



# Salisbury Board of Selectmen

## Meeting Minutes

November 2, 2022

**Approved**

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

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**Attendees:** Several citizens attended the meeting in person at Academy Hall. One resident dialed in via Zoom for part of the meeting.

### 1) Open Meeting

Chairman Walker opened the meeting at 7:02 pm.

### 2) Meeting Minutes

Chairman Walker made a **motion** to approve the minutes of October 19, 2022 with one correction. Selectman Herbert **seconded**. The **motion passed**.

### 3) Signatures

Chairman Walker noted that the Selectboard had reviewed and signed:

- ◆ Review Accounts Payable & Payroll Registers – Available for Public Inspection
- ◆ Intent to Cut – Tax Map 238, Lot 3, Currier
- ◆ Personnel Evaluations

The first two sets of documents are available for public inspection.

### 4) Appointment - Al Girard Re: Road Repairs on Searles Hill Road

Al Girard addressed the board. He requested approval to cut back some overhanging tree branches and to smooth out some sections of the road that were difficult to drive over due to being washed out.

Road Agent Bill MacDuffie Jr said he felt Al Girard had done a good job so far, adding that if Mr. Girard wanted to do some maintenance on the road, he should be more than welcome to.

Chairman Walker made a **motion** to approve the request. Selectman Herbert **seconded**. The **motion passed**.

## 5) **Budget Presentations**

Chairman Walker noted that the board would continue discussion about the proposed 2023 budget.

### a. **4130 – Executive**

Town Administrator April Rollins noted that the original proposal was to provide 9% pay increases. She changed it to 8.93%. She also stated that she did not change the Selectmen's stipends and would leave that decision to the them. Chairman Walker said he was not prepared to make that recommendation.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$122,068. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### b. **4150 – Financial Administration**

TA Rollins noted that on the budget sheets, she highlighted figures which had recently been changed. She noted that on the FA Town Website line, she applied the 8.93% increase for the website webmaster.

Chairman Walker noted that they still did not have numbers for assessing and therefore were not prepared to discuss the financial administration budget. He made a **motion** to table discussion on budget lines 4150-05 through 4150-95. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### c. **4155 – Personnel Administration**

TA Rollins noted that the personnel administration budget numbers were based on the total payroll, which was still unknown.

Chairman Walker made a **motion** to table discussion of this portion of the budget. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### d. **4194 – General Government Buildings**

Chairman Walker reported that this section of the budget was going up about \$9,000. TA Rollins noted that the first two lines, personnel, were increasing 8.93%. Grounds maintenance and mowing were not increasing as the contract was just put in place during the past spring. Fuel and electricity prices were increasing, so she increased those budget lines.

Selectman Hoyt asked about the balance of the Town Buildings and Grounds Capital Reserve Fund. He felt the Town Hall was going to need more work. Chairman Walker said it was about \$68,000.

Chairman Walker said he was okay with reducing the Building Projects line from \$25,000 to \$20,000.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$76,897. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### e. **4195 – Cemeteries**

TA Rollins stated that an 8.93% increase was applied to the Sexton line.

Selectman Herbert made a **motion** to change the Selectmen's recommendation for the Sexton line from \$3,250 to \$3,268. Chairman Walker **seconded**. The **motion passed** with all in favor.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$21,768. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

**f. 4196 – Insurance**

TA Rollins reported that property and liability insurance was increasing, while workman's comp and unemployment comp were decreasing. The New Hampshire State Firemen's Association dues would remain at \$500.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$20,694. Chairman Walker **seconded**. The **motion passed** with all in favor.

**g. 4197 – Advertising & Association Dues**

TA Rollins said she reduced the Association Dues line down from \$4,500 to \$2,000. She kept the Public Notices line at \$1,000 as no one knew what would come up in 2023.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$3,500. Selectman Herbert **seconded**. The **motion passed** with all in favor.

**h. 4199 – Other Gen Gov't**

TA Rollins said she recommended keeping this area of the budget level.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$1,000. Selectman Herbert **seconded**. The **motion passed** with all in favor.

**i. 4210 – Police**

Chairman Walker reported that the Budget Committee added \$1 to the Pistol Permits line. The Sheriff had not been charging the Town for that, but that could change. Selectman Herbert asked if pistol permits were actually needed. TA Rollins noted they were needed if traveling out of state.

Selectman Herbert made a **motion** to put \$1 in line 4210-15 Pistol Permits. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$33,251. Chairman Walker **seconded**. The **motion passed** with all in favor.

**j. 4215 – Ambulance**

TA Rollins reported that the Town had not yet received information about the outside ambulance fees for 2023.

Chairman Walker made a **motion** to table discussion of this portion of the budget. Selectman Herbert **seconded**. The **motion passed** with all in favor.

**k. 4220 – Fire Department**

Chairman Walker reported that there was a fairly lengthy discussion at the Budget Committee regarding pay for firefighters. The Chief requested that the firefighters also receive the same pay increase as the rest of the Town employees. The Budget Committee increased budget line 4220-15 Incentive Pay from \$9,000 to \$9,804.

Chairman Walker made a **motion** to change their recommended amount for that line to match what the Budget Committee had set at \$9,804. Selectmen Hoyt **seconded**. The **motion passed** with all in favor.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$40,674. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **l. 4316 – Utilities & Street Lights**

TA Rollins said she increased it due to rising cost of electricity. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$4,500. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **m. 4323 – Recycling**

Chairman Walker noted that Transfer Station Manager Bert LaFlamme had recommended level funding for 4323-10 Recycling Electronic Waste Disposal and 4323-20 Recycling Mileage / Dues. Chairman Walker noted that the actual amounts expended in 2022 were still showing \$0. He assumed those expenditures were being shown elsewhere. They would recheck that.

Chairman Walker noted that Manager LaFlamme was recommending adding \$7,000 for a Hazardous Waste Day. Manager LaFlamme said for that \$7,000, a big team would come in for 3 hours. It costs \$35 per unit. A unit was a 5 gallon container or 20 pounds of hazardous waste.

Chairman Walker noted that the Town had not had a Hazardous Waste Day before and therefore, they didn't know how much would be needed to cover the day. He suggested requesting that residents sign up for the day in advance to help determine what the expected flow would be and whether to charge the residents fees or not.

Manager LaFlamme said that he had been advised that \$7,000 was a good budget for a Town that was planning their first Hazardous Waste Day.

Selectman Herbert made a **motion** to add a Hazardous Waste Day line to the operating budget in the amount of \$7,000. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$8,601 for 4323 Recycling. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **n. 4324 – Transfer Station**

Chairman Walker noted that TS Manager LaFlamme was recommending a lower budget for 2023. Manager LaFlamme said he wanted to hire a third attendant and the wages lines reflected that.

The Selectboard and Manager LaFlamme discussed various lines with focus on the Co-op Tipping Fee line. The Budget Committee recommended \$35,000 for that line. TA Rollins noted that through August 2022, the amount spent on tipping fees was \$24,710.27. Through September, it was \$31,600. It was agreed to recommend that line be increased to \$42,000 as both rates and weights were increasing, along with the Town's population.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$118,315 for 4324 Transfer Station. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **o. 4325 – Solid Waste Clean-up**

Chairman Walker noted that level funding was recommended for this area of the budget.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$9,600. Chairman Walker **seconded**. The **motion passed** with all in favor.

Chairman Walker thanked Manager LaFlamme.

**p. 4414 – Animal Control**

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

**q. 4415 – Health Agencies**

TA Rollins noted level funding was recommended.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$2,500. Selectman Herbert **seconded**. The **motion passed** with all in favor.

**r. 4442 – Direct Assistance**

TA Rollins noted level funding was recommended. Selectman Herbert commented that no one ever knew how much assistance would be requested during the year.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$22,000. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

**s. 4550 – Library**

Chairman Walker reported that a revised budget had been received from the Library. For line 4550-03 Operating Budget, \$11,175 was being requested and for line 4550-05 Library Salary, \$31,720, with a total request from the Town of \$42,895.

