



## Selectmen's Meeting Summary

October 30, 2019

Chairman Ken Ross-Raymond	Present
Selectman John W. Herbert	Present
Selectman Jim Hoyt	Present
Town Administrator Margaret Warren	Absent
MRI Consultant Jim O'Mara	Present
Municipal Assistant Jill Colardeau	Present

**Visitors:** Marcia Murphy, Gayle Landry, Bill MacDuffie, Jr., Sharon MacDuffie.

Chair Ross-Raymond opened the meeting at 5:30 PM.

### New Business:

- Payroll - Bookkeeper Sullivan is requesting authorization from the Board of Selectman to change the way payroll is processed. She is requesting a policy whereby all employees be paid bi-weekly with timesheets due by Tuesday at 9 AM effective January 1<sup>st</sup> 2020. The only exceptions would be the Selectmen who are paid quarterly and the Fire Department incentive pay which is paid annually. **Selectman Hoyt made a motion to accept a new policy to pay all town employees bi-weekly with the exception of the Selectmen and the Fire Department and the effective date as of January 2020. Selectman Herbert seconded. All voted in favor.** Jim O'Mara from MRI noted the Town would need to obtain permission from the NH Department of Labor for any employee currently being paid weekly to be paid bi-weekly.
- Accept Treasurer and Deputy Treasurer resignations - **Chair Ross-Raymond made a motion to accept resignations from Treasurer Sweeney and Deputy Treasurer MacDuffie. Selectman Herbert seconded. All voted in favor.** Chair Ross-Raymond thanked Treasurer Sweeney and Deputy Treasurer MacDuffie for their service.
- Accept Town Clerk resignation - **Chair Ross-Raymond made a motion to accept Town Clerk Rollins resignation. Selectman Herbert moved the motion which was seconded by Selectman Hoyt. All voted in favor.**
- Jim O'Mara from MRI noted TA Warren submitted a three-page transition plan for the new Town Administrator Rollins. Chair Ross-Raymond noted the new Town Administrator Rollins has the transition plan to review.
- Secretarial Position at the Fire Department - TA Rollins will be able to continue with those duties. Fire Chief MacDuffie noted he and deputy Chief Nixon had a brief conversation and Fire Chief MacDuffie noted he would like the secretarial position to be separate from the Town Office. Chair Ross-Raymond noted they would talk about this during the non-public session.

### Old Business:

- Accept one bid received for Transfer Station Lighting - **Chair Ross-Raymond made a motion to accept the lighting bid of \$7,200 from Scott Sweat to extend hours at the Transfer Station. Selectman Herbert moved the motion which was seconded by Selectman Hoyt. All voted in favor.**
- Salisbury's EOP 2020 update under the FEMA EMP Grant - **Chair Ross-Raymond made a motion to accept the EMPG grant of \$8,000 which is a 50/50 town-in-kind match. Selectman Herbert moved the motion and was seconded by Selectman Hoyt. All voted in favor.** Fire Chief MacDuffie will need to sign the grant.

### Public Comments:

- Tax Collector Landry requested the payroll periods for the new year.

**Chairman Ross-Raymond made a motion to adjourn at 6:15 PM. Selectman Herbert seconded. All voted in favor.**

**Non-public Session:**

**At 6:15 PM a motion to enter a non-public session per RSA 91-A:3: II (a) and (b) was made by Chair Ross-Raymond, seconded by Selectman Hoyt. All voted in favor.**

**Selectman Herbert moved to seal the non-public session minutes. Seconded by Selectman Hoyt.**

**Roll Call Vote:**

**Ken Ross-Raymond - ✓ John W. Herbert - ✓ Jim Hoyt - ✓**

**Selectmen returned to a public session at 6:50 PM. Selectman Herbert made a motion to adjourn at 6:50 PM. Selectman Hoyt seconded. All voted in favor.**

**NEXT MEETING:** November 6, 2019 at 6 PM - 2020 Budget Prep continues.

Respectfully submitted: Jill Colardeau, Municipal Assistant

Meeting Summary reviewed and accepted at the November 20, 2019 meeting.

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Selectmen, Town of Salisbury