

Dunbarton Board of Selectmen
Meeting Minutes
July 23, 2026

A meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, July 23rd, 2026 at 7:00 p.m. at the Dunbarton Town Offices.

Board members present:

Michael Kaminski, Board Chair

Dana Lavoie, Board Vice-Chair

Charles “Chuck” Frost, Selectman

Town Officials and Others present:

Line Comeau, Town Administrator

Jennifer Cormier, Town Clerk

Members of the public present:

Fred Mullen took video recording of the meeting for the benefit of residents who were unable to attend. Linda Nickerson will be uploading the video to YouTube.

Michael Kaminski called the meeting to order at 7:05 p.m.

OLD BUSINESS

Approve Minutes

Motion: by Dana Lavoie, seconded by Chuck Frost to approve the meeting minutes of July 9, 2026 as amended.

Discussion: none.

Vote: (3-0).

Motion: by Dana Lavoie, seconded by Chuck Frost to approve the (7:26 p.m.) nonpublic meeting minutes of July 9, 2026 as amended.

Discussion: These minutes do not need to be sealed.

Vote: (3-0).

Motion: by Michael Kaminski, seconded by Dana Lavoie to approve the (8:39 p.m.) nonpublic meeting minutes of July 9, 2026 as amended.

Discussion: These minutes do not need to be sealed.

Vote: (3-0).

Motion: by Chuck Frost, seconded by Dana Lavoie to approve the (9:25 p.m.) nonpublic meeting minutes of July 9, 2026 as amended.

Discussion: These minutes do not need to be sealed.

Vote: (3-0).

PUBLIC COMMENT

None.

NEW BUSINESS

Review Six Step Wage Scale for Police Department

Line Comeau presented the current 6-Step Wage Scale for the Police Department, with a new section detailing the proposed compensation for the new Lieutenant position. After some review and clarifying discussion, **Line Comeau** will make adjustments to the wage schedule for the new position, moving the wage amounts from the third line to the top, and adding a blank row for 1/1/2027. The Board was in consensus to review and discuss this further at a future meeting.

Review Six Step Wage Scale for Administrative Positions

Line Comeau presented the current Step Wage Scale for the Administrative Department for review.

Mailbox Items

No new items of correspondence have been received since the last meeting.

PUBLIC COMMENT

Town Clerk Jennifer Cormier said that she likes their new tray so that customers can come to the doorway.

TOWN ADMINISTRATOR REPORT

Line Comeau provided the Board with the following updates:

- The town website is fully operational and live on the new platform. Employees and committee users are continuing to learn the system.
- The town audit is officially complete.
- The MS-535 is pending final delivery from the auditing firm.
- Statements for the 2026 Reconciliations are complete through March. April reconciliations are currently in progress and actively being processed, pending the review of the Town Treasurer. **Chuck Frost** asked if there are requirements for having these completed by a certain time. **Line Comeau** said that they use two different software products for financial management, both of which need to be reconciled. It was also a busy budget season and their audit was earlier than they are used to. In previous years when they were short-staffed and learning the new financial system, they were 10-11 months behind, so they have closed that gap significantly.
- Technical transition to the official .gov domain is underway. They are working with Overwatch, who has approved two separate domains to help speed things up in the transition. The cost of this transition is covered by a grant. Conversion should be completed within a

few weeks. Discussion occurred regarding ways to properly handle email routing for the Selectmen, who currently use personal Gmail accounts set up with the town for town business.

- Personnel at the Transfer Station are working together effectively with supervisor Greg Rule. Greg has enrolled several workers in all-day classes to receive required certifications.
- Recycling operations at the transfer station continue to be processed with minimal backing.
- Many approved maintenance projects have been completed.
 - The Police Department interior painting has been completed (small touch-ups remain).
 - The Transfer Station recycling counter is complete; the backroom of the office space has been cleaned/organized to free up space with the last remaining project of modifying the shelves in the office/lunch area, followed by the floor repair to be completed in two phases to allow staffing access to the bathrooms.
 - The Library vent system has been cleaned out on both floors. Handyman Greg Miller recommends a deep clean before heating season which is a little more involved.
 - Library ceiling leak: on the afternoon of Friday, July 10th, the Library director reported a water leak dripping through the tin ceiling onto the library floor. She was able to identify the source and the plumber was called. The issue was coming from the mini-split air conditioner located to the right of the stage which had water puddling on the floor. She was advised to place a bucket to catch the drips until the plumber could arrive. The plumber discovered that the breaker that supplies power to the A/C condenser pump had been turned off. The Library Director stated that the instructions when using the sound system was to turn off the breaker after each use, which are the instructions that everyone has been following. The plumber pointed out that the power source also controls the A/C pump which could not drain the condensation, resulting in the water overflow. The plumber recommends installing a power strip with a dedicated on/off switch at the wall outlet for the speakers, to safely cut the power to the audio equipment without affecting the HVAC system, and prevent premature wear on the main circuit breaker from frequent manual switching.

BOARD MEMBER REPORTS

Chuck Frost expressed concern that usage of the parking area near Bella Brook Conservation Area is being abused, as there are some vehicles that seem to be utilizing the area for overnight parking. He believes that the vehicles belong to some of the neighbors, but they are potentially taking the parking from people who want to access the conservation area. There is also a sign stating that there is no parking there from 11 p.m. to 5 a.m. per order of the selectmen. **Michael Kaminski** suggested that he contact the police chief for assistance with this.

Dana Lavoie stated that they are still conducting the Transfer Station equipment search and evaluation. They have narrowed their options down to 6 machines through 3 vendors. Former Selectman Dave Nault is going to put the numbers into a spreadsheet and have brochures available for review at the next meeting of the purchasing group (to be announced once the date is determined). They are also looking into grants that may be available for this purchase. **Michael Kaminski** said that he wants to ensure that multiple employees receive thorough training on whatever machine they end up going with. **Chuck Frost** asked if they are still

looking for a combination loader and skid steer. **Dana Lavoie** confirmed that they are still looking at skid steers and compact loaders. They have eliminated telehandlers, single-arm skid steers and the larger compact loaders as options.

Dana Lavoie offered a reminder that residents that would like to opt in to Dunbarton Community Power still have the option to do so, as rates have come in at 11.2 cents, lower than both Unitil and Eversource. This rate is good until December 1st. Chuck Frost asked for clarification regarding the utility pricing cycles. Dana Lavoie said that the utilities are currently in sync with each other and they change their rates on August 1st and February 1st. Dunbarton Community Power's rate will need to be renegotiated for December 1st.

Dana Lavoie spoke to Mary Girard, who said that there will be a NH Saves Button Up Workshop will be held, which offers ideas for making homes energy-efficient. Discussion occurred regarding the discount and incentive programs offered by NH Saves to homeowners looking to dispose of their old appliances (refrigerators, air conditioners, etc.).

Michael Kaminski said that he would like to add annual evaluations for employees as a topic of discussion for their next personnel policy workshop. It is a topic that has been on the back burner for years, but he would like to tie these to incentives or bonuses. He would like to discuss the implementation of a mechanism that rewards employees who truly go above and beyond in their role.

Michael Kaminski is working with the Police Chief in developing his new contract. Their discussions and negotiations have been going well. He will have something ready to present to the Board at an upcoming meeting.

NON-PUBLIC SESSION

Motion: by Michael Kaminski to enter into nonpublic session per RSA 91-A:3, II (c) at the request of the Town Administrator and the Selectboard.

By Roll-Call Vote:

Kaminski-yes. Lavoie-yes. Frost-yes.

The Board took a brief recess at 7:57 p.m. to allow the room to clear for nonpublic session. The Board entered nonpublic session at 7:59 p.m.

The Board reentered public session at 9:26 p.m.

There were no motions made during this nonpublic session.

Michael Kaminski directed the Town Administrator to go ahead with the recommended office space changes and make it happen sooner than later.

ADJOURNMENT

Motion: by Dana Lavoie, **seconded by** Chuck Frost to adjourn the meeting.

The Board adjourned at 9:27 p.m.

Respectfully Submitted,

Jennifer King, Recording Secretary

Signed:

Michael Kaminski, Selectman

Dana Lavoie, Selectman

Charles Frost, Selectman