



Selectmen's Meeting Summary January 15, 2020

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

Visitors: Jim Zink-Mailloux, Pete Ballou, Bill MacDuffie, Jr., Gayle Landry, Marcia Murphy and Steve Wheeler,

Chairman Ross-Raymond opened the meeting at 6:00 PM.

Review & Approval of Draft Minutes:

- **Selectman Herbert made a motion to approve the minutes from the December 18, 2019 meeting and January 6, 2020 meeting summaries. Seconded by Selectman Hoyt. All voted in favor.**

Signatures:

- **Review & Approval of Accounts Payable & Payroll Registers – Selectman Herbert made a motion to approve the Accounts Payable of \$20,016.00 as of January 15th and Payroll Registers of \$5,100.00 as of January 16th, 2020; Accounts Payable of \$20,326.61 as of January 8th, 2020 and Payroll Registers of \$5,730.83 as of January 2nd, 2020; Accounts Payable and Payroll Registers of \$17,707.62 as of December 23rd, 2019 and December 30th, 2019th. Selectman Hoyt seconded. All voted in favor.**
- TA Rollins noted the Selectmen are signing the following;
 - Timber Yield Tax for Map 236, Lots 6.1 & 6.2.
 - Intent to Cut for Tax Map 248, Lot 22.
 - Landfill Monitoring Contract for 2020, (\$5,812 dollars), and TA Rollins noted she signed the Post Closure Report.

Budget Review 2020:

#4140 - Elections, Registrations & Vital Records	ClerkWorks software proposal of \$2,205 w/\$505 increase on (#4140-23: Equipment) includes a scanner & signature pad for driver license registrations & title applications. An increase of \$600 for (#4140-25: Training) added to the \$2,100 figure for training the Town Clerk & Deputy Clerk. Credit card reader at \$575 & \$60 per yr. for maintenance plan. Annual service fee of \$600 recurring for the first year is included in the software installation one-time fee of \$5,175. ClerkWorks software is close to \$7,000 less than Avitar software. Select Board moved and accepted the revised Total 2020 figure of \$35,226.*
#4155 - Personnel Administration	The Bookkeeper recommended \$17,000 - increase of \$1,000 over the 2019 figure for #4155-05 PA Payroll Taxes. Select Board moved and accepted the Total 2020 budget of \$25,938 to include the \$17,000.*
#4324 - Transfer Station	TS Manager Wheeler suggested combining three cost centers #4323-04, #4324-16 & #4324-20 for rental containers into one cost center. Project list of issues such as the railing at the TS to be discussed after Town meeting. Chair Ross-Raymond noted he could work w/TS Attendant

	Williams on repairing the railing once the generator is installed. Select Board moved and accepted the Budget Committee's Total 2020 figure of \$98,290.*
#4902/4909- Capital Outlay	Total 2020 budget of \$0. Same as last year figure of \$0. Select Board moved and accepted.*
#4919 - Agency Funds (CC Town Contribution)	Total 2020 budget of \$0. Same figure as 2019. Select Board moved and accepted. *
#5400 - Transfers to Trust Funds	Total 2020 budget of \$0 for #5405 and #5410. Same as 2019 figure. Select Board moved and accepted. *
#5500 - Capital Reserve Funds Warrant Articles	Total 2020 budget of \$64,400. BOS recommended an increase of \$10,000 on #5507-04 from 2019 figure of \$2,500. Select Board moved and accepted.* Warrant Article 12 - vote to amend the purchase and maintenance of vehicles and equipment. Warrant Article 2 - to move the "Floodplain Development Regulations" from the Town's Building Codes and make it Article 21 of the Zoning Ordinance as proposed by the Planning Board & Hazard Mitigation Plan Update. Select Board moved and accepted.* Warrant Article 3 to be voted on February 5 th . 2020.

***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.**

****Approved Encumbrances - North Road Shoulder work at \$21K and West Salisbury Road at \$19K and Old Home Day funds at \$7569.40 dollars.****

Department Updates:

