



Selectmen's Meeting Summary

November 6, 2019

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

Visitors: Marcia Murphy, Sandy Miller, Christine Dixon, Jennifer LaClaire, Steve Wheeler, Gayle Landry, David Rapalyea, Katherine Bollenbach, Alison Thomas, Judy Preston, Bill MacDuffie, Jr., Sharon MacDuffie. Chair Ross-Raymond opened the meeting at 6:00 PM.

Public Hearing: Adoption of Hazard Mitigation Plan Update 2019 for NH HSEM -

- Chair Ross-Raymond read future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA for a period of 5 years from the date of the resolution. An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by the Emergency Management Director or designee.
- Chair Ross-Raymond made a motion to adopt the official Hazard Mitigation Plan Update 2019. Selectman Herbert moved the motion. Seconded by Selectman Hoyt. All voted in favor.**

Review & Approval of Draft Minutes:

- October 16, 2019 - **Chair Ross-Raymond made a motion to accept the October 16, 2019 meeting summary. Selectman Herbert moved the motion. Seconded by Selectman Hoyt. All voted in favor.**
- TA Rollins noted the October 30th 2019 meeting summary would be ready for approval at the next BOS meeting on 11/20/19.

Signatures:

- Review Accounts Payable & Payroll Registers - Select Board moved and accepted.**
- Other Documents - Hazard Mitigation Plan Update 2019 - Select Board signed and adopted the Hazard Mitigation Plan Update 2019 and was notarized on November 6, 2019.**

2020 Budget:

Proposed 2020 Budget Schedule	
Line Item - Department	Discussion
Police - BOS #4210 (Page 5)	Line item #4210-50 for PD Outside Details at \$6,123.17 is lower due to outstanding bills not yet received. Stay with the 2019 figures of \$16,500. Chair Ross-Raymond made a motion to stay with the figure of \$19,800 instead of the actual \$7,953. Select Board moved and accepted.*
Highway #4312 (Page 7)	No change from 2019 budget. Total 2020 budget of \$300,322.
Highway Projects #4910 (Page 11)	Road Agent MacDuffie will be getting quote to shim a portion of West Salisbury Rd.

Recycling - BOS & TS Manager Wheeler #4323 (Page 8)	Total 2020 budget of \$10,275 on hold.
Transfer Station – TS Manager Wheeler #4324 (Page 8)	Total budget of \$96, 886 on hold - General discussion regarding open hours at the Transfer Station next year. TS Manager Wheeler noted extending the Transfer Station open hours to Wednesdays year-round on a trial basis first before adding on additional days. For line item #4324-12 Chair Ross-Raymond noted the Town could request voters to increase the Capital Reserve Fund for tire storage, building & equipment maintenance, electricity and increase in salaries due to an increase in hours for operators & attendants.
Library - Chair, Thomas #4550 (Page 9)	Total 2020 budget of \$44,967.43 with an additional \$500 for an independent contractor to do payroll & quarterly 941 taxes. Total 2020 budget would be \$45,467.43 to include a bookkeeper in the annual operating budget. Currently bookkeeping is done on a volunteer basis by Trustees which is challenging. Director Bollenbach requested an increase in her salary for additional open hours every Saturday, with the exception of one. TA Rollins noted rounding up the budget from \$45,467.43 to an even \$45,468.00. Select Board moved and accepted. *

***NOTE: Motion made and seconded the above departments proposed 2020 budget figures presented tonight is accepted by the Board of Selectmen with final review to be done after the process is complete. Salary increase will be decided at that time.**

Department Updates:

- **NH State Police October 2019 Stats: Total Calls = 35**
1 - Aircraft Incident; 2 - Domestic in Progress; 1 - Assist DCYF; 4 - Burglar Alarms;
1 - Dept. Assist; 1 - Drug Case; 2 - Hazardous Operators; 7 - Request for Services;
1 - Request for Fire Marshall; 2 - Noise Complaints; 1 - Sex Offender Registration;
3 - Safe School Program Visits; 2 - Suspicious Motor Vehicles; 2 - Traffic Stops;
1 - Suspicious Activity; 1 - Suspicious Person; 3 - MV Accidents. Report on file in the Selectmen's Office.
- **Road Agent MacDuffie** - Road Agent MacDuffie noted pavement overlaying on the shoulders of North Road in West Salisbury is not yet finished. Completed project should be done soon and is dependent on the weather.
- **Fire Chief MacDuffie** - Chief MacDuffie received an email from Penacook Rescue noting a 5% increase in EMS rates. He noted Shaun wanted a 1% increase whereas the Board of Directors wanted 5%.

New Business:

- Request from Heidi Martin: Waiver on rental fee at Town Hall - **Chair Ross-Raymond made a motion to waive the rental fee of Town Hall to Heidi Martin to meet quarterly with the National Guild of Pearl K. McGown Rug Hookrafters. Selectman Herbert moved the motion. Seconded by Selectman Hoyt. All voted in favor.**
- 2019 Tax Warrant - TA Rollins received the new tax rate last week which is \$23.14 and a supplemental page. The portions are as follows: municipal \$4.94; county \$2.66; local education \$13.44; state education \$2.10. The total tax rate has decreased from last year's rate of \$23.26. Chair Ross-Raymond noted we have not used the fund balance/surplus to decrease the tax rate this year but the Board has done so in previous years to reduce the tax rate.

Old Business:

- Personnel Policy/Procedure - Chair Ross-Raymond noted he is updating the policy.
- CCI/TDS/WiValley Update for December 4th, 2019 - Nothing new to report on the internet at this time.

Other:

- Selectman Hoyt requested the rental fee at Town Hall be waived for an ARC blood drive on December 3rd from 1:30 - 6:30 PM. **Selectman Hoyt made a motion to waive the fee at Town Hall for the ARC blood drive. Chair Ross-Raymond seconded. All voted in favor.**

Selectmen's Report:

- Deputy Treasurer Sweeney resigned effective date 11/6/19 waiting on her written resignation.
- Chair Ross-Raymond thanked Jim O'Mara, MRI Consultant, noting he has been very helpful in the transition process. Chair Ross-Raymond noted his services will no longer be needed after the budget completion tomorrow.

Town Administrator's Report:

- New System Award Management (SAM) account needs to be renewed and signed by the Select Board and notarized for TA Rollins for grants.
- E911 Liaison form needs to be signed by Select Board to turn over to TA Rollins.
- TA Rollins has the new Municipal Assistant job description for Select Board to sign. Chair Ross-Raymond asked TA Rollins to email the job description for them to review and they can sign it at the next BOS meeting on 11/20/19.
- Advertise for the part-time Recording Secretary position.
- Mark Vattes from the NH based specialist with the U.S. Bureau of the Census would like to attend the BOS meeting on November 20th to give us a briefing on the 2020 census.
- Mason Alarms estimate for security camera at Academy Hall noted for Town Hall on quote - TA Rollins to forward email for BOS to review.
- Joseph Hass has sent materials to TA Rollins asking the Board to look into legal action towards eliminating the school portion of the tax rate for tax payers without children in the school system. TA Rollins will forward the email and materials to the Select Board to review.

Public Comments:

- Sandy Miller asked if the town took money from the fund balance/surplus to offset the tax rate and what is recommended to have on hand in this fund. Chair Ross-Raymond noted the Board has not touched the fund this year but the fund balance has gone below the 5% in past years to keep the tax rate lower. It was noted the Town has around \$151,000 currently in this fund. Jim O'Mara, MRI Consultant, noted the DRA recommends between 5 - 17% to keep on hand for the fund balance/surplus.
- Marcia Murphy asked if it would be possible for TS Manager Wheeler to present three different budget scenarios for the Transfer Station to be open for 2 days, 3 days, etc ... at the next Budget Committee meeting on November 18th. Manager Wheeler agreed to do so.
- Sandy Miller asked who is the new Treasurer, which is Donna Nickerson.

Other:

- Chair Ross-Raymond noted Bret Walker is looking to expanding Salisbury Woods by creating a church. He is looking for pew-style chairs. **Chair Ross-Raymond made a motion to donate the chairs on the stage at Academy Hall to the Haunt. Selectman Herbert moved the motion. Selectman Hoyt seconded. All voted in favor.**
- TA Rollins noted the Supervisors of the Checklist are relocating to the former Planning Assistant office space upstairs at Academy Hall so there is no need to install a longer internet/phone line at the old space. They are still in need of a fire proof locking file cabinet(s).
- TA Rollins questioned the Select Board regarding Volunteer Appreciation Night. It is held on

the 3rd Wednesday of December after the BOS meeting on December 18th. The BOS meeting is held first followed by the Volunteer Appreciation event.

- TA Rollins asked the Select Board questions regarding the Town Report such as what they would like for a cover, a memorial and if they would like to dedicate the Town Report to someone. The Select Board will take some time to come up with suggestions for these.
- Jim O'Mara, MRI Consultant, noted monthly figures for Accounts Payable & Payroll Registers should be mentioned to the public when approved by the Selectmen.
- TA Rollins questioned the Select Board regarding materials prior to BOS meetings. The Board prefers paper copies a day prior to the BOS meetings.

Chair Ross-Raymond made a motion to adjourn at 7:23 PM. Selectman Herbert moved the motion. Seconded by Selectman Hoyt. All voted in favor.

NEXT MEETING: November 20, 2019 at 6 PM

Respectfully submitted: Jill Colardeau, Municipal Assistant

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

Selectmen, Town of Salisbury