



## Selectmen's Meeting Summary

June 19, 2019

Chairman Ken Ross-Raymond	Present
Selectman Pete Ballou	Present
Selectman Jim Hoyt	Present
Town Administrator Margaret Warren	Present
Municipal Assistant Jill Colardeau	Present

**Visitors:** Katherine Bollenbach, Sandy Miller, Gayle Landry, David Rapalyea.

Chairman Ross-Raymond opened the meeting at 6 PM.

### Regular Business:

- Review and Approve Minutes of the 6/5/19 meeting. **Selectman Ballou made a motion to accept the June 5, 2019 meeting summary. Selectman Hoyt seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers. **Select Board moved and accepted.**

### Departments:

#### Library Trustees -

- Library Director Katherine Bollenbach - In for Trustees to submit a 1/2 year report. **The Jackie Weiner Home Delivery Service** through the SFL is now offering a free home delivery service for residents with ongoing conditions preventing them from coming to the Library to borrow books, audio books, magazines, DVD's, and jigsaw puzzles. Deliveries are made on a monthly basis by a volunteer driver. Residents may obtain an application for this new service at the Library or on their website [www.salisburynh.org/departments/salisburyfreelibrary](http://www.salisburynh.org/departments/salisburyfreelibrary). If you would like to volunteer at the Library, please stop by or go to their website.
- Library Trustee Tammy Schuck has resigned and the Board of Selectmen approved former Alternate Library Trustee Christine Dixon for this position along with a recommendation from Library Chair Alison Thomas. **Chairman Ross-Raymond made a motion to accept Christine Dixon as Library Trustee. Selectman Ballou seconded. All voted in favor.**
- LD Bollenbach noted she has worked a few more additional hours due to the need of covering another employee's work schedule. She noted she would add some additional hours onto next year's budget.

#### Safety Committee - Update Safety Program Policy - SOP #07-001

- TA Warren noted the Safety Program Policy has been updated by eliminating the names of the employees and just keeping the positions involved with the Safety Committee, which include the Town Administrator, the Municipal Assistant, and the Bookkeeper, along with the Board of Selectmen. Also included 'volunteers' throughout the policy. Selectmen signed the update and copies will be dispersed to department heads. TA Warren noted we are off schedule for our quarterly reports and no safety issues have been brought up by the committee at this time. Will meet next at the 9/4<sup>th</sup> & 12/4<sup>th</sup> Selectmen's meetings.

### Old Business:

#### Facebook Page Update -

- Selectman Hoyt asked if the Town Facebook page was ready yet. TC Landry noted the Facebook page mock-up is being worked on, and the Social Media Policy was sent off to Town Counsel for review, so they are waiting to hear back on any updates. Chairman Ross-Raymond asked if they could view the Facebook page tonight and TC Landry noted the mock-up Facebook page was not ready to be viewed at this time.

#### Cleaning Town Hall -

- TA Warren has not yet received a Certificate of Insurance from Truly Clean, but they are scheduled to clean the Town Hall on Friday, 7/12<sup>th</sup>.

### **Speed Limit Signs for Rte. 4 & 127 -**

- General discussion on speed limit signage from the Heights down to the Barn Store on Rte. 4. Since DOT does not allow flashing speed limit signs due to distraction, the Town would have to purchase and then it would become the liability of the Town should they be damaged and need to be replaced.
- Chairman Ross-Raymond asked TA Warren to check with DOT to see if they would allow a 4-way stop sign at the intersection of Rte. 4 and 127, which had not been requested in the past.
- Chairman Ross-Raymond noted he would do some research on signs, cost, and whether the Town would be able to purchase them with Concord Crimeline grant money.

### **Meeting Updates:**

- Cemetery Trustees (6/6) - None given.
- Hazardous Mitigation Committee (6/10) - TA Warren noted the committee finished the capability survey. She noted the committee is on course and will meet twice in June, and then no meetings until August. The study has revealed our Floodplain Development regulations are part of the Building Code instead of the Zoning Ordinance. TA Warren will work with Planning Assistant Rollins to look into how to get those regulations recorded where they should be.
- Old Home Day Committee (6/12) - Chair Hayden has put out the Citizen of the Year nomination boxes, and notice now on the website for residents to vote for Citizen of the Year at the Library, Academy Hall, and the Crossroads Store.
- Recycling Committee (6/13) - meeting was cancelled - next meeting on July 11<sup>th</sup>.
- American Red Cross Blood Drive (6/15) - Selectman Hoyt noted a very good turnout at the Blood Drive. People stopped by to donate in addition to the people who had signed up on-line. The American Red Cross received 35 pints. He thanked TC Landry for all her help throughout the drive.
- Planning Board (6/17) - Selectman Hoyt noted the Board is going forward with the lot line adjustment on Raccoon Hill Rd. Chairman Ross-Raymond noted the Andover Planning Board will need to keep the Town of Salisbury informed.

