

**Dunbarton Board of Selectmen
Meeting Minutes
December 1, 2022**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 1, 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
Christopher Remillard, Chief of Police
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).

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 November 17, 2022 as amended.

Discussion: None.

Vote: (3-0)

Motion: by Justin Nault, seconded by Dave Nault to approve the (6:30 p.m.) nonpublic meeting minutes of November 17, 2022 as written.

Discussion: Mike Kaminski noted that these minutes should be sealed as they pertain to legal actions related to the town.

Vote: (3-0)

PUBLIC COMMENT

None.

NEW BUSINESS

Cintas Uniform Service Agreement

The BoS reviewed the updated service agreement from Cintas for the Transfer Station and Highway Department uniforms.

Motion: by Mike Kaminski, seconded by Justin Nault to accept the updated service agreement as presented from Cintas.

Discussion: none.

Vote: (3-0)

Mike Kaminski signed the service agreement on behalf of the BoS.

Wage Study Review

Line Comeau presented the multi-department wage study and scale she put together for the Selectmen's review. She explained the research she did and how she came to the calculations for each position in the departments below, creating a 6-step wage scale. Each position in each department was reviewed in relation to where they rank in comparison to similar positions in other towns and it was noted where the people currently in each position are at in the scale. Changes and highlights noted below:

- Police Department

No additional changes to this department study as submitted by Chief Remillard with the exception of the Admin position (below).

Mike Kaminski noted that when the Police Chief's contract was negotiated, they agreed to pay him a \$1,000 increase per year as he gains experience. He wants to make sure it is understood that that negotiated amount is over and above what is listed in the wage scale presented here.

- Highway Department

Discussion took place regarding the best way to adequately classify and compensate their one full-time worker in this department in comparison to similar roles in other towns, as he has a lot of experience in road maintenance and repair as well as operating various types of equipment. Dave Nault asked the Town Administrator why she only applied a 1% increase when she chose other percentages for other positions. Line Comeau replied that if she went with the same percent increase as the other positions researched, it would put his wage above the Transfer Station supervisor. She stated that when the Transfer Station wage was adjusted earlier in the year, her understanding was that the Board wanted to keep this highway position lower than that of someone supervising several employees

and managing a department. Line also explained that the new six step wage established versus the three-step wage will still bring this employee to step VI because of his longevity and will put him at \$27.97 which will be slightly below the Transfer Station Supervisor.

- Administrative

The BoS reviewed the proposed the wage study for the different administrative positions for the Town Offices. Line Comeau recommended a 4% increase for all positions. She explained that the study for each position reported nine to twenty-two towns that participated in the NHMA wage reporting. She found that three of the four positions ranked fourth, fifth, and sixth from the bottom with only the Building & Planning Administrator ranking in the middle. The proposed increase would move the town employee up one to two places. This along with the new Six step wage scale, with leave opportunity for increases every two years.

The BoS reviewed the Police Admin as proposed by the Police chief. Dave Nault recommended that we increase this position to the same level as the Town's administrators assistant as he felt there are similar responsibilities including confidentiality laws associated with the Police department. The Board was in agreement to bring the Police Admin salary in line with the Town Office Administrative position. Dave Nault recommended an increase of only 2% instead of 4% for the Planning and Building Department Admin, given that this position is currently paid in relation to similar positions listed on the survey. The Board was in agreement with this recommended change.

- Elected Officials

The BoS reviewed the compensation for the elected positions next up for reelection **in March of 2023** and approved the following increases:

- Road Agent (10%)
- Treasurer (0% due to recent past increases, **this position will still be eligible for COLA increase as proposed for March 2023**)
- Board of Assessors (10%)

Michael Kaminski stated for the record that previous Board had decided to only review potential increases for elected officials in the year that the term is up for re-election which is why the three

positions today were being considered in the wage study. All remaining elected positions would still be included for cost of living raise as proposed at Town Meeting.

- Town Administrator (15%)

Line Comeau stated that she compared her position with 14 other towns of similar demographics, and she stated that Dunbarton came in second-to-lowest paid out of that group. She proposed a 15% increase for the Town Administrator position, which would make that position the 3rd lowest paid of comparable surrounding towns.

Discussion took place regarding when the implantation of salaries will take place (January 1 or after Town Meeting in March). They will discuss the matter further in nonpublic session.

Town Clerk **Linda Landry** presented a request to increase the Deputy Town Clerk's salary higher than suggested in the wage study. She presented the Deputy's job description along with some numbers that she had researched when she was searching for applicants and noted that out of all of the office staff in the Town Office, the Deputy is among the lowest paid, which she does not feel is appropriate given the varied responsibilities of that role. The BoS was in agreement to increase the Deputy rate to the Secretary rate of \$19.28 (Step 1).