Selectman Herbert made a **motion** to recommend to the Budget Committee a budget of \$42,895 for the Library. Chairman Walker **seconded**. The **motion passed** with all in favor.

The Library Trustees said they also needed approval to use funds from the Kepper & Patten Estates Fund.

Chairman Walker made a **motion** to approve expenditure of \$2,000 from the Kepper & Patten Estates Fund during 2023. Selectman Herbert **seconded**. The **motion passed** with all in favor.

Chairman Walker said he appreciated the effort made by the Trustees to take a second look at their budget and reduce it.

Trustee Jennifer Hoyt said that in doing the budget, while everyone in Town was getting a raise of 8.93%, the Library staff were only getting an increase of 6.5% to drop the budget lower. Chairman Walker said that was a decision of the Trustees and that the Trustees could discuss that with the Budget Committee. He said that he had heard the Library Director state there was no need for two employees, other than when there was a children's program. He questioned how the budget was being allocated.

Ms. Hoyt said that the Director no longer worked 20 hours per week, but 15 instead. Wednesdays, they would drop two hours from their open hours.

Chairman Walker repeated that the Director said the Director's job could be done in 5 hours per week. Trustee Nan O'Neill responded, stating that others at the Library were doing some of the work that the Director should have been doing.

Ms. O'Neill said the Library averaged 164 adult and 65 child visits per month. Circulation numbers were much

higher.

Chairman Walker said he asked for the Trustees to reconsider their budget because of comments made by the Director and also because he found that Salisbury was budgeting more for their library than neighboring towns. Also, he was not impressed that the Director was trying to figure out how to expend surplus budget dollars instead of returning the funds to the Town. That left a bad taste in his mouth.

Chairman Walker pointed out that the Selectboard was making a recommendation to the Budget Committee. The Budget Committee could take it up and make a different recommendation. He noted there would be 12 people at that discussion which could be much more extended.

**t. 4583 – Patriotic Observations**

TA Rollins asked if the remaining funds would be encumbered into the Old Home Day Revolving Fund or if it should go back to the general fund. Chairman Walker felt it should go back into the general fund.

Chairman Walker asked Old Home Day Committee Chair Jennifer Hoyt if \$2,687 was the final actual amount expended. Ms. Hoyt said she didn't recall if the police detail was applied to the Old Home Day budget line or not. She never saw the invoice. Chairman Walker suspected it was not broken out in the police invoices.

Ms. Hoyt said she also wasn't sure if the line included the DJ's fee. TA Rollins said the DJ fee was included.

Chairman Walker was aware that there was discussion about whether to reduce the Old Home Day budget or not. He noted that in 2022, there wasn't a band.

Selectman Herbert made a **motion** to recommend to the Budget Committee a level funded budget of \$4,160. Chairman Walker **seconded**. The **motion passed** with all in favor.

**u. 4711 – Debt Services – Principal**

TA Rollins noted that the Pingree Bridge bond came off. Paperwork from the bank was received. The only bond left was for the tanker.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$26,429. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

**v. 4721 – Debt Services – Interest**

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$852. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

**w. 4723 – Interest – TANS**

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$1. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Selectman Hoyt asked why the line was in the budget. TA Rollins noted it was required, but didn't need to be used.

**x. 4902 / 4909 – Capital Outlay**

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0 for both 4902 and 4909. Selectman Herbert **seconded**. The **motion passed** with all in favor.

**y. 4919 – Agency Funds (CC Town Contribution)**

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

**z. 5400 – Transfers to Trust Funds**

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

**aa. 5500 – CRF**

Chairman Walker noted that they would not be able to proceed without the assessing numbers.

TA Rollins noted that \$400 for the Cemetery was not set in stone yet. The other numbers were set based on the CIP prepared by the Planning Board.

TA Rollins noted that the Reassessment line was not set yet as the Selectboard needed to review proposals from assessing firms. That would be done later in the meeting.

Chairman Walker noted an increase in the Highway Equipment line from \$27,700 in 2022 to \$45,000 in 2023. TA Rollins said that the money that had been doing to the Pingree Bridge bond was added to the line.

TA Rollins noted that the AirPack Equipment & Maintenance line had been increased from \$8,700 to \$16,960 due to the latest quote.

The West Salisbury Road project was not set in stone yet; a \$180,000 project.

The Transfer Station / Recycling / Equipment line was reduced from \$10,000 to \$5,000.

Everything else was level funded.

Chairman Walker wondered if the Planning Board be considering the future fire truck. Chief MacDuffie Jr was okay with not discussing it for 2023; he would be looking for more realistic numbers next year. Chairman Walker noted the truck could be around \$500,000.

Chairman Walker made a **motion** to table discussion on 5500 Warrant Articles. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

**6) Meals & Rooms Revenue**

TA Rollins noted that the Selectmen had all been given updated revenue figures. She noted that once the Town received the meals and rooms tax distribution from the State, the revenue would look good.

**7) Tax Rate**

TA Rollins noted that the Town still had not heard from the School District. Therefore, the tax rate could not be set yet. There was no information regarding when it would arrive.

Tax Collector Gayle Landry said she had spoken with Seelye Longnecker earlier in the day and learned that the School District hoped to have a figure by the end of the week. TA Rollins let the Selectmen know that if the tax rate figure does come in, they would need to come in to discuss it.

## 8) Department / Board / Committee Reports

### a. Fire Chief / Road Agent

Road Agent Bill MacDuffie Jr reported that paving should begin on Raccoon Hill Road the following day. He believed they would be going from there straight to Whittemore Road to do an overlay.

### b. Transfer Station

TS Manager Bert LaFlamme reported that all was good. He was happy with the hut built by Selectmen's Hoyt and Walker.

Chairman Walker noted that an electrician was needed to put in the wiring.

Selectman Hoyt reported the costs, as shown to the right.

Cost of Materials	Amount
Original expected costs	\$3,568.31
Actual amount charged	\$3,396.63
Unused material returned	-\$202.42
<b>Final Cost of Materials</b>	<b>\$3,194.21</b>

Chairman Walker noted that a heater was still needed. He would also be donating a new LED fixture.

## 9) New Business

### a. Town Hall Rental Application - Senior Luncheon – December 1, 2022 from 10 a.m. to 3 p.m. - Waive Fee

TA Rollins noted that Sandy Miller was booking the Town Hall as a contingency in case they get a lot of interest in the event which normally was held at the church.

Selectman Herbert made a **motion** to waive the Town Hall rental fee for the Senior Luncheon. Chairman Walker **seconded**. The **motion passed** with all in favor.

### b. Guide Board Hill Road (Class VI) – Webster Selectmen and Army Corps

Chairman Walker said he read the email but wasn't exactly sure what the Town of Webster was looking for from the Salisbury Selectboard.

TA Rollins stated that when the Blackwater Dam was constructed, one of Salisbury's roads was turned into a Class VI road, Guide Board Hill Road. There is a recreation area at the dam which uses that road. The resident who lives on the road would like the Town or the Army Corps to take over maintenance of the road, or at the very least, contribute to the upkeep.

The Town Administrator of Webster Dana Hadley shared that the Webster Selectboard was reaching out to see if Salisbury's Selectboard had any concerns or would want to discuss the topic with them.

Chairman Walker noted that the Town of Salisbury could not spend any money on any Class VI road. Also, the dam was in Webster.

TA Rollins noted that the dam in question was not the big Blackwater Dam, but another smaller dam upstream.

Kimberley Edelmann commented that anything done down stream could potentially affect properties upstream, including those in Salisbury.

Road Agent Bill MacDuffie Jr commented that he wasn't sure how work on that road would impact the dam at all. He said he'd give the Town of Webster a call, unofficially, and try to learn more about it.

### c. NHMA – Disposition of Legal Files

TA Rollins explained that the NH Municipal Association has a six year retention schedule for legal files. Before clearing the archives, the NHMA was offering Salisbury the files pertaining to Salisbury legal issues.

Chairman Walker made a **motion** to inform the NHMA that the Town did not want the files. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### 10) Old Business

None.

