



Salisbury Board of Selectmen

Meeting Minutes

October 5, 2022

Approved

Selectman Brett Walker, Chair	Present
Selectman John W. Herbert	Present
Selectman Jim Hoyt	Present
Town Administrator April Rollins	Present
Municipal Assistant Kimberley Edelman	Present

Attendees: Several citizens attended the meeting in person at Academy Hall. Two residents dialed in via Zoom.

1) Open Meeting

Chairman Walker opened the meeting at 7:00 pm.

2) Meeting Minutes

Selectman Herbert made a **motion** to approve the minutes of September 21, 2022. Selectman Hoyt **seconded**. The **motion passed**.

Chairman Walker said he and Selectman Herbert, along with a Boscawen Selectman and a Franklin Councilor, had recently performed the required perambulation of the Boscawen / Franklin / Salisbury border. He explained that perambulations were required every seven years. He made a **motion** to approve the perambulation minutes of September 28, 2022. Selectman Herbert **seconded**. The **motion passed**.

3) Signatures

Chairman Walker noted that the Selectboard had reviewed and signed:

- ◆ Accounts Payable & Payroll Registers
- ◆ Certification of Yield Tax (Hicks) Tax Map 227, Lot 8 and Tax Map 228, Lot 9

The documents are available for public inspection.

Chairman Walker noted that Personnel Evaluations would be discussed in a nonpublic session after the public portion of the meeting.

4) Budget Presentations

Chairman Walker stated that proposed 2023 budgets would be presented by department heads or representatives of

the departments, boards or committees. He noted that those with smaller budgets asked to present first. This was accommodated.

a. 4520, Recreation

Recreation Committee Chair Kathleen Doyle presented. She requested that the 2023 budget be the same as in 2022. Not all expenses for 2022 were in yet. A batting cage would be going up in October or November. Additional work was going to be done on the ice rink.

Chairman Walker asked if there were any changes in the porta john fees. Town Administrator April Rollins replied that the fees were increasing from \$100 to \$110. Selectman Hoyt said he was getting a better rate with another firm. Chairman Walker recommended researching rates.

Chairman Walker made a **motion** to to recommend to the Budget Committee a budget of \$1,310 for sanitation / rest room and \$1,375 for maintenance, repairs & general expenses. Selectman Herbert **seconded**. The **motion passed** with all in favor.

b. 4600, Conservation Commission

Conservation Commission Chairman David Kelly presented. He recommended keeping the budget level at \$500. He noted that expenses for 2022 were not in yet, but that there would be association dues and training fees of \$350. He wanted to keep the maps / supplies line at \$150.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$500 for the Conservation Commission. Selectman Herbert **seconded**. The **motion passed** with all in favor.

c. 4140-05 to 34, Town Clerk

Town Clerk Jim Zink-Mailloux presented. He noted that he had kept his salary level for the past two years and was increasing it by a little under 5%. The Deputy salary was increased by about 4%. He recommended reducing the equipment and training budget lines. One thing he would like to look at for next year would be registration of boats. The only way to do so would be to get training from the State. It would also require a \$500 one time purchase of software. He did not know how many boats were registered in the Town. The equipment line was reduced as he had stocked up on printer toner is it was difficult to source the last time it was ordered. He also reduced the postage line as it was a non-election heavy year. Year to date, \$817 was spent in postage. He expected to hit \$1,000 by the end of the year.

Town Clerk Zink-Mailloux said he recommended increasing the stipend for election workers to \$200. It had not been increased since 2014. The election meals budget had not been increased since 2008. Feeding 11 people on \$150 was pretty challenging. Gayle Landry commented that she spent all of that and more on meals. Town Clerk Zink-Mailloux recommended increasing that budget to \$200 per election.

Town Clerk Jim Zink-Mailloux handed over to Judy Elliott, commenting that the Supervisors of the Checklist had taken over some of the duties he used to do.

d. 4140-35 to 55, Elections

Supervisors of the Checklist Judy Elliott and Dave Rapalyea presented. It was noted that Chair Dottie Swenson was unable to attend. Supervisor Elliott recommended adding a budget line to cover Supervisor compensation. She said they studied what other Towns pay. Using that, they recommend that the Supervisors be paid \$14 per hour for pre- and post- election work. She noted that elections had changed dramatically along with the laws that need to be

followed. Much more work was needed.

Using figures from the past year and a half, they calculate an estimated 40 hours of work for 2023. Supervisor Rapalyea noted that Supervisor Swenson already put in 40 hours for 2022, but that was because of the primary. Primaries involved the most work as people who are undeclared, declare then undeclare. The Supervisors have to track that. Supervisor Elliott added that the Supervisors also have to come in for 1/2 hour mandated sessions to be open for voters to come in to register.

Supervisor Elliott noted that they also recommend adding line 4140-52 for supplies and equipment. She explained that the Supervisors needed to use an expensive special paper because the scanning tool the State required be used was pretty persnickety. Regular paper did not work. The State was aware of the issue.

Supervisor Elliott said the old computer they were using needed to be replaced. In 2006, the State paid for all Towns to get computers when it was first required that they be used. She asked the State if there were funds available to replace it and was told that after that initial purchase, Towns were required to maintain their systems and fund upgrades.

Chairman Walker felt that the printing / supplies line item could continue to cover paper. Supervisor Elliott noted that the paper was \$25 per ream, \$250 per case for 10 reams. Chairman Walker recommended not buying more than a year's worth of supply. It could go missing. Supervisor Rapalyea said a ream would probably last two elections.

Supervisor Elliott said the Supervisors had been to several training sessions. Comparing other Town's salaries, it was clear that training was covered by stipends. The Supervisors felt they could forego that stipend, however they felt that when traveling for training, mileage should be paid. They felt \$50 per year per person would cover that, instead of having to file mileage requests.

Chairman Walker asked if pricing was known for a replacement personal computer. A number was needed for budgeting purposes. TA Rollins said their system could be put into the financial administration's computer rotation program. Tax Collector Gayle Landry recently received a new computer. The Cemetery Trustees received her old one in case they needed it. Supervisor Elliott noted that the elections software must be run on Internet Explorer.

Chairman Walker suggested adding a training line, 4142-52, to the budget, set at \$150. He also agreed that a new budget line 4140-42 to cover compensation was a good idea. He recognized that the Supervisors put in a lot of work and that the compensation being requested was reasonable. He noted there were 1,400 registered voters in the Town and the three Supervisors were doing required work on their behalf.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$30,042 for Elections, Registrations, and Vital Statistics. Selectman Hoyt said he needed recuse himself from the vote for 4140-10 Deputy Clerk Salary. Selectman Herbert **seconded**. The **motion passed** with two in favor.

e. 4149, Tax Collector

Tax Collector Gayle Landry presented. She reported that she increased her budget's postage line as postage was increasing. She also increased the software support line by 3% as those fees were also increasing. She stated that at the time, she was not prepared to release her salary.

Chairman Walker made a **motion** to table the Tax Collector budget, lines 4149-45 through 4149-90. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

f. 4150, Financial Administration

Town Administrator April Rollins presented. TA Rollins noted that the assessing contract was up at the end of the year. The assessor informed her that he was planning to retire in two years. She asked the Selectboard if they wanted to extend the contract for two years only, or put out to bid for a new one.

Chairman Walker said he was inclined to put it out to bid. He made a **motion** to that effect. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Chairman Walker made a **motion** to table discussion on the Financial Administration budget until they had a number for assessing. Selectmen Herbert and Hoyt both **seconded**. The **motion passed**.

g. 4153, Legal Expenses

Town Administrator April Rollins presented. She noted that to be safe, she recommended keeping the same budget as in 2022. Selectman Herbert agreed that was wise.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$15,000 for Legal Expenses. Chairman Walker **seconded**. The **motion passed** with all in favor.

h. 4191-10 to 28, Planning Board

Planning Board Chair Joe Schmidl presented via Zoom. He reported that based on TA Rollin's recommendation, the budget could be reduced from \$2,300 to \$1,600. Chairman Walker commented that the reductions were made by reducing advertising in half and reducing postage.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$1,600 for the Planning Board. Chairman Walker **seconded**. The **motion passed** with all in favor.

i. 4191-40 to 45, Zoning Board of Adjustment

ZBA Member Tricia Thompson presented. She reported that the Zoning Board's budget for 2022 was set at \$400. They overspent in 2021 by \$41. They were requesting \$450 for 2023, increasing postage / supplies by \$25 and advertising by \$25.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$450 for the Zoning Board. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

j. 4195, Cemeteries

Cemetery Trustees Geoff Hodges, Chair and Dora Rapalyea presented. Chairman Hodges stated that the current actual amount spent in maintenance was \$0. That was because they had just received an invoice of about \$8,900 for the whole season a week ago. They were on track, budget wise. There was enough funds left to finish the year.