- Fire Chief MacDuffie - He noted changing the locks on the doors at the Safety Building since the security system is up and running. Chair Ross-Raymond noted Garneau in Franklin could replace the door locks. Fire Chief MacDuffie noted originally the master key worked on all the doors and this worked out well, but keeping track of keys and to having to remake a master key is extremely expensive.
- TA Rollins noted Mason Alarm finished the police door last week and they suggested replacing the batteries in the Fire Alarm panel. They would cover the cost of the batteries and TA Rollins noted she could order the new batteries. Chair Ross-Raymond noted Scott Sweat would probably be the one to change the batteries. TA Rollins noted she will contact Garneau to get an estimate.
 - TC Zink-Mailloux noted back up batteries should recharge themselves in a hard-wired alarm panel, noting it depends on the life expectancy of the battery.
- Fire Chief MacDuffie, Jr. noted the Hopkinton Fire Chief notified him last week their used ambulance is available for sale. Fire Chief MacDuffie, Jr. noted he go over next week and see if it is still something they want to pursue. The current ambulance is in need of many wear and tear repairs but the box of the ambulance is computerized and beyond repairing. The Hopkinton ambulance is all mechanical so if something breaks down at least items inside the box could be repaired and/or replaced.
- **NH State Police** - Stats for December 2019 - Total Calls = 22 Avitar
4 - Request for Services; 2 - Animal Complaints; 1 - Suspicious Vehicle; 1 - Ambulance Needed;
2 - Suspicious Persons; 1 - Civil Standby; 4 - Motor Vehicle Accidents; 3 - Hazardous Operators;
1 - Safe School Program Visit; 3 - Sex Offender Registrations. Report on file in Selectmen's Office.

New Business:

- Check from the State of NH Meals & Rooms Payment of \$72,281.77 dollars received.

Old Business:

- Mason Alarm Quote - Estimate of \$999.00 to purchase and install 2 camera system and annual fee of \$150.00 for network access for remote video for a camera to be placed outside and one placed in the lobby at Academy Hall. Discussion followed regarding 4 cameras would provide more protection than 2 cameras. **Chair Ross-Raymond made a motion to purchase the original estimate for the 4 camera system for \$1,989.00 at Academy Hall. Selectman Herbert seconded. All voted in favor.**
- Personnel Policy - Review Amendments, Vote to Approve & Vote to Discontinue Absorbed Policies - TA Rollins noted she has updated the changes in the Personnel Policy. Chair Ross-Raymond noted he would like the BOS and TA Rollins to have a work session to go through the Personnel Policy page by page. They will meet next Thursday on 1/23/20 at 6 PM to finalize the policy before adopting it.
- Broadband Services Update on CCI/TDS/WiValley - Chair Ross-Raymond noted CCI are offering TDS to come in and provide services. He noted it is a long and slow process and we will be informed of any options they come up with.

Selectmen's Report:

- Chair Ross-Raymond noted the list of tasks is getting longer and longer. He noted more time is needed and can be reported on at the work session on Thursday.

Town Administrator's Report:

- TA Rollins noted CNHRPC are not providing any funding for driver feedback signs. Chair Ross-Raymond noted we need to make the request through the State. TA Rollins asked if the money should come out of the Highway fund. **Chair Ross-Raymond made a motion to purchase two driver feedback signs at \$2,600 (dollars) each to be placed on Route 4 near the Crossroads Country Store in both directions and the funds should come out of the Highway Fund. Selectman Hoyt seconded. All voted in favor.** TA Rollins to get the NH DOT Agreement.
- TA Rollins noted she spoke with NHMA's Attorney Buckley who advised setting limits on maximum food and rental pricing on the Welfare Application is not proper based on current rental pricing in 2019. Fair market rent in NH is; Studio \$808; 1 bdrm. \$875; 2 bdrm. \$1,122; 3 bdrm. \$1,498; and 4 bdrm. \$1,659. Maximum allowances are based on number of applicants in the household. **Selectman Hoyt made a motion to amend and accept the updated guidelines on the Welfare Application. Seconded by Selectman Herbert. All voted in favor.**
- TA Rollins received a quote from IT Administrator Phil Tucker at Twin Rivers Office Machines on Carbonite Safe Backup Pro-Core which includes up to 25 computers and 250GB at \$287.99 per year. Additional storage above the 250GB charge would be \$99.99 per 100 GB if needed. The other option is the Carbonite Safe - Basic plan with a charge of \$71.99 for each computer per year. TA Rollins to clarify with him regarding the cost of cloud backup plans per year on each computer. The package price would be less expensive than the Basic plan. Discussion followed on whether or not the 250GB would be per computer or include all computers. TA Rollins will clarify with IT Administrator Tucker.

Public Comments: None at this time.

Adjournment: Chair Ross-Raymond made a motion to adjourn the meeting at 7:18 PM. Selectman Herbert seconded. All voted in favor.

Next Meeting: February 5, 2020 at 6 PM.

Respectfully submitted:

Jill Colardeau, Municipal Assistant

Meeting Summary reviewed and accepted at the February 5, 2020 meeting.

Selectmen, Town of Salisbury

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