

**Dunbarton Board of Selectmen
Meeting Minutes
December 21, 2020**

A special meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, December 21, 2020 at the Dunbarton Town Offices.

Board members present:

Dave Nault, Chair
Mike Kaminski, Selectman
Bob Martel, Selectman

Town Officials and others present:

Line Comeau, Town Administrator

Members of the public present:

None.

Dave Nault called the meeting to order at 4:59 p.m. This meeting was held to replace the one that was cancelled on account of inclement weather on Thursday, December 17th.

OLD BUSINESS

Approve Minutes

Motion: by Mike Kaminski, seconded by Bob Martel to approve the regular meeting minutes of December 10, 2020 as written.

Discussion: none.

Vote: (3-0)

Motion: by Mike Kaminski, seconded by Bob Martel to approve the nonpublic meeting minutes of December 10th, 2020 as written.

Discussion: none.

Vote: (3-0)

PUBLIC COMMENT

None.

AGENDA ITEMS

Proposed 2021 Library Budget Review

The board reviewed the email received from the Library Director specifying a preliminary total of the Library's proposed budget (\$106,715.33) for 2021. The Library had a surplus in 2020, so the increase reflects the true cost to operate the Library 2021. The Trustees will provide a more detailed budget breakdown once they've received their final statement for the year.

Proposed 2021 Fire Department Budget Review

The Fire Department budget increased by approximately \$3,000, owing mostly to an increase in the mutual aid compact.

Proposed 2021 Town Clerk Budget

Town Clerk Linda Landry requested that the BoS consider increasing the salary of the Deputy Clerk. She would like to move the position to the Step 2 rate in January, increasing it to the step 3 rate at the Deputy Clerk's anniversary in August. She stated that these increases would be well-earned by the Deputy Town Clerk. The BoS reviewed the rest of the budget, noting the decreases in the line items pertaining to elections, as they are going from having 4 this year to only 1 in 2021. The BoS will take the salary increase request into consideration and will make a decision the further they get into budget deliberations.

Website Upgrades

Line Comeau provided the BoS with two estimates for upgrading their website and hosting, an item that was included in the budget for 2020. Their current web hosting vendor has proposed an upgrade cost of \$4,500 with \$90 per month support and an annual maintenance fee of \$1,080 per year.

The other vendor she received an estimate from provides this service for several nearby NH municipalities. His price to transfer all the current data to the new website is \$7,000 with an annual maintenance fee of \$2,000, invoiced quarterly at \$500. **Line Comeau** does find the increased cost to be beneficial and stated that part of her goal is to get more licensing so that departments can do their own updates.

Mike Kaminski asked that Ms. Comeau call three of the municipal clients for the new vendor for references. He would like to see 3 positive reviews.

- **The BoS was in consensus to allow Line Comeau to proceed with checking references and proceeding into an agreement with the new web design/hosting vendor.**

Accept Donation

Motion: by Mike Kaminski, seconded by Bob Martel to accept per RSA 31:95-b III(b) a donation from Alina and Staz Szopa to the Dunbarton Police Department in the amount of (\$2,338) to purchase one tazer and one bodycam.

Discussion: none.

Vote: (3-0).

Motion: by Mike Kaminski, seconded by Bob Martel to accept per RSA 31:95-b III(b) (\$513) from fundraising for Wreaths Across Dunbarton.

Discussion: none.

Vote: (3-0).

Motion: by Mike Kaminski, seconded by Bob Martel to accept per RSA 31:95-b III(b) (\$4,449) from the grant for election reimbursement.

Discussion: none.

Vote: (3-0).

Outstanding Leave for 2020

Line Comeau provided the BoS with a list of full-time employees with remaining leave time for 2020. The BoS approved an earned time rollover request from Police Chief Dan Sklut, noting that the rest of the employees will be receiving the balance of their vacation time paid out to them.

Gift Cards

The BoS decided that they would give \$25.00 grocery gift cards to the town employees for the holiday.

Next Meeting Date

The BoS decided that they will meet for the final time in 2020 at 4 p.m. on Wednesday, December 30th.

PUBLIC COMMENT

None.

BOARD MEMBER ISSUES

Line Comeau submitted an update/request from the Welfare Director for the BoS to review.

Line Comeau received some updates from Mary Girard regarding the items from last week pertaining to the library: Mary will follow up with Greg Miller to see if he was able to find any plexiglass. She also determined that the failing hydraulic door closer was installed two years ago and is already out of warranty. They can have it looked at. **Mike Kaminski** feels that they need to have the issue addressed and feels that Ms. Comeau should proceed with getting the door repaired.

Bob Martel asked some further questions regarding the amount of time put in by the town Treasurer, who had submitted a salary increase request that was reviewed at the last meeting.

NON-PUBLIC SESSION

Motion: by Dave Nault, to enter into nonpublic session in accordance with RSA 91-A:3 II (c).

By roll-call vote: Kaminski-yes. Martel-yes. Nault-yes.

The BoS entered nonpublic session at 5:44 p.m.

The BoS reentered public session at 5:56 pm.

Motion: by David Nault, seconded by Robert Martel to seal the minutes of this non-public meeting.

Vote: 3-0

ADJOURNMENT

There was no other business to discuss.

Motion: by Bob Martel, seconded by Mike Kaminski to adjourn the meeting.
Meeting adjourned at 5:57p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

David Nault, Chair

Michael Kaminski, Selectman

Robert Martel, Selectman