

Dunbarton Board of Selectmen
Meeting Minutes
October 27, 2022

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, October 27, 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
Christopher Remillard, Police Chief
Jonathan Wiggin, Fire Chief
Mary Girard, Library Director
Clem Madden, DES School Board Chair

Members of the Public present:

Alison Vallieres, Historical Society
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 October 13, 2022 as amended.

Discussion: None.

Vote: (3-0)

Motion: by Justin Nault, seconded by Dave Nault to approve the nonpublic meeting minutes of October 13, 2022 as amended.

Discussion: none.

Vote: (3-0)

Mike Kaminski noted that these minutes will not be sealed.

PUBLIC COMMENT

None.

NEW BUSINESS

Public Hearing

A Public Hearing was held per RSA 31:95-b III (a) to accept unanticipated sums of money in excess of \$10,000 from the State of NH.

Mike Kaminski opened the public hearing at 7:02 p.m.

Motion: by Mike Kaminski, seconded by Dave Nault, to accept the Municipal Highway Block Grant Aid in the amount of \$87,495.05 and the Municipal Bridge Grant Aid in the amount of \$47,719.

Discussion, Public Comment: none.

Jeff Crosby, Road Agent stated that these funds are over and above the regular Highway Block Grant. He further explained way he that these funds have to be used specifically toward road projects and can not be used to supplement his operating budget.

Mike Kaminski closed the public hearing at 7:03 p.m.

The BoS voted **(3-0)** to accept both sums of money.

Review Salt Bid

The BoS reviewed a road salt bid received from Eastern Mineral, LLC.

Jeff Crosby said that this is the same company (**under a new name**) they have purchased from in the past. They have apparently merged with another company and changed their name.

Mike Kaminski said that the bid is in the amount of \$79.22 per ton of bulk road salt for the 2022/2023 season. They paid \$72.50 per ton last year.

Motion: by Dave Nault, seconded by Justin Nault to accept the bid for road salt from Eastern Minerals, Inc. in the amount of \$79.22 per ton for bulk road salt for the year 2022/2023.

Discussion: nothing further.

Vote: (3-0).

Line Comeau will reach out to Eastern Minerals to let them know that the bid was accepted.

Utility Pole Discussion

The BoS received a bill from Dunbarton Telephone Company for moving poles and upgrading the wiring system for the developer on Gile Hill Road totaling \$5,026. **Jeff Crosby** said that there was a plan developed between Eversource and the developer as far as what poles needed to be moved and where. There was no indication that the town was going to be responsible for the costs of moving the poles. **Dave Nault** said that he can reach out and find out some more information from the parties involved. He feels that the developer **should** be responsible for at least some of the cost.

Hazard Mitigation Update

Mike Kaminski opened a public information meeting for the Hazard Mitigation Plan Update 2022, which the Committee gave the following presentation:

Introduction and Overview

Mary Girard, Library Director, member of the Hazard Mitigation Committee gave an overview of the committee and its purpose and introduced its members:

“The purpose of a Hazard Mitigation Committee is to ensure that our town remains eligible for Federal Mitigation grant funding through FEMA, pre-disaster mitigation and flood mitigation assistance project grants during the next five years.

“The original Dunbarton Hazard Mitigation Plan was approved in 2005. The Hazard Mitigation Plan 2022 is the fourth version of the plan. Every five years FEMA requires the Dunbarton Hazard Mitigation Plan be updated to current state and federal standards. This includes re-approval of an updated Hazard Mitigation Plan by New Hampshire Homeland Security and Emergency Management and FEMA to ensure Dunbarton remains eligible for certain numerous mitigation, response and recovery grants under FEMA’s Hazard Mitigation Assistance (HMA) and Flood Mitigation Programs (FMA).

“The Town of Dunbarton’s most recent Hazard Mitigation Plan (written 2017) expired this year. The Hazard Mitigation Committee was formed this spring. The Committee comprised of Town Departments, Boards, School volunteers, Town Staff and the Central New Hampshire Regional Planning Commission. We met between April 2022 and October 2022 to discuss and assess past potential disasters and other hazard events. We also reviewed critical facilities and vulnerable areas. We then developed actions to better protect the people, buildings, infrastructure, businesses and property from disasters like flooding, winds and winter storms. The Hazard Mitigation Committee used a public planning process facilitated by Stephanie Alexander of the Central New Hampshire Regional Planning Commission in Concord. She coordinated all of our meetings, discussions and decision making. There was no cost to the community. In-kind match provided through attendee meeting attendance.