Under improvements, while no funds were spent yet, there were plans to do some fencing and welding of gates. Trustee Rapalyea noted that there was only one tree removal planned for 2023. Therefore, they were reducing the tree removal budget line for 2023.

Trustee Rapalyea stated that the Sexton had not received a raise in a long time. The Trustees recommended an increase of \$250 for him.

Overall, the Cemeteries budget could be reduced by 22% for 2023. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$21,750 for the Cemeteries. Selectman Herbert **seconded**. The

motion passed with all in favor.

k. 4210, Police

Town Administrator April Rollins presented. She recommended level funding Outside Details and reducing DARE to \$250 as \$500 had never been spent.

Chairman Walker asked if the NH State Police had released a new rate. TA Rollins said they had received an increase a couple months ago and nothing else was expected.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$33,250 for Police. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

l. 4215, Ambulance; 4220, Fire; 4290, Emergency Management / Forest Fire

Fire Chief Bill MacDuffie Jr presented. He noted that dispatch had increased a little. He also needed to increase vehicle maintenance. He noted that to apply for a \$2,500.90 grant for Forestry, he needed funds in the budget. He increased the supplies line.

Selectman Hoyt made a **motion** to table discussion on budget 4215 Ambulance until they received the 2023 cost from Penacook. Chairman Walker **seconded**. The **motion passed** with all in favor.

Chief MacDuffie said he reduced the training and fuel lines in the 4220 Fire Department budget.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$39,869.67 for 4220 Fire Department. Selectman Herbert **seconded**. The **motion passed** with all in favor.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$10,420 for 4290 Emergency Management / Forest Fire. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

m. 4240, Building Inspection

Town Administrator April Rollins presented. She stated that she had increased the salary line and the inspector fees line. The others lines were kept level. There was a certification that the Building Inspector would need to get. The cost for that would come out of the training budget line.

Selectman Hoyt asked when building permit fees were last increased. TA Rollins said she would look into that. On average, a new home building permit fee was \$250.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$11,200 for 4240 Building Inspection. Selectman Herbert **seconded**. The **motion passed** with all in favor.

n. 4312, Highways & Street Maintenance; 4910, Capital: Highway Projects

Road Agent Bill MacDuffie Jr presented. He stated that the summer and winter maintenance lines would remain the same as in 2022. They had been increased in the past and presently were at good levels. Rates were increased in 2022. He felt they were good for 2023.

RA MacDuffie said he wasn't ready to discuss projects. He said West Salisbury Road was the next on the list. He believed the \$180,000 currently in the Capital Reserve Fund would not be enough.

Chairman Walker suggested that the 4312-53 equipment budget line that currently showed \$0 should be changed to \$1. He did not want to run into a problem should they need to purchase equipment.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$350,023 for 4312 Highways & Street Maintenance. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

o. 4550, Library

Library Trustees Michelle Carr, Jen Hoyt and Christine Dixon presented. Trustee Carr stated that the library was looking for level funding from the Town. They also wanted an increase in spending of \$1,500 from the Kepper & Patten Estates fund for programming. The Kepper & Petten fund is not part of the operating budget but use of the fund still required approval.

Chairman Walker expressed concern about the library budget. He asked what was happening with the surplus. Trustee Carr said wanted to see if they could move some of the surplus into the Capital Reserve Fund for the library, as at some point, the library would need a new roof. Chairman Walker said he believed that could only be done at Town Meeting. Selectman Herbert said it had to be a warrant article. Selectman Hoyt commented that it was a Town building.

Chairman Walker said he attended one of the library budget committee meetings. There were several things that concerned him in that meeting; things that were said. He was happy to see the Trustees were not of like mind. But one of the things the Library Director said several times was that the library could not give the money back to the Town; it had to be spent. She even looked at expanding a planned project to consume the money. That was not the mindset that the Town needed to maintain a low budget.

Trustee Carr stated that the library had a surplus this year was because they had been without a Director for about 50% of the year. Chairman Walker said he understood the \$8,000 - \$10,000 surplus was mostly due to payroll, but there were some payroll practices at the library that concerned him.

Chairman Walker stated that the library was overstaffed. He said that the Trustees had said that and that the Director said she could run the library by herself. There were always two people on staff at the library, except when there was a children's program going on. They didn't really need two people. He said that in discussion at one Trustee meeting, he heard that expanding library hours was more about getting more money to the staff instead of the service to the community.

The Trustees noted that expanded hours was a request of the community. Chairman Walker commented, "of the couple of people who go to the library, sure."

Chairman Walker said Salisbury's library was the most expensive in the area at a budget of \$46,377. Webster, with a substantially bigger population than Salisbury, had a budget of \$37,000 for their library; \$10,000 less. Webster spent \$19.32 per capita. Salisbury was paying \$32 per capita. Andover had an even bigger population and two libraries with a budget of \$41,525. A Trustee interjected that one of the Andover libraries was private. Chairman Walker said his point was that the bigger towns had lower budgets. Boscawen had a larger budget, but their per capita amount was less than Salisbury.

Chairman Walker said he supported the library and that the Town should have a good library. The question was should the library be a jobs program or a library? He heard the discussion in the library budget committee. He heard that they were only paying people now for the hours they worked; they kind of got used to getting paid through COVID for whatever, so they needed to be given raises to get them up to what they used to make when they were getting paid for the hours they weren't working.

Trustee Carr responded that that was not what was happening.

Chairman Walker said that if an employee takes a personal day, they make up that day. So, sometimes three people

were at the library. That was what he heard at the meeting. The Director had done that. He said that in a public facing position, there were no extra hours; the library was open 20 hours a week.

Chairman Walker said that nationwide, library usage over the past two decades had dropped 30%. Two decades ago, only one person worked at the library. Now there was a staff of four and library usage was down substantially. So, he believed there was too much staff there. The Director had stated that the her job could be done in 20 hours per month, but it was a 20 hour per week job.

Trustee Carr noted that the Director was working less than that per month.

Chairman Walker asked why the library was looking to budget a 20 hours per week Director when the job could be done in 20 hours per month or less.

Trustee Carr said that the biggest concern was that a lot of things usually don't fall on the Trustees, such as policy making which was generally a Director's job; communications with the State, such as a recent thing with the selectman where email was sent to the Director and none of the Trustees until two days before a deadline. A lot of times, the Director was the point of contact for the State.

Chairman Walker said he did not believe the library needed 40 hours of payroll per week. He said the current Director also said that.

Trustee Carr said that two Directors ago, they did not want to be alone at the library.

Chairman Walker said he wanted to see a payroll budget that fills 20 hours of staff, fills the children's program, and fills 5 hours per week for a Director. He felt the library was asking for more than was necessary. He didn't want to pay people to put puzzles together. If there were two people sitting there and no patrons, that's what they were doing.

Selectman Hoyt said what the they were saying was that the Trustees should go back and reconsider their budget. He believed it could be dropped.

Selectman Herbert said that he had no problem with two staff members at the library at a time. It's in the middle of nowhere. For security reasons, two people made sense.

A Trustee agreed that when in winter, when it was dark, that made sense.

Chairman Walker said he felt the Trustees should sharpen their pencils. He felt the library was overstaffed. And the fact that the library ran without a Director was more evidence.

Trustee Hoyt said that when you hire a very educated Director, and they are used to being paid more than the current director... Chairman Walker suggested the director can also be the Librarian. The 20 hours wasn't the problem. It was the 40 hours per week of staff. He felt it was an excessive budget for the actual use of the library and for what needed to be done. Those were the words of the Director.

Selectman Herbert asked how many hours the library was open per week. Trustee Carr told him it was 22 hours.

Chairman Walker made a **motion** to table the discussion on the library budget and asked that the Trustees show them a new payroll budget. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

5) Department / Board / Committee Reports

a. Fire Chief / Road Agent

Road Agent Bill MacDuffie Jr reported that Raccoon Hill Road should be paved in the next week or two. Selectman Herbert asked if there was a problem with leaving the road as it was. RA MacDuffie noted that they were going to gravel it before they paved it. The paving would be done right after the gravel work.

The compressor for the fire station should be installed soon.

b. Transfer Station

TS Manager Bert LaFlamme reported some issues with the backhoe with some hydraulic hoses. The last hose picked up had the wrong fitting on it. But, it's up and running now. They went through a couple buckets of fluid.

Two years ago, the Ryobi 6500 generator was purchased. It was no longer needed. It had about 200 hours on it. The current price for a new one was \$950.

Discussion followed with ideas of where the generator might be used elsewhere.

Selectman Herbert made a **motion** to put the Ryobi generator up for sale by bid with a minimum bid of \$300. Chairman Walker **seconded**. The **motion passed** with all in favor.

Chairman Walker understood that one sealed container was being picked up per week.

TS Manager LaFlamme reported that earlier in the day, the driver accidentally picked up the wrong container, the one containing the municipal solid waste. Now he was going to try to do a 3 day container. The past few containers were running 10 to 11 tons. The road legal limit was 15 tons.

