



Selectmen's Meeting Summary

February 5, 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: Jerry Williams, Marcia Murphy, Gayle Landry, Sandy Miller, Sharon MacDuffie, Bill MacDuffie Jr., Bill Coughlin and Pete Ballou.

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

- Chair Ross-Raymond started off with a moment of silence in memory of Stephen Wheeler, Transfer Station Manager, who recently passed away. Our thoughts are with him and his family.

Review & Approval of Draft Minutes:

- January 15, 2020, January 23, 2020 & January 24, 2020 - **Chair Ross-Raymond made a motion to accept the January 15, 2020, January 23, 2020 and January 24, 2020 meeting summaries. Seconded by Selectman Hoyt. All voted in favor.**

Signatures:

- **Review Accounts Payable & Payroll Registers -**
 - **Selectman Herbert made a motion to approve Accounts Payable of \$61,803.24 from January 22, 2020, Accounts Payable of \$202,598.69 from January 29, 2020 and Accounts Payable of \$40,866.26 from February 5, 2020. Selectman Hoyt seconded. All voted in favor.**
- **Amended Welfare Guidelines -**
 - TA Rollins noted the Board was signing the amended Welfare Guidelines after reviewing and approving changes made at their meeting on 1/15/2020.
- **Land Use Change Tax -**
 - Select Board signed Land Use Change Tax for Tax Map 208, Lot 4 at 588 Kearsarge Mountain Road.
- **Intent to Cut -**
 - Select Board signed Intent to Cut permit for Tax Map 248, Lot 24 at 350 North Road.
- **Right of Internment - Transfer of Ownership -**
 - Select Board signed a Right of Internment to transfer ownership from Peter Merkes to Jason & Karen Currier.
- **Town Hall Rental Application -**
 - **Selectman Hoyt made a motion to waive the Town Hall rental fee for the American Red Cross Blood Drive on June 27, 2020 from 9 AM to 2 PM at the Town Hall. Selectman Herbert seconded. All voted in favor.**
- **Division of Homeland Security and Emergency Management - Grant for LEOP Update -**
 - The Select Board, in a majority vote, accepted and signed the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 to update the community's Local

Emergency Operations Plan (LEOP). Furthermore, the Select Board acknowledges that the total cost of this project will be \$8,000.00, in which the Town will be responsible for a 50% match (\$4,000.00).

Audit Questionnaire -

- TA Rollins noted the Board was signing an Audit Questionnaire from Plodzik & Sanderson, P.A. and she enclosed a copy of our policy along with the auditor's questionnaire packet as requested.

Broadband Services -

- Chair Ross-Raymond noted on record he takes exception to suggestions that the Board of Selectmen don't care about residents on North Road not having broadband services. The entire Board works very hard and treats everyone equally, fairly and with integrity. He noted criticism from some when they are not aware of the agendas or scheduled meetings posted on our website, www.salisburynh.org. Our website is very easy to navigate from the home page by clicking on the appropriate board or committee to find posted agendas, meetings and minutes.
- Chair Ross-Raymond noted on the Town's Facebook page a posted comment stating, "The Selectmen should have put their foot down when they renewed the agreement with TDS." Chair Ross-Raymond noted the Board never renewed an agreement with TDS, they have only signed an initial agreement six years ago and that agreement has not yet run out.
- At the time the agreement with TDS was signed, TDS still did not have all of their territory covered. TDS noted they were not going into, (formerly known as), FairPoint's territory, which is now CCI's territory.
- Chair Ross-Raymond noted we have had many discussions about broadband services at meetings, even if it's just brought up to inform residents at the meetings that we do not have any new information at this particular time.
- Chair Ross-Raymond has been in touch with TDS & CCI. Both companies, more than once, stated this is a very long slow process and they will inform us of any new information. When we do have some new information we will schedule a meeting and inform residents on North Road.
- The Select Board has worked overtime and gone overboard but the community does not control how the process works, that is done by the Public Utility Commission and the state. During the meeting in October we told people we weren't making any promises because we have no control over the process.
- General discussion on broadband service territories being set by the Public Utility Commission and state. Chair Ross-Raymond noted he hopes TDS & CCI can work something out so residents can obtain broadband services. Since the BOS have no control over NH Utility Commission we can only hope for the best.

Budget Review 2020:

4155 - Personnel Administration	#4155-20 PA Accrued Liability was zeroed out based on the attorney reviewing the Personnel Policy.
4323/4324 - Recycling & Transfer Station	To consolidate three rental container line items down to two line items. Move \$900 from 2020 budget #4323-04 to #4324-2004 TS container line.
4721 - Debt Service Interest	The bookkeeper checked the figures which needed to be changed based on the debt schedule and have been reduced down to what they should be for this year for the Pingree Bridge and the Fire Pumper.

The Selectmen's Total Budget for 2020 is \$1,291,767.00.

Department Updates:

○ Fire Chief MacDuffie, Jr. - Ambulance Purchase

- Chief MacDuffie, Jr. noted he picked up the ambulance last night that the Town had purchased from Hopkinton. Deputy Chief Nