

Dunbarton Board of Selectmen
Meeting Minutes
January 12, 2023

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, January 12, 2023 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
Don Larsen, Cemetery Trustee

Members of the Public present:

Bob Martel

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 7:05 p.m.

OLD BUSINESS

Approve Minutes

Motion: by Dave Nault, seconded by Justin Nault to approve the regular meeting minutes of January 5, 2023 as amended.

Discussion: None.

Vote: (3-0)

Motion: by Justin Nault, seconded by Mike Kaminski to approve the nonpublic meeting minutes of January 5, 2023 as written.

Discussion: Mike Kaminski noted that these minutes do not need to be sealed.

Vote: (3-0)

PUBLIC COMMENT

Lee Martel thanks the Recreation Committee for helping him to address the issue of helping to ensure that the banners he has been holding onto ended up where

they belong. He didn't want to see them thrown out. **Line Comeau** added that they have been really easy to work with at the office as well in terms of reconciling, etc. They have been proactive in getting registered online for banking.

NEW BUSINESS

2022 Revenue Review

Line Comeau gave the BoS a review of the revenues budgeted vs those collected for January-December 2022. Discussion occurred regarding which monies are included in the setting of the tax rate. In total, the town took in a total of \$309,739.50 more than they had budgeted. Removing the donation for the Town Hall warrant, it brings the total to (\$235,598.50) or (\$220,663.50) with all equipment grants removed].

2023 Proposed Revenue Review

Line Comeau presented proposed 2023 revenues to the BoS.

In reviewing these numbers as presented, the BoS decided to increase their budgeted amount for ***Line Item 01-3401.04 Recycling Income*** by \$10,000 to \$30,000, as they exceeded last year's projection by over 100%.

Total projected revenue for 2023 including this adjustment is (\$1,129,046).

Dave Nault has questions regarding the budgeting and tax rate process, especially in terms of revenue from other governments that he would like to consult with their auditor on.

2023 Proposed Budget Review

Line Comeau presented the proposed budget for 2023:

The main increases in each department were in salaries which includes the wage scale increases reviewed and implemented by the BoS as well as the annual CPI increase (4%).

Brief discussion occurred regarding increasing the hours of the Deputy Town Clerk. **Mike Kaminski** is opposed to increasing these hours if the hours that the office is open to the public aren't increased. **Dave Nault** and Justin Nault disagree, as they feel that the learning curve of this position is what makes those extra hours necessary. Dave Nault added that he feels that operating hours are a separate issue.

Other increases/changes per department:

Elections: Election expenses were decreased as there is only one election this year.

Financial Administration: There were small increases in dues, advertising, postage, supplies, training and education.

Assessing: Increase in appraisal services.

Legal: kept flat.

Personnel Administration: **Line Comeau** noted increases in employee benefit coverages, as well as Retirement, Social Security and Medicare contributions, adding that she can decrease these by removing three months of coverage for the two vacant positions at the Police Department.

Planning Board: kept essentially flat.

General Government Buildings:

- **Line Item 01-4194.01-430 Town Building Maint. & Improvements** was increased by \$50,000 to \$200,000.
- Heating oil budgets for all buildings were increased.
- **Dave Nault** requested that they include the security/monitoring fees, generator fees and various annual inspections in **Line Item 01-4194.50-431 Heating/Maintenance & Repairs** and increase this line from \$1,000 to \$5,000. **Line Comeau** will review those expenses and adjust that line accordingly.
- Discussion occurred regarding increasing **Line Item 01-4194.40-120 Janitor** to \$10,000 to cover maintenance of the renovated/expanded space at the Library/Town Hall including weekly cleaning of the renovated entryway. **Line Comeau** is working with their current cleaning person to get a quote for the cleaning of that space.

Cemetery: flat budget.

Insurance: slight increase in property/liability insurance.

Police Department: **Mike Kaminski** discussion occurred regarding removing 2 months from one of the vacant entry-level positions Chief Remillard is hiring for,

which would reduce the salary line for that department by about \$10,000. This makes the total for this department \$532,310.

Fire Department: Line Comeau noted that Chief Wiggin wanted to make sure it was understood that the additional funds spent on protection equipment was the 10% match he contributed in order to purchase equipment using a grant he applied for in May and just recently received.

Highway Department: increases in road salt and road striping. **Justin Nault** suggested that it may be a good idea to look into hiring another employee for the town shed in the fall and also getting/leasing an additional 6-wheeler for maintenance, etc.