“The Dunbarton Board of Selectmen appointed Hazard Mitigation Committee was comprised of the following individuals and met between April 2022 and October 2022:

Line Comeau, Dunbarton Town Administrator

Donna White, Dunbarton Building Department Coordinator

Chief Chris Remillard, Dunbarton Police Department

Chief Jon Wiggin, Dunbarton Fire Department

Mary Girard, Dunbarton Public Library

Alison Vallieres, Dunbarton Historical Society

Jeff Crosby, Dunbarton Road Agent

Ken Swayze, Dunbarton Planning Board

Clem Madden, Dunbarton School Board

Jeff Trexler, Dunbarton School Board

Dave Nault, Selectman’s Representative

Stephanie Alexander, CNHRPC Senior Planner

“The Town of Dunbarton’s Hazard Mitigation Meetings were publicly noticed on the Town’s website and two community bulletin boards. All engaged citizens, businesses and organizations were invited to attend and participate. We also posted a Hazard Mitigation Community Survey on town websites, with 23 responses received. CNHRPC invited area emergency management directors to participate as well.

“Town of Dunbarton, Demographics of interest: population 3005 (*Source: 2020 Census*), is a relatively small community and contains 30.8 square miles of land area and 0.5 square miles of inland water area. There are 93.4 persons per square mile of land area. Comprised mostly of fields, forests, recreation and wildlife ponds, development opportunities are expanding, but are still limited to the existing built environment, and the highly forested areas of the community (*Source: Economic and Labor Market Information Bureau, NH Employment Security, 6/13/2019*).”

Summary of Plan Content

Chief Remillard gave a summary of the plan content.

The committee provided the results of a community survey that had been taken that highlighted areas of concerns from residents.

The members of the community indicated that the following roads were roads of concern when severe weather or other hazard events occur:

Page’s Corner and Route 13 and
Concord Stage Road along with other local roads were
noted as areas of concern.

They noted that the top hazards of concern are:

- ❖ Severe winter weather
- ❖ Public health
- ❖ High wind events

All three of these have occurred within the last 5 years.

Examples of mitigation action plans they have detailed in the Plan include:

- Develop a culvert replacement program to prioritize those at greatest risk of flooding and washout; timeframe of 4 to 5 years;

- Develop an inventory of contents in the vault and other town buildings (town records).
- Develop an engineering assessment to determine the safe snow loads for each town and school building to reduce the impact of winter snow and ice events.

Plan Implementation

Jeff Crosby said that one of their goals as a committee is to have regular quarterly meetings to review issues, potential hazards, ensuring that they are pursuing available funding. They are making an effort to be more proactive and address things as they come up instead of waiting every 5 years to update things.

Line Comeau said the committee relied on the Fire and Police department call records in order to document the recent hazard events that have happened. It helped the committee understand the importance of keeping track of hazard events as they occur in town because it is easy to forget. This will also assist in timely updates in the future as well.

Emergency Management

Jon Wiggan thanked the members that made the effort to attend the Emergency Management meetings amidst their busy schedules. Donna White and Line Comeau did a lot of the legwork and research. Stephanie was a help to them in the process as well. Identified issues included:

- Facility issues
- Infrastructure
- Extreme Heat the town does not have a cooling center, so they explored ideas on ways to create one in town.
- Solar events (affecting communications)

Chief Wiggan listed the next steps for the Plan:

- Request and receive approval pending adoption pending approval from NH Homeland Security. The quicker they can get it into them for approval, the better.
- BoS Public plan adoption meeting (hearing not necessary).
- Request and receive formal approval from FEMA and NHHS.
- Implement the plan: meet 4 times per year.

- Document and log events as they occur.

Mike Kaminski wants to make sure that this plan is included and considered as they go through their budgeting process to ensure they have funds for the prioritized items.

Line Comeau added that part of categorizing priorities involved how they would fund some items.

Mike Kaminski asked about turnaround time from the state. **Line Comeau** said that they will submit the plan by November 15. They hope to hear back by January 15, and Line's office will be notified to add it to the BoS agenda for adoption. Her goal is February 1st, 2023.

Dave Nault spoke to the importance of the documentation because it was surprising to go back and review the list of hazard events that had occurred that he had forgotten about. He takes his hat off to all of those committee members that were able to make time to attend the meetings.

Mike Kaminski closed the public information meeting at 7:42 p.m.

Board of Assessors Request

The BoS reviewed a request from the Board of Assessors for additional funding. **Line Comeau** said that in the last 3 years, the Board has reduced the assessing line because there were always funds that would lapse. The Assessing year goes from April 1st to March 31st. In 2019/2020, there were only 140 permits that were reviewed. The number of permits this year more than tripled that amount because they had a spike in building and current use permits. This bill for assessment services will cause the department to go over their budget by \$6,000.

Mike Kaminski noted that because this is a contractual obligation, this is not discretionary spending. **Dave Nault** would like time to review the bill before it is paid.

The BoS tabled this agenda item until the next meeting.

2022 Tax Rate

Line Comeau reviewed the MS-434-R and explained how the DRA calculated their new tax rate. New rates are as follows:

Municipal tax rate for 2022 is \$3.83 (down from \$4.05)
County rate stayed flat at \$2.53.
Local Education: \$15.29 (up from \$14.89)
State Education: \$1.33 (down from \$ 1.94)
Total tax 2022 tax rate is \$22.98 (overall \$0.43 decrease from 2021.)

Tax bills have started going out and will be due December 1st.

2023 Health Trust Rates

Health Trust has released their rates for 2023: There is an increase in health insurance of 11.7%, and an increase in dental insurance of 1.5%.

➤ ***The BoS was in consensus to sign their acceptance of these increases.***

2023 Primex Rates

Primex has released their rates for 2023:

Slight increase in property insurance (\$3,420) for property and liability insurance

Slight decrease on Workers Compensation (\$1,333)

Slight decrease on Unemployment (\$408)

Overall increase of (\$1,671)

➤ ***The BoS was in consensus to continue their insurance coverage through Primex.***

Accept Donation

Motion: by Dave Nault, seconded by Mike Kaminski to accept per RSA 31:95-b III (b) the amount of (\$453) from the Salvation Army to support the Welfare Department with their contribution in assisting a welfare client.

Discussion: Line Comeau said that their Welfare Director and Assistant Welfare Director have been doing a good job in making sure they tap into any additional resources.

Vote: (3-0)

Accept Vehicle Sale Proceeds

Motion: by Dave Nault, seconded by Justin Nault to accept per RSA 31:95-b III (b) proceeds from the sale of a town vehicle through auction in the amount of (\$2,925) after fees.

Discussion: Mike Kaminski noted that Chief Remillard has requested that this amount be penciled in to count toward the next vehicle they are looking to purchase. It will go into their general fund, but will be slated for that purpose.

Vote: (3-0).

Mailbox Items

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

- Email/letter from NHMA requesting permission to dispose of member legal files (6-year retention requirement). **Mike Kaminski** communicated with Line Comeau about this and anything they have sent them they keep copies of. They also would have to pick the records up and they don't have the space to store them.
 - ***The BoS is in consensus to grant permission to dispose of the documents.***
- Aloha Doors Quote for garage door replacement seal plus labor \$195. Another phone bid from **Raynor** Door Authority \$152 labor first hour, seal \$27 total cost \$177 to start. Third quote was obtained from Overhead Door Company in Concord for a total of \$196. He is still working on obtaining quotes from gutter companies.
 - ***The BoS was in consensus to select the quote from Aloha Door.***
- Email from Chief Remillard regarding a resignation from Jason Patten, 8-year police officer effective January 2023.
- Email from Fred Mullen regarding obituary of former Selectman Stephen Kennedy
- State of NH DOL letter outlining the safety inspection of all town buildings. Line Comeau said that the DOL paid them a second visit and provided the official report. The DOL would like to see evidence of steps the town has taken to address the issues they raised during their inspection within 30 days, even if the issues are not completely resolved.
- Email from Tiffany Carbone (continued from prior meeting) update, work in progress. **Dave Nault** updated the BoS that according to School Board Chair Clem Madden the refrigerator has been moved and is still accessible.
- **Mike Kaminski** continued discussion on Garden Club holiday lighting. He has requested that any extension cords used be orange. If any other color is used, the cords should be wrapped in bright highly-visible tape. The Selectmen are requesting that the lights and decoration be **turned off on** the Common by January 15, just as they did this past year. The lights may remain on the trees until the weather is better to remove them, but the power cords should be removed **as soon as the weather will permit.**

- Email from Transfer Station Manager Woody Bowne (department update). **Mike Kaminski** noted an issue regarding illegal dumping and someone hitting the building. **Chief Remillard** stated that it is currently under investigation. **Mike Kaminski** noted concerns regarding timely filing with their insurance company. **Chief Remillard** said that they can release enough information to satisfy the insurance company without affecting the investigation.

PUBLIC COMMENT

Lee Martel noted a story in the news about the state of Massachusetts owing money to the State of NH. General discussion occurred regarding this topic.

BOARD MEMBER ISSUES

Line Comeau offered a reminder that the BoS is now back on their weekly schedule. She is hoping that perhaps next week the Board can come up with a strategy for the budget that she can distribute to the departments. She is working on preparing a wage scale for their review.

Dave Nault said that the Cusano's are bringing in a LULA for the second floor. They needed a 3-foot door for the enclosure it is going into. They have a bid from Chicoine Construction for the door and framing and rails around the LULA.

Motion: by Dave Nault, seconded by Justin Nault that they accept the alternate on the bid for Chicoine Construction in the amount of \$2,100 for labor and materials to fit the LULA into the stage area at the library.

Discussion: none.

Vote: (3-0).

Dave Nault received a bid from the on-site drywaller for \$15,000 to put up a 3/8 overlay to support the horsehair plaster from falling off of the walls on the second floor. He solicited other bids and Merrimack Drywall who lives here in town has offered to supply all labor at no charge, they would only need to pay for materials, so he is going to offer the quote on the materials to the Cusano's once he receives it.

NONPUBLIC SESSION

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

By roll-call vote:

Kaminski-yes. D. Nault-yes. J. 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 exited the nonpublic session at 9:04 p.m.

By roll-call vote:

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

There were no motions made during the nonpublic session.

Michael Kaminski asked Chief Remillard to work with the Town Administrator to come up with a wage study that the Board could review during the budget discussion.

ADJOURNMENT

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

Vote: (3-0). Meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman