

**Dunbarton Board of Selectmen
Special Meeting Minutes
February 3, 2022**

A special meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, February 3, 2022 at 10:00 a.m. at the Dunbarton Town Offices.

Board members present:

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

Town Officials present:

Line Comeau, Town Administrator
Hope Arce, Deputy Town Clerk
Donna White, Planning and Zoning Administrator
Linda Landry, Town Clerk

Members of the Public present:

None.

Dave Nault called the special meeting to order at 10:12 a.m.

PUBLIC COMMENT

None.

TOWN BUSINESS

Review Bid for Library Addition

Dave Nault said the architect Dennis Myers needed to make some changes to the current project design plan regarding the windows on the Library/Town Hall renovation project. The windows they initially wanted increased the cost considerably, so Dave requested they add another addendum to go with a vinyl window company to keep pricing realistic.

The original plan indicated that it would 20 weeks to complete the project for a total of \$697,485.

When Dennis Myers reviewed the bid from Chicoine Construction (\$575,000), he realized there was not enough site work done, so he increased the amount on his plan from \$60,000 to \$100,000. There was also not enough in there for the Lula Lift, so he added another \$40,000 for the Lula lift. He also included some contingency items for the town and the contractor.

The new amount provided by Dennis Myers is \$775,000. **Dave Nault** requested that they remove the town's contingency of \$55,000 which reduced it to \$720,000.

There were also other items added to bring everything to code in the building. **Dave Nault** asked him to leave these as alternate/optional items so that they aren't confused with what was already bid upon:

1. Walkway around the building to front entrances. (\$5,050)
2. Lift for stage upstairs. Dave believes there already is a lift. (\$2,100)
3. ERV: Air Recovery Unit (\$57,400)

Dave Nault recommended that the Board utilize the building maintenance account for these alternates. **Dave** also stated that he received an email from Margaret Watkins in reference to the Town Hall Renovation Committee's financial statement. Their remaining balance is \$79,873.31. **Line Comeau** asked for confirmation that from that balance, the amount still owed to Dennis Myers is \$5,732.78. The balance of \$74,141 is the amount listed on the warrant as coming from the renovation committee. Dave Nault confirmed those numbers.

Surplus Discussion

Line Comeau gave an overview of the available surplus money:

Remaining revenues from Jan 2021 property claim is: \$79,152.31

The amount from Tax Rate Setting Fund Balance is at a 5.91%, a minimum of 5% is recommended by the DRA, the additional (.91%): \$97,927.00 could be used as additional surplus.

Subtotal of other surplus: \$177,079.31

2021 Budget Surplus: \$253,921.00

2021 Excess Revenue Surplus: \$144,977.00

Est. Total of Other Potential Revenue: \$575,977.31

Line added that these are known surpluses for 2021 that they can tap into.

She also said that the ARPA Grant was listed separately because if they were to include that in the warrant article, they will not be able to use any of that money toward the project if the warrant article for the renovation project is shot down.

Total ARPA grant funds remaining is: \$294,401.48 (Warrant Article 6)

Line Comeau told the BoS that they need to decide if they want to apply any of their surplus to the operating budget

Total proposed Operating Budget: \$2,783,151

Less estimated revenues: \$1,118,559

Net to raise from taxes: \$1,664,592

Tax rate for the operating budget: \$4.17

In order to keep it flat at \$3.40 like last year, they would need to use \$306,000 from surplus.

The BoS reviewed Warrant Article 6. **Dave Nault** asked if they want to use money from their maintenance budget for the alternate additions for the Town Hall project discussed earlier. **Mike Kaminski** feels that the ERV system is

important not only for ventilation, but it also contributes to the structural integrity of the building. Dave Nault added that the walkways to the front of the building were necessary in terms of emergency exits from the building. After some discussion, the BoS decided to include the ERV system and the walkways as items to be funded by the town's building and maintenance account (\$62,450). Discussion occurred on how to approach usage of the ARPA Grant. **Mike Kaminski** would like to apply some of it for a complete roof for the Fire/Police Department building.

Hope Arce requested that the Town Office building be made a priority due to the possible air quality/mold issue because people work in those offices everyday and it also sees nearly all the townspeople throughout the year. The second floor of the Town Hall does not service nearly as many people. **Mike Kaminski** agreed and said that he would like to pencil in \$50,000 from the building & maintenance account to address the air quality issue possible mold mitigation and prevention.

Donna White said that the floors of the building are getting softer; they can't bring in any more file cabinets. Certain areas of the building also have a sway in the floor. She also cited space and privacy issues. She does not feel that the building is being treated as a priority. **Dave Nault** said that this was the first he had heard of the issue with the floors and said that these issues need to be brought forward to one of their weekly Selectmen's meetings.

Mike Kaminski does not want to completely fund the project with surplus because he feels that it leads the taxpayers to believe that it is not a cost to them when in fact it is. It is their money that was overpaid in taxes which created the surplus. He suggests that they use only \$150,000 from surplus. The rest should come from taxation so that the project stands by itself.

Mike Kaminski said that they only have a \$50,000 overlay with a potential tax bill due for PSNH. He doesn't want to drain that surplus to the point that they have nothing to use to pay that tax bill.

Mike Kaminski feels they should continue to offset the tax bill and fund the \$300,000 to keep their tax bill level. They should be returning the taxpayers money to the people that paid.

Bob Martel suggests they use the funds from the insurance claim (Kimball Pond property) and the remaining surplus from the rainy-day fund. He feels they should strike the language regarding the ARPA Grant so that they have the option to use it toward the renovation project.

The BoS updated Warrant Article 6 as below (changes in **bold**):

*To see if the Town will vote to raise and appropriate the amount of **Six Hundred Ninety-Seven Thousand, Four Hundred and Eighty-Five DOLLARS***

*(\$697,485.00) for the purpose of constructing an addition, and renovations to the Dunbarton Town Hall Library to allow for 2nd floor community use in compliance with ADA & Code compliant access to the second floor. The addition provides a compliant stair, elevator, & ADA toilet rooms and other related Owner's expenses, and contingencies; furthermore, to fund this article by using the ARPA Grant received in 2021/2022 in the amount of **Two Hundred Ninety-Four Thousand Four-Hundred One Dollars (\$294,401)**; to authorize the acceptance of a contribution not less than **Seventy-Four Thousand One Hundred and Forty-One dollars (\$74,141.00)** from the Dunbarton Town Hall Restoration Committee, to further authorize the withdrawal of **Two Hundred Sixty-Nine Thousand Nine Hundred Seventy-Seven DOLLARS (\$269,477.00)** from the Town of Dunbarton unassigned fund balance as of December 31, 2021; with the balance of **Fifty-Eight Nine Hundred and Sixty-Six DOLLARS (\$58,966.00)** to be raised by taxation. Further to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and comply with all laws applicable to said project; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto.*

Estimated 2022 tax rate impact: \$.15

Bob Martel expressed concern that they will not be able to get the needed work done on the Town Office building, as they will not be able to gather the information in time for this year's budget. **Mike Kaminski** noted that they will have some in the Maintenance budget to help cover this.

Can Crusher Discussion

Mike Kaminski reviewed the discussion held with Transfer Station Manager Woody Bowne at the last meeting regarding the proposed purchase of a can crusher. He was convinced from that discussion that this machine would be an asset to the town.

The BoS reviewed Warrant Article 9 (changes below in **bold**).

*To see if the Town will vote to raise and appropriate the sum of up to **Seventeen Thousand Forty-Five Dollars (\$17,045)** for the purpose of purchase and installation of a can crusher. This sum to come from fund balance surplus. No amount to come from taxation in 2022.*

Estimated 2022 tax rate impact: \$.00

Line Comeau noted that they have overspent their surplus amount because they failed to take into account Warrant Article 5 where it says that \$100,000 would come from surplus to make the first bond payment. After some discussion, it was decided that because the first bond payment is not due until 2023. They will need to use excess revenues when they set next year's budget to cover the first payment +interest. The Warrant Articles 5 and 3 were adjusted as follows:

Article 3 as follows:

To see if the Town will vote to raise and appropriate the sum of \$1,300,000 (gross budget) for the design, permitting, construction, replacement, paving and installation of an estimated ____feet of Town maintained roads (the “Project”); to authorize \$1,300,000 of such sum to be raised through the issuance of bonds or notes in accordance with the Municipal Finance Act (RSA Ch. 33); to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the date, maturities, interest rate, and other details of such bonds or notes; ~~and to raise and appropriate the additional sum of One Hundred Thousand Dollars (\$100,000) to make any debt service payments due in the 2022-2023 fiscal year with said amount to be funded from unassigned fund balance; and to authorize the Board of Selectmen to apply for and accept any federal, state, or private funds that may become available in respect of the Project to reduce the amount that must be bonded or to pay debt service on such bonds or notes.~~

Estimated tax rate impact: \$0.00

Article 5 as follows:

To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) for additional costs associated with paving. ~~This sum to come from unassigned fund balance in 2022.~~ This sum is to come from taxation in 2022. This warrant will be null-in-void if warrant article 2 passes.

Estimated tax impact: \$0.25

Line Comeau said that the total tax rate impact from warrant articles is \$0.85.

Article 5: \$0.25
Article 6: \$0.15
Article 7: \$0.04
Article 8: \$0.03
Article 9: \$0.04
Article 10: \$0.15
Article 11: \$0.12
Article 12: \$0.03
Article 13: \$0.04

Discussion occurred regarding set up for the Public Hearing.

Mike Kaminski advised that Dave Nault abstain from making a recommendation on the Town Hall project, given his working relationship with the contractor. Dave Nault said he would read it but would abstain from the vote.

OTHER TOWN BUSINESS

Fire Department Request

The BoS reviewed a request from Jon Wiggin regarding electrical work for a pump, as well electrical panel work. The BoS agreed that those would come from the Building Maintenance line.

Milfoil Grant Paperwork

Line Comeau presented the BoS with an updated certification form for signature.

Candidate Night Request

The PTO requested that a notice be placed on the town website to announce a 'Meet the Candidates' night. The BoS was in agreement to allow this.

Office Staff Concerns

Line Comeau presented the BoS with a letter from town office staff regarding their concerns regarding the condition of the building, including an invitation to one of their meetings. **Dave Nault** said that these concerns need to be brought to a Selectmen's meeting to be adequately addressed.

Committee Appointments

Motion: by Mike Kaminski, seconded by Bob Martel to appoint John J. Casey Jr. as an alternate to the Trustee of the Trust funds.

Discussion: none.

Vote: (3-0).

Motion: by Mike Kaminski, seconded by Bob Martel to appoint Matthew Delude as an alternate member of the Zoning Board of Adjustment. Term to end in 2025.

Discussion: none.

Vote: (3-0).

Pay Increase

Dave Nault signed off on a pay increase for Sgt. Brian Tyler.

BOARD MEMBER ISSUES

Dave Nault said that he is working on the Selectmen's Report. Mike Kaminski would like to include a mention of their successful Old Home Day regardless of Covid. He would also like to acknowledge the retirement of Chief Sklut from the Dunbarton Police Department.

Bob Martel said that he hopes that future boards will continue to pay attention to building maintenance and to ensure it is adequately funded.

Line Comeau attended the School Budget meeting. Discussed were the 3-year teachers' contract and AREA agreement.

ADJOURNMENT

Motion: by Bob Martel, seconded by Dave Nault to adjourn the meeting.

Vote: (3-0).

Meeting adjourned at 11:53 a.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Dave Nault, Chair

Michael Kaminski, Selectman

Robert Martel, Selectman