Solid Waste Disposal: increases in uniforms, C&D, fuel costs and NRRRA dues. The BoS spoke to the amount of money they are saving with the work that they did in changing their MSW disposal.

Welfare: kept essentially flat.

Recreation: requested \$1,000.

Old Home Day/Memorial Day: flat budget.

Library: They noted a slight increase (\$400) that differed the amount they requested previously.

Bond Payment: \$179,769

KTFCA- Conservation Maintenance: requested \$1,000.

Discussion occurred regarding funds that were recently discovered for KTFCA in a different account. Line Comeau explained that the funds were from Dupont shares that were gifted to them in 2011. Ended up being a total of \$14,785 that they deposited into a Capital Reserve Fund to hold. This fund now contains \$16,007. Their regular account totals \$11,307. **Dave Nault** will review this with them at the next meeting. **Line Comeau** suggested they create a warrant article to allow them to withdraw some of these funds for maintenance. **Lee Martel** noted that the point behind the group appearing before the board at the last meeting was that it is the town's responsibility to provide that maintenance, so it shouldn't

come from those funds. **Dave Nault** concurred with this point, suggesting they leave that line item at \$1,000.

2023 Proposed Town Warrant

The BoS reviewed the proposed Town Warrant for 2023 (new items/changes in **bold**).

1. To choose all necessary town officers.
2. To choose the Town Hog Reeves for the ensuing year.
3. Budget/Tax Rate
4. To see if the Town will vote to raise and appropriate the sum of **Fourteen Thousand Dollars (\$14,000)** to be added to the Revaluation Capital Reserve Fund established in 2003 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023. Their next reval is scheduled for 2025. Their current balance will not be sufficient, but they won't know an actual amount until they put it out to bid.
5. To see if the Town will vote to raise and appropriate the sum of **Five Thousand Dollars (\$5,000)** to be added to the Transfer Station Vehicle or Equipment Capital Reserve Fund established in 2014 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023.
6. To see if the Town will vote to raise and appropriate the sum of **Seventy Thousand Dollars (\$70,000)** to be added to the Fire Department Emergency Vehicle Capital Reserve Fund established in 2014 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023. *(\$283,314 currently in fund)*
7. **To see if the Town will vote to appoint the Selectmen as agents to expend from the existing Fire Department Emergency Vehicle Capital Reserve Fund previously established in 2014. (Majority Vote Required)**
8. To see if the Town will vote to raise and appropriate the sum of Twelve Thousand Nine Hundred Twenty-Five Dollars (\$12,925) to be added to the Police Vehicle & Equipment Capital Reserve Fund established in 2020 for this purpose. **This sum would be offset with the unassigned fund balance of Two Thousand Nine Hundred Twenty-Five Dollars (\$2,925) with the remaining Ten Thousand Dollars (\$10,000)** to come from taxation in 2023. *(\$11,248 currently in fund).*

9. To see if the Town will vote to raise and appropriate the sum of Fifty Three Thousand Seven Hundred Seventeen Dollars (\$ 53,717) to purchase a new police cruiser with equipment and installation of equipment, and to fund this appropriation by withdrawing Twelve Thousand Nine Hundred Twenty-Five Dollars (\$12,925) from the Police Vehicle and Equipment Capital Reserve Fund established in 2020, and to further appropriate Twelve Thousand Dollars (\$12,000) from the Police Special Detail Revolving Fund established at a Special Town Meeting on May 9, 2008, with the remaining Twenty Eight Thousand Seven Hundred and Ninety-Two Dollars (\$28,792), to come from taxation in 2023.
10. To see if the Town will vote to raise and appropriate the sum of **Twenty Thousand Dollars (\$20,000)** to be added to the Highway Vehicle Capital Reserve Fund established in 2012 for this purpose, and as summarized in the Capital Improvement Plan. This sum is to come from taxation in 2023. (*\$45,098.60 currently in fund*)
11. **To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the Land Purchase Capital Reserve Fund established in 1997 for this purpose. This sum is to come from taxation in 2023.** (*\$47,471 currently in fund*)
12. **To see if the Town will vote to authorize the Board of Selectmen to act as agents to expend funds from the Land Purchase Capital Reserve Fund established in 1997 for this purpose. This authorization would allow the Board to put a deposit or purchase a property within the Village/Medium Density District that could be used for public purposes. This authorization would remain in effect until such time as it is rescinded.**
Mike Kaminski expressed his concern about the town placing non-refundable deposits on pieces of property that the town may decide they do not want to purchase, thus causing them to potentially lose that deposit if it is non-refundable. **Lee Martel** agreed, saying that if it is non-refundable, you can end up losing a lot of money especially if that happens continually.
Don Larsen noted that if you place a deposit on a piece of property in June and make the decision in March not to make the purchase, that person has held off on selling that property and now has nothing to show for it.
After much discussion, it was decided that Line Comeau would follow up with the Town Attorney for their suggestions on the best way to approach this matter.
13. To see if the Town will vote to raise and appropriate the sum of Two Thousand Seven Hundred Twenty Dollars (\$2,720) for the milfoil control at Gorham Pond and to authorize the withdrawal of One Thousand Three Hundred Sixty Dollars (\$1,360) from the Invasive Plant Species Capital Reserve Fund established in 2018, and to authorize the selectmen to accept a grant from the State of New Hampshire DES in the amount of One Thousand Three Hundred Sixty Dollars (\$1,360) known as the Variable Milfoil Control Grant. No amount is to come from taxation in 2023.