### 11) Selectmen's Reports

#### a. Perambulation

Chairman Walker stated that the perambulation of the Salisbury / Franklin line was completed earlier in the day. It was started last Thursday. After 6 hours that first day, only 4 markers had been located. GPS coordinates were not accurate from the 2004 perambulation and didn't match coordinates given by Google, sometimes off by 100's of feet. Bill MacDuffie Jr said the data used earlier in the day was consistently incorrect. Earlier in the day, they located 16 markers. Chairman Walker said he took photos of all of the stones, with GPS metadata. Some markers were under water. It's possible that one that they could not find had been washed away. Bill MacDuffie Jr commented that they went into some rough country searching for markers.

Chairman Walker made a **motion** to nominate Bill MacDuffie Jr as a representative for perambulations for the Town. He would like Mr. MacDuffie Jr be on the record as having done the work. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Perambulations are meant to be done every 7 years. Chairman Walker noted that one stone they located had the years of many prior perambulations carved into it.

TA Rollins commented that not everyone knows that perambulations were required by law; RSA 51:2 Perambulation of Town Lines. She added that some people know it's a law and have tried to get rid of it with no success.

Selectman Herbert reported that he was handling the Warner and Webster perambulations. He found several markers. One Warner / Salisbury marker was on Kearsarge Mountain, but it seemed no one knew where it was located. There were more he wanted to located.

Chairman Walker noted that since the Town of Salisbury predates the Town of Warner, it was Salisbury's duty to notify Warner of a perambulation, giving 10 day's notice. If Warner doesn't attend, that's their choice.

Kimberley Edelmann told Selectman Herbert that the gentleman who often handles Warner's perambulations was Gary Young of Warner. Mr. Young had phoned her earlier in the day, having heard Selectman Herbert was in the area looking for markers, and offered his support and assistance. Mr. Young knew where every marker was located.

Chairman Walker reminded Selectman Herbert that the Town of Warner needed to be given the 10 day notice, which had not been done yet. Chairman Walker told Selectman Herbert that he would provide GPS coordinates to assist in the perambulation.

**b. TDS / Broadband Update**

Selectman Hoyt reported that the new telephone poles on North Road were being put in place.

**12) Public Comments**

Dora Rapalyea asked about the proposed budget recommendations being given to the Budget Committee. She asked what would happen if the Budget Committee decided not to give pay raises or to give lower increases. Selectman Herbert confirmed they could do that.

**13) Town Administrator's Report**

**a. RFP's for Assessing Services**

TA Rollins noted that 5 responses had been received to the posted RFP for a new assessing service. She provided a spreadsheet summary of the services to the Selectboard for their review. She reviewed the spreadsheet, noting base fees and additional fees & charges. It was noted that one company was from Massachusetts, the others were located in New Hampshire. The estimated total 5 year costs ranged from \$101,000 to \$165,600.

After review, TA Rollins recommended one service. Chairman Walker, while appreciating the recommendation, wanted to spend time reviewing the proposals. They would discuss it at the next meeting.

**b. Town Warrant – Last Day to Post**

TA Rollins said that she was aware the Selectboard was expecting financial information from the Highway Department Advisory Committee in advance of Town Meeting. She noted that the recommendations would have to be submitted by the first Selectmen's meeting of February 2023 as the Warrant needed to be posted by February 21.

Selectman Herbert added to get it into the Town Report, it would be needed earlier. TA Rollins said it was the last Budget hearing where they approve everything, then everything goes to Kimberley Edelmann to put into the Town Report. Chairman Walker noted that earlier was better.

**c. Christmas Decorations for Town Buildings**

TA Rollins noted that after Veteran's Day, she, Gayle Landry and Dora Rapalyea would begin working on putting up Christmas decorations.

**14) Next Meeting**

Chairman Walker made a **motion** to adjourn the meeting at 8:17 pm. Selectman Herbert **seconded**. The **motion passed**. The next scheduled meeting at Academy Hall was scheduled for Wednesday, November 16, at 7 pm.

Respectfully Submitted,

Kimberley Brown Edelmann  
Recording Secretary

*These minutes were approved at the Board of Selectmen's meeting of November 16, 2022.*