has been working on an inexpensive solution that he will present to the BoS at a future meeting.

**Chief Remillard** introduced Helga Bouchard, resident of Dumbarton. She is their representative to the Concord Regional Crimeline as well as the Vice-Chair. She does a lot of advocacy for the police department and is attending tonight to learn more about the budgeting process.

#### Mailbox Items

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

- 12/14/22 Email from Patrick “Woody” Bowne reporting that the trash compactor is running again. **Mike Kaminski** noted that the can crusher arrived damaged. Woody is working with the vendor to resolve the issue.

- 12/14/22 Email from Line Comeau notice to departments for end of year purchases.
- 12/15/22 Email from Mike Guiney regarding snow removal on Kelsea Road (Road Agent was copied).
- 12/14/22 Email from Shelly Westenberg regarding condition of tables at the school. **The Board was in consensus** that the rectangular tables are a priority, as those are used for voting. **The Board asked Line Comeau to communicate Board recommendation to Dunbarton Elementary School.**
- 12/15/22 Email from Woody Bowne requesting large purchases. Mike asked **Dave Nault** to have Woody work with Line Comeau to prioritize things and make sure this is handled properly for end of year purposes.
- Thank you card from Welfare Director Jeannie Zmigrodski.

#### PUBLIC COMMENT

Chief Remillard thanked the BoS for the gift cards; their employees were extremely appreciative.

#### BOARD MEMBER ISSUES

**Line Comeau** said that there is snow in the forecast for tomorrow. They only have one employee planning on working in the office tomorrow, she will be working from home, so depending on the condition of the roads, she will close the office for the day and pay the employee that was planning to go in for her shift.

Line Comeau informed the Board that the awarded electrical contractor is scheduled to work on the exit lights in the town buildings on January 3 and 4. **Dave Nault** reminded Line to encumber the approved expense from this years budget.

**Justin Nault** asked about their next meeting. The BoS decided to cancel the next evening scheduled meeting and instead meet briefly to open the bids following their employee holiday luncheon on Thursday December 22, with a start time of 1:00 pm. **Michael Kaminski** asked that the time of the special meeting be posted accordingly.

**Dave Nault** said that he got the quote back for the stage lift. It came to a little more than \$28,000. He is going to shop around a bit more, but it may be a worthwhile fundraising project for next year. He spoke with the telephone company regarding the separate phone line for the lift. He has not heard back from Pro Technologies, which doesn't instill him with a lot of confidence in their company being able to provide the service they need for the elevator monitoring. Aside from the issues with the elevator and the lift, he expects everything else should be wrapped up by next week.

NONPUBLIC SESSION

**Motion:** by Mike Kaminski to enter into nonpublic session in accordance with RSA 91-A 3 II (a) as requested by Police Chief Remillard.

**By roll call vote: Kaminski-yes. D. Nault-yes. J. Nault-yes.**

The BoS took a 2-minute recess at 8:43 p.m. to allow the room to clear for nonpublic session.

The BoS entered nonpublic session at 8:45 p.m.

The BoS reentered public session at 9:09 p.m.

There were no motions made during the nonpublic session.

**Motion:** by **Michael Kaminski**, seconded by **Justin Nault** to approve the on-call stipend for full-time and part-time police officers to be used during the current staffing shortages as presented, with a three-hour minimum as stated in the personnel policy. With a prorated rate of \$7.50 per hour, for the minimum response call up to \$60 for an (8) eight-hour response call, and to be used as a future management tool in the police department.

Michael Kaminski asked Christopher Remillard to work with the accounting department to establish an On Call Stipend breakdown for clarification when processing the payroll.

ADJOURNMENT

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

**Vote: (3-0).**

Meeting adjourned at 9:12 p.m.

Respectfully Submitted,

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Jennifer King, Recording Secretary

Signed:

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Michael Kaminski, Chair

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David Nault, Selectman

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Justin Nault, Selectman