COLA Discussion

The BoS discussed the Cost-of-Living Increase for the upcoming year. **Dave Nault** suggests keeping it at the 3% that was suggested by the voters last year. He doesn't want to go lower, as they suggested 2% last year and the voters increased it to 3%, but he hesitates to go any higher than that in light of the salary increases they just made. Doing it all at once is a bit of a big bite.

Mike Kaminski said that the Social Security Administration is doing an 8.7% increase. He's not looking at that amount, but he feels that **5-7%** is reasonable.

Justin Nault is also in favor of keeping the COLA increase at 3% because of the wage scale adjustments they just did.

Mike Kaminski pointed out that they were about 8 years overdue in adjusting those salaries. He feels, to stay at 3% is **insulting** to the workers given the amount that everything else has risen. He offered to compromise at 4.5%. He added that the majority of their workforce is part time and they do not receive additional benefits. That is a contributing factor to the turnover they have, particularly at the transfer station. **Dave and Justin Nault** stated that they would

agree to a compromise of a 4% COLA **increase to square this away this evening, so the departments had time to finalize their budgets.**

Motion: by Mike Kaminski, seconded by Dave Nault to set the COLA increase at 4% for the upcoming year.

Discussion: none.

Vote: (3-0)

Mailbox Items

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

- Email from Dave Nault regarding the donation of labor from Guy Philippon of Merrimack Drywall, LLC for the second floor of the library.

The BoS asked Line Comeau to send a letter to Merrimack Drywall regarding the donation of labor for tax purposes.

- FYI thank you email from someone with a loved one interred in one of their cemeteries about how nice the cemeteries look.
- Email from USGS regarding the Dunbarton/Merrimack watershed. They are invited to an online meeting on December 13th at 9 a.m. regarding digital flood insurance maps.
- Communication from the Energy Committee regarding a nomination recommendation. **BOS asked the Town Administrator to prepare the appointment documents.**
- Letter from Library Director Mary Girard regarding a temporary meeting space provided by the church. The BoS is in approval of the temporary space.
- Email from Dave Nault regarding a request from their architect Dennis Mires that the town pick up the cost associated with electrical engineering for the fire extinguisher design.

Motion: by Dave Nault, seconded by Mike Kaminski to approve the invoice (approved and submitted by Dennis Myers, Architect) for the electrical engineering of the fire/sprinkler design at \$1,937.50.

Discussion: none.

Vote: (3-0)

- Notice to employees regarding outstanding leave.
- Request for vacation leave from Line Comeau for 12/29/23 (BoS approved).
- Request for vacation leave payout of 31 hours for Line Comeau (BoS approved).
- Request from Patrick Bowne for outstanding leave (BoS approved)
- County of Merrimack notice of proposed 2023 budget.

- Email from Donna White with an update and recommendation from the Town Attorney regarding procedures for accepting a Class VI Road.

PUBLIC COMMENT

Linda Landry said that she did some research about the proper way to handle the vacancy on the Board of Assessors and found that whomever BoS appoints will serve until the next election, and then the person elected will serve the balance of the original term (March 2024).

BOARD MEMBER ISSUES

Line Comeau is still working on obtaining a 3rd electrician quote for the exit light panels.

Dave Nault met with the people installing the LULA lift on the stage. The one that is being donated by the Cusano's is a bit of a different design than the one they are replacing. He will be meeting with the people that installed the original to come up with a plan for installation.

Dave Nault heard back from the alarm company, but they appear to be unfamiliar with the monitoring required for the new elevator and they said they would need to get back to him. There are few alarm companies that are up to date on the new audio/visual monitoring requirements. He is hoping to hear back from them on it soon.

Mike Kaminski said that they usually do grocery gift cards for the town employees for the holidays and wanted to get the Board's thoughts on what to do for this year. **Dave Nault** suggested doing \$50 gift cards for Christmas, as **there were no gift cards disbursed** at Thanksgiving. **Mike Kaminski** added that the employees receiving the cards should only be the ones that are on the most recent payroll.

➤ *The BoS was in consensus to provide the gift cards as discussed.*

Mike Kaminski noted that on Dec. 22 there will be a very abbreviated meeting with a short agenda to open bids.

NONPUBLIC SESSION

Motion: by Mike Kaminski to enter into nonpublic session in accordance with RSA 91-A 3 II (a & b) as requested by Chief Remillard to discuss matters related to personnel.

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

The BoS took a 2-minute recess at 8:28 p.m. to allow the room to clear for nonpublic session.

The BoS entered nonpublic session at 8:30 p. m.

The BoS reentered public session at 8:54 p. m.

There were no motions or decisions made during the nonpublic meeting.

Continued from the Regular meeting: New salary wage implementation.

The BoS reached a consensus to make the new wages as proposed effective January 1st, 2023.

ADJOURNMENT

Motion: Michael Kaminski seconded by Justin Nault to adjourn.

Vote: (3-0).

Meeting adjourned at 8:57 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman