

**Dunbarton Board of Selectmen**  
**Meeting Minutes**  
**February 2, 2023**

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, February 2, 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  
Jonathan Wiggin, Fire Chief

**Members of the Public present:**

Paul Bruzga, 36 Twist Hill Road

**Fred Mullen** 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 January 26, 2023 as amended.

**Discussion:** None.

**Vote: (3-0)**

**Motion:** by Justin Nault, seconded by Mike Kaminski to approve the nonpublic meeting minutes of January 26, 2023 as amended.

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

**Vote: (3-0)**

**PUBLIC COMMENT**

None.

## NEW BUSINESS

### 51 Morse Road

**Paul Bruzga** of 36 Twist Hill Road appeared in front of the Board of Selectmen to present his concerns regarding an inspection that is being done of his rental property at 51 Morse Road. This property was built as a duplex, and he was diligent about working with the building inspector and adhering to building codes. The units have their own separate utilities that are billed independently of each other and is the responsibility of the tenants.

He gave a history of the building, noting that during covid people made changes to how they used the property in an effort to stay apart (setting up living quarters on separate levels, etc.). Some of that involved moving an electric range into the basement level. He was told by the building inspector that having an electric stove on the lower level is not permitted but the building inspector had not been able to provide Mr. Bruzga with the RSA that pertains to this.

**Mr. Bruzga** stated that the town presented something to the court in Concord in which it was stated that he refused access to the property for a safety inspection. Mr. Bruzga that he only told them that they would need to coordinate with the tenants that live there. He said that there was no inspection; they came in and took pictures of the ranges and left. He feels like they went in with a pretext that he was providing a dangerous living situation.

**Dave Nault** said that the Building Inspector's intention was to keep it from becoming a 4-unit dwelling. There was some confusion over the number of units on behalf of the town because they have seen leases from the tenants that show people living on the upper and lower levels with different mailing addresses.

**Mike Kaminski** advised that he allow the process to proceed. He appreciates him bringing his side to their attention. They are not fully abreast of the details from the town side, but they want to allow the investigation to continue in order to determine the facts they need to review to move forward.

**Mr. Bruzga** said that he was very surprised to not have received copies of the documentation that he had requested. **Justin Nault** replied that the Building Office Administrator does have the copies available and ready in her office for a fee.

### Review Final 2023 Warrant Changes

**Line Comeau** reviewed the Warrant to highlight final changes. Public Hearing is scheduled for next Thursday. One additional warrant was added at the request of the Fire Chief. (New/changed items below are in bold font)

5. 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.

Estimated 2023 tax rate impact: \$0.03

Recommended by the Board of Selectmen (Vote #-#)

6. 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.

Estimated 2023 tax rate impact: \$0.01

Recommended by the Board of Selectmen (Vote #-#)

7. To see if the Town will vote to raise and appropriate the sum of Sixty 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.

Estimated 2023 tax rate impact: \$0.17

Recommended by the Board of Selectmen (Vote #-#)

8. To see if the Town will vote to appoint the Board of Selectmen as agents to expend from the existing Fire Department Emergency Vehicle Capital Reserve Fund previously established in 2014. (Majority Vote Required)

Estimated 2023 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote #-#)

9. To see if the Town will vote to raise and appropriate the sum of up to Thirty Thousand dollars (\$30,000) to purchase a stretcher loading system for the ambulance and to authorize the withdrawal of said funds from the Fire Department Equipment non-lapsing Special Revenue Fund established in 2001 for this purpose. No amount to be raised from taxes in 2023.

Estimated 2023 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote #-#)

Discussion occurred regarding this new warrant article #9. They were hoping to get a new ambulance that would have this loading system built in, but they haven't ended up purchasing an ambulance, and they currently take about 2 years to build. This item can be moved and installed on a new ambulance in the future. But he has concerns that someone is going to get hurt during transport.

10. To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the Police Vehicle & Equipment Capital Reserve Fund established in 2020 for this purpose. This sum is to come from taxation in 2023.

Estimated 2023 tax rate impact: \$0.02

Recommended by the Board of Selectmen (Vote #-#)

11. To see if the Town will vote to raise and appropriate the sum of Two Thousand Nine Hundred Twenty-Five Dollars (\$2,925) to be added to the Police Vehicle & Equipment Capital Reserve Fund established in 2020 for this purpose. This sum is to come from the unassigned fund balance and no amount to come from taxation in 2023.

Estimated 2023 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote #-#)

12. 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.

Estimated 2023 tax rate impact: \$0.07

Recommended by the Board of Selectmen (Vote #-#)

13. 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.

Estimated 2023 tax rate impact: \$0.05

Recommended by the Board of Selectmen (Vote #-#)

14. 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.

Estimated 2023 tax rate impact: \$0.01

Recommended by the Board of Selectmen (Vote #-#)

15. 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.

Estimated 2023 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote #-#)

16. To see if the town will vote to close out the Cemetery Fund Maintenance Care Trust Fund established in 1988 and to pay all moneys in such fund to the town treasurer. (Majority Vote Required)

Estimated 2023 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote #-#)

17. 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 acceptance of privately donated gifts, legacies, and devises to be deposited into this fund. Said authority will remain until such time as it is rescinded. (Majority Vote Required)

Estimated 2023 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote #-#)

18. 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.

Estimated 2023 tax rate impact \$0.00

Recommended by the Board of Selectmen (Vote #-#)

19. To hear the reports of agents, auditors, committees, and other officers heretofore chosen and pass any vote relating thereto.

20. To transact any other business that may legally come before this meeting.

New Warrant Total: \$182,796 (\$0.36 tax rate impact)

Review 2023 Proposed Revenues and Operating Budget

**Line Comeau** said the BoS needs to decide what amounts to use to offset the budget increase for 2023. Updated numbers since the last meeting:

**Excess Revenue: \$220,000**

**Lapsing from budget: \$138,776**

**Mike Kaminski** said that they are looking at a total of \$358,776 to decide upon how to use. He suggests they put \$50,000 into their rainy-day fund to maintain a good healthy balance, especially with the current road bond. He also recommends that **the remaining get** applied toward taxes.

**Justin Nault** said that he would like to increase the revenue projection for the Town Clerk's office from \$675,000 to \$725,000. That would decrease the tax impact by \$0.12. **Mike Kaminski** added that they have under-projected the revenue from the Town Clerk's office for that past 5 years.

*After some discussion, the BoS were in consensus to increase the revenues from the Town Clerk's office for Motor Vehicle licensing by \$50,000 for a total of \$725,000.*

**Dave Nault** suggested they apply \$350,000 to taxes.

After further calculation and discussion, the following numbers were decided upon. It was decided that

Total revenue: \$1,179,046

Lapsing: \$130,000

Excess Revenue: \$220,000

\$350,000 surplus to apply to taxes.  
Adding **\$8,776** to the rainy-day fund.

**Line Comeau** will update the final number pertaining to the tax rate on the spreadsheet and meet with Mike Kaminski prior to next week's public hearing to review.

#### Review School Budget

**Mike Kaminski** reviewed the school budget increase as presented at the meeting. Much of it stemmed from health insurance, contractual obligations, and 20 additional students to Bow. They still have to make their bond payment. They truly had little latitude on what they could do. **Line Comeau** stated that the total increase is \$1.91 on the school side.

#### Mailbox Items

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

- Town Forest Management Guidelines for Town Forest lots.
- CRSW/RRC acknowledgement of contract (signed contract still pending)
- Copy of letter from Dunbarton Town Hall & Theatre Restoration Project to the Cusano's
- Narrative Report from Building Inspector on 51 Morse Road.

#### PUBLIC COMMENT

**Fred Mullen** commended the Board of Selectmen and Line Comeau on how well they work together in hashing out the budget and related items.

**Fred Mullen** stated that they have been storing some flags he has been storing for the grange hall. They are trying to preserve them, and he would like to see them preserved and put back up. They are the flags of the grange members that were veterans. Some discussion occurred regarding setting aside funds next year to assist with preservation.

**Mike Kaminski** called the Transfer Station Manager Woody Bowne live at the meeting to discuss hours on Saturday due to the cold weather. The Selectmen offered Woody the option to close or to offer only limited services so the employees can remain as warm as possible. Woody said that he is ok with closing, as long as his employees are still paid. The BoS agreed that the employees would be paid. After some discussion, it was decided that the Transfer Station will close on Saturday, February 4. This follows the same action

done by other surrounding towns for that day. The BoS asked Woody to put up a sign at the Transfer Station. He will also post it on local social media pages and Line Comeau will put a notice on the website.

#### BOARD MEMBER ISSUES

**Dave Nault** offered updates on the Town Hall/Library renovation project. He met with the electrician on Monday morning. The electrical panel has not arrived as promised yet again, so he is going with the other option (the Square-D panel) from another company, and that will be installed on Monday or Tuesday.

The telephone company transferred over to fiber optic. This had affected the fire alarm system that was installed, but the system is now up and running on fiber-optic.

Woody Bowne and his crew cleaned up 2 ½ loads of items from the upstairs, leaving some chairs and tables.

They did the punch list walk-through this morning, and the list has been turned over to the contractor. He is hoping the final walk-through will be done in another week and a half. Once the inspections of the sprinkler systems and the elevator are completed, one year warranty under substantial completion. If the electrical all gets done, they could do a soft opening. Drywall work will begin next week. He is hopeful that they could have a grand opening before finishing the floors, especially before Town Meeting Day.

**Dave Nault** noted that there is some additional electrical work needed to cap off and seal some wiring that needs to be done so the drywaller can go over them. The work would only cost a couple of hundred dollars, but it is something he would like to complete before the drywall job starts. Line Comeau will reach out to Irish Electric to start that communication.

**Fred Mullen** asked if they found out anything about an old sound system that has been stored at the base of the stairs at the Town Hall. **Dave Nault** said that he has not seen it during his walk-throughs there, but he will go back and see if it is there.

#### ADJOURNMENT

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

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

Meeting adjourned at 8:48 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