14. To see if the town will vote to close out the Cemetery Fund Maintenance Care Trust Fund established in 1988 and to authorize the withdrawal of Twelve Dollars and Seventy-four cents (\$12.74) and to transfer these funds into the Cemetery Expendable Trust Fund established in 2016. (Majority Vote Required)
15. To see if the town will vote to establish a Cemetery Monument Expendable Trust Fund per RSA 31:19-a, for additional maintenance, and upkeep of the cemetery monuments, benches and cornerstones and to appoint Cemetery Trustees as agents to expend and further to authorize the transfer of funds received from the sale of cemetery monuments, benches and cornerstones to be added to the fund per RSA 289.2-a. Said authority will remain until such time as it is rescinded (Majority Vote Required)
16. **Shall the Town of Dunbarton approve the readoption of the Optional Veteran's Tax Credit (RSA 72:28 II) to allow for the expansion of the criteria needed to qualify for the Optional Veteran's Tax Credit of \$500 to now include those service members that are currently serving and have not yet been honorably discharged from the armed services. The readoption of the Optional Veteran's Tax Credit, if approved would continue to offer a \$500 tax credit to all honorably discharged Veterans that qualify under the current requirements but as of April 1, 2023, it would expand the eligibility requirements to now include those individuals that have not yet been discharged from active service. (This article is required to be placed on the warrant by the RSA in order to continue to provide this credit)**
17. To hear the reports of agents, auditors, committees, and other officers heretofore chosen and pass any vote relating thereto.
18. To transact any other business that may legally come before this meeting.

A total of \$144,787 from last year's budget is lapsing. Total 2023 proposed budget total of \$3,232,010 is a total of \$267,944 (16%) increase over last year (\$447,000 less the bond payment of \$179,769).

Mailbox Items

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

- The Conservation Commission requested 1 representative from the BoS to attend the real estate closing for the land purchase.
- Quarterly report from the Welfare Department.

- Transfer Station Manager executed a 30-day contract to cover the period until their new contract begins.
- Quote from Irish Electric: **Dave Nault** explained that the electrician wired the building from his original proposal, with the wall sconces in different locations from the contractor's final plan. It wasn't determined until the wiring had been completed that the location of 3 of the sconces had been changed. They were just going to place cover plates over the areas where the wiring was incorrectly placed, but Dave did not feel that this was an acceptable solution, so he asked them to order 3 more sconces for those areas, not realizing how expensive they were. The total for the sconces and labor came to \$2,706. When he spoke with George from Irish Electric who said he can sell them the sconces at cost and also take \$200 or \$300 off the cost of labor. He is waiting on finalized pricing from him. Discussion occurred regarding the departure from their normal bid process. Mike Kaminski understands this situation, but noted it is important for them to remain vigilant and consistent as they conduct business.

PUBLIC COMMENT

None.

BOARD MEMBER ISSUES

None.

NONPUBLIC SESSION

Motion: by Mike Kaminski to enter into nonpublic session per RSA 91-A 3 II (c) for the dedication of the Town Report.

By roll-call vote:

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

The BoS took at 2-minute recess at 9:59 p.m. to allow the room to clear for nonpublic session.

The BoS entered into nonpublic session at 10:01 p.m.

The BoS reentered public session at 10:06 p.m.

There were no motions made during the nonpublic session.

ADJOURNMENT

Motion: by, seconded by to adjourn the meeting.

Vote: (3-0).

Meeting adjourned at 10:07 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Chair

David Nault, Selectman

Justin Nault, Selectman