TA Rollins added that the Town was still looking for a Transfer Station attendant.

Chairman Walker asked TS Manager LaFlamme to put some thought into his budget in terms of staffing and consider whether he still needed a third attendant now that they had the compactor.

c. Planning Board

Chairman Walker reported that the Planning Board had received a letter of resignation from Alternate Member Faith Muello via email.

Selectman Herbert made a **motion** to accept the resignation with regret. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Selectman Herbert reported that the Planning Board approved the Jarvis subdivision.

d. Zoning Board

Chairman Walker noted that the Whyte rehearing was scheduled for October 13.

6) New Business

a. Assessing Contract

This was discussed earlier in the meeting. (See Section 4f)

b. SAU - 15 Day Extension Filed

TA Rollins reported that she had received email from Hillary. The SAU had filed for a 15 day extension. They got new accounting software which created technical issues, so technical that Salisbury had to call to see if they had received the school payment check which had not yet been cashed. With the delay, it would be a while before the tax rate could be calculated and set. TA Rollins expected it would be the middle of the month, maybe the end.

7) Old Business

a. Academy Hall

TA Rollins reported that Jeff did a good job repairing the lawn and eliminating the gravel short cut. He also removed an old stump from the front lawn. It looked better and would be good for the snowmobilers.

b. Wetlands Violation - Bay Road

TA Rollins said that per Jeff Blecharczyk, Supervisor of the NH DES Wetlands Compliance Section, an agent was preparing an "after the fact" application for the impacts. He let Bill and Dave know. The application would be evaluated like any other application.

8) Selectmen's Reports

a. Perambulation

Chairman Walker stated he and Selectman Herbert met with a Boscawen selectman and a Franklin councilor. Now that the process was started, he wanted to try to finish it.

Selectman Herbert said it was Salisbury's obligation to approach Franklin, Warner, Webster and Andover about when they wanted to walk the borders. He also recommended reaching out to the State for prior perambulation reports.

Chairman Walker said it looks like perambulations hadn't been done in a while. He didn't know how many stone markers there were along the Franklin border. He noted that the Boscawen border would not have been found if they didn't know where it was. He described how to reach it, following the stream about a mile into the woods along the State land. Although a bit of trek, he found it to be an enjoyable task.

Chairman Walker recommend only having one selectman do the perambulation so that it was not an official meeting. He recommended Selectman Hoyt do the Warner border.

Selectman Herbert commented that the border near Mutton Road was knee deep water.

b. Whittemore Road Redesign Project – DOT Review

Chairman Walker said he and Road Agent MacDuffie had met with representatives from the State to discuss the end of Whittemore Road. The thought was to calm the traffic there and make it so it wasn't a straight shot onto Route 4. Short-term and long-term recommendations may be presented. RA MacDuffie commented that he believed the State would offer both as it was understood that having options would help in grant applications.

Chairman Walker said that cutting off a bit of the intersection might help the buses. He looked forward to hearing what the State presented to them later.

9) Public Comments

None.

10) Town Administrator's Report

a. Special Warrant Article

TA Rollins reported about the MS-535 and the MS-9, specifically in regards to the playground LWCF grant where the Town received 50% of the funding back. A NH State statute states that a special warrant article needs to be presented to the Town to redeposit the funds back into the Capital Reserve Fund. Presently, the funds were in the unreserved fund balance. A warrant article would be presented at the 2023 Town Meeting.

11) Nonpublic Session - RSA 91-A:3, II (a)

Chairman Walker made a **motion** to go into nonpublic session in accordance with RSA 91-A:3 II (a). Selectman Hoyt **seconded** the motion. Roll Call vote: Walker, aye; Herbert, aye; Hoyt, aye. The **motion passed** unanimously.

The Board entered nonpublic session at 8:21 p.m. and reconvened the public session at 8:35 p.m.

Chairman Walker announced the Board discussed personnel matters. Chair Walker made a **motion** to seal the minutes of the nonpublic session and Selectmen Hoyt **seconded** the motion. The **motion passed** unanimously.

12) Next Meeting

Chairman Walker made a **motion** to adjourn the meeting at 8:36 pm. Selectman Hoyt **seconded**. The **motion passed**. The next scheduled meeting at Academy Hall was scheduled for Wednesday, October 19, at 7 pm.

Respectfully Submitted,

Kimberley Brown Edelmann

Recording Secretary

*These minutes were approved at the Board of
Selectmen's meeting of October 19, 2022.*