### **Meeting Reminders:**

- 6/24 - Hazard Mitigation Committee from 5:30 - 7:30 PM at the Safety Building.
- 6/26 - Conservation Commission 7 PM at Academy Hall.
- 6/28 - Yuka the Arctic Fox - *Foxes in NH* presentation by Maria Laycox 6 PM at Town Hall.
- 7/1 - Planning Board meeting rescheduled from 7/1<sup>st</sup> to 7/15<sup>th</sup> due to holiday week.
- 7/3 - Board of Selectmen meeting cancelled due to July 4<sup>th</sup> - next meeting July 17<sup>th</sup>.
- 7/10 - Old Home Day Committee meeting 6:30 PM at Academy Hall.
- 7/11 - Recycling Committee meeting 7 PM at Academy Hall.
- 7/15 - Planning Board meeting 7 PM at Academy Hall.
- 7/16 - Trustees of the Trust Fund meeting 6:30 PM at Academy Hall.

### **New Business:**

- Blistering paint/air bubbles on outside clapboards of the Town Clerk/Tax Collector's offices at Academy Hall. It was noted the clapboards should be replaced. TA Warren asked to have Platte look at.
- DES report - TA Warren and Transfer Station Operator Wheeler are working on the 2018 facility report.

### **Public Comments:**

- Sandy Miller asked if the Town had received pricing on oil and propane bids from Robin at the School District and TA Warren noted she had not heard from her yet. She also asked when North Rd. will be paved - Selectman Ballou noted it is scheduled to be done soon.

### **Correspondence:**

- Bruzzese and Platte Yield Tax Warrants signed by the Board of Selectmen.

### **Other:**

- Chairman Ross-Raymond recognized three MVSD employees who have retired after many years of service. SES Secretary, Louise Capracotta, after 34 years, also Kathy DeGrassie, and Bruce Johnson

of Webster.

- Selectman Ballou noted he learned at the recent Town Official's workshop he attended, even if a Selectman is absent from a Selectmen's meeting where the previous meeting minutes are to be approved, the absent Selectman is able to vote to approve those minutes after he has read the minutes.
- The donation box filled w/books and wrapped with caution tape at the Transfer Station was questioned. TC Landry noted the company which would have picked up the box is no longer in service. Chairman Ross-Raymond noted many attempts had been made to contact the company to remove it. The Board of Selectmen will work on getting it removed.
- Selectman Hoyt asked if any wiring has been done at the Transfer Station yet, which it has not.
- Supervisor of the Checklist Rapalyea inquired about a file cabinet for their office space. Their office will be set up on the stage area at Academy Hall. A computer, tables, chairs, and 4-drawer locked file cabinet will be secured or purchased soon for them.
- Chairman Ross-Raymond noted the need to obtain a small lock box to store Non-Public BOS sealed minutes in with three sets of keys for the Selectmen only.
- David Rapalyea noted the SHS has published a new book of old historical houses in Salisbury for \$20.
- David Rapalyea from the SHS noted they are working on signage for old historical houses noting the circa year of the houses. So far, they have a total of 30 signs for these buildings. David Rapalyea asked the Board if they would be interested in buying a couple of signs at \$45 each w/installation included, one for Academy Hall and the other for Town Hall. Selectman Ballou noted as long everything is historically correct, he would be in favor. David Rapalyea noted Paul Shaw has done much research and it is historically correct. **Selectman Hoyt made a motion to purchase two signs at \$45/ea. for Academy Hall and Town Hall. Chairman Ross-Raymond and Selectman Ballou both seconded. All voted in favor.**

**Other/Recap: Decisions made at this meeting:**

- Alternate Library Trustee Christine Dixon approved by BOS as Library Trustee.
- TA Warren to check with DOT regarding 4-way stop sign at intersection of Rte. 4 & 127.
- TA Warren to work with Planning Assistant Rollins to record Floodplain Development regulations into the Zoning Ordinance.
- TA Warren to contact Platte to look at blistering paint on clapboards outside Tax Collector/Town Clerk offices.
- Board of Selectmen to remove book donation box at the Transfer Station.
- TA Warren to obtain/purchase lock box for Non-Public sealed Board of Selectmen minutes.

**Non-Public Session (as necessary). At 6:55 PM motion made to enter into a Non-Public Session per RSA 91-A:3:II (a) - personnel made by Chairman Ross-Raymond and seconded by Selectman Hoyt.**

**Roll Call Vote:**

**Ken Ross-Raymond - ✓ Pete Ballou - ✓ Jim Hoyt - ✓**

**Public Session reconvened at 7:20 PM. Motion made by Selectman Ballou to seal the Non-Public minutes and seconded by Selectman Hoyt. All voted affirmative.**

**Selectman Ballou moved to adjourn at 7:20 PM. Selectman Hoyt seconded. All voted in favor.**

Respectfully submitted:

Jill Colardeau, Municipal Assistant

Meeting Summary reviewed and accepted at the July 17, 2019 meeting.