



Selectmen's Meeting Summary April 19, 2017

Chairman Ken Ross-Raymond	Present
Selectman Pete Ballou	Present
Selectman Joe Schmidl	Present
Town Administrator Margaret Warren	Present
Administrative Assistant Kathie Downes	Present

Visitors: Bill MacDuffie, Jr., Gayle Landry, Marcia Murphy, Sandy Miller

Chairman Ross-Raymond called meeting to order at 5:30 PM. Ross-Raymond welcomed Joe Schmidl to the Board. He has been appointed to fill vacancy from resignation of Sam Tucker until March 2018 town meeting when position will be on ballot for remaining year of the term.

REGULAR BUSINESS:

- Review and Approve Minutes of last two meeting
 - April 5, 2017 – **Motion to accept by Selectman Ballou, Selectman Ross-Raymond seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers. **Motion made and seconded to accept. All voted in favor.**

Departments:

Pre-Update Meeting and Assessment Review with Diane Frechette, DRA and (Jeff Earls, Cross Country Assessing not able to attend tonight.) Ms. Frechette explained this process is mandated to be done every 5 years per RSA. The pre-assessment review meeting with Selectmen and Cross Country will be rescheduled when Mr. Earls is available – tentatively scheduled for May 3rd. The purpose for establishing these procedures is to provide guidelines for DRA staff in conducting these meetings prior to the actual assessment review itself.

Assessment Review is when DRA monitors assessors and town records to ensure accuracy of data selected and verified. Ms. Frechette gave an overview of the assessment review standards which includes her selecting at random a list of properties to be reviewed and will submit this list to town and local police as FYI with copy of her business card with information about the project. Property owners will receive a post card alerting them if they are selected for review.

Ms. Frechette also noted she recently worked with TA Warren re: equalization issues that Cross Country was unable to give all information needed. Issue was resolved.

Old Business:

- Status of Fire Tanker: Valley has closed doors. Our attorney has received a letter from their attorney – and will keep us updated. We have not been able to retrieve our chassis or other custom built to date. Looking at where to go to get vehicle completed and need quote of estimate cost. Board decided to ask town counsel to start proceedings to get the tanker chassis and the \$91,000 deposit (or whatever Valley has already built or purchased for the tanker) back from Valley Fire Equipment as soon as possible. We have \$83,000 remaining on loan and need to know what more we need so we can get approval to use it from general fund so project can be completed ASAP.
- Meetings Update:
 - OHD Met 4/12: things going along well. Fund raiser May 13th – Ravioli Dinner and raffle of cord of wood.
 - ZBA Met 4/13 for election of officers and welcoming new members.
 - PB Met 4/17: Met with CNHRPC re: master plan
- Upcoming Meetings:
 - CC meet Wednesday 4/26
 - PB meet Monday 5/1 at 7 PM
 - Cemetery Trustees meet Tuesday 5/2 at 4 PM
 - Selectmen meet 5/3 at 5:30 PM
 - Budget Committee meet 5/8 at 7 PM
- Lights at ballfield – Unitil cannot sell us the pole. TA Warren to look into purchasing a pole and Ross-Raymond waiting on quote from Scott Sweat for electrical work. Then Unitil will remove their light and pole.
- Website administrative committee have a consultation meeting and training in couple of weeks. Hopefully will be going live by end of May. Will use same method as did with old website – departments / staff send info for website to Website Administrative Committee (Margaret, Kathie and Gayle) who will put it on the website.
- Garfinkle – Inspection by independent building inspector scheduled for next week. Still no permits issued.

New Business:

- Chief MacDuffie related problems with the overhead doors at Fire Station – need to be serviced. MW to make arrangements to get them serviced.
- Steve Wheeler met with engineering rep at closed landfill for walk through and in addition to mowing we need to clear brush from the drainage ditch and apply lime in areas that show moss. The cost for this work not covered by mowing maintenance and TA Warren will clarify with Andrew Perkins on estimate of work and take care of where it will be taken in budget.
- It was also noted that with the paving of Academy Hall parking lot there is a need to have it swept after the winter – RA MacDuffie indicated this will be taken care of under highway budget.
- BOS - Committee Assignments – reviewed and accepted. Ross-Raymond noted that TA Warren (per RSA) is the back up for selectman ex officio for budget committee. Pete Ballou will back up as selectman ex officio for Planning Board.
- Review of Draft Memos to Dept Heads re Meetings. These memos will be finalized and sent out to department heads and committee chairs.

- Updated Town Committees -2017 Meeting Schedule distributed.
- Flagpoles – problems with rope and clips for both poles (Academy Hall and Town Hall) Pete will take care of getting clip for rope at Town Hall and both Ken and Pete will work on lowering pole at Academy Hall to repair hook and line for flag and paint pole as well. The timeframe is to have this completed before Memorial Day.
- TA Warren related the Library Director was asking about the work concerning the cracks in walls at library. TA Warren assured her this is not critical but work will be completed by carpenter in the near future.

Public Comments:

- Chief MacDuffie noted that Valley did sign a contract for work to be done in the timeframe of 90 – 120 days which is long past due.
- Sandy Miller asked when Town Clerk starts her new extended hours. *She began them in April – 1st and 3rd Fridays.* Miller noted it was not posted on the schedule for April in Lifelines. *AA Downes said it has been posted in several places in town, as well as in the Sunday Concord Monitor column and will be on the May schedule sent to Lifelines.*

Other: All business that shall legally come before the Board

At 6:40 PM motion to enter Nonpublic Session per RSA 91-A:3:II (a) [personnel] made by Selectman Ross-Raymond, Seconded by Selectman Ballou. Roll Call Vote:

Ken Ross-Raymond - ✓ Pete Ballou - ✓ Joe Schmidl - ✓. All but Board members left meeting at this time.

Public session reconvened at 7:45 PM. Motion made by Selectman Ballou to seal the non-public minutes, seconded by Selectman Schmidl. All voted affirmative.

Selectman Ballou moved to adjourn at 7:45 PM; Selectman Schmidl seconded. All voted affirmative.

Respectfully submitted:
Kathie Downes
Administrative Assistant

Meeting Summary reviewed and accepted at the May 3rd, 2017 Meeting.

Selectmen, Town of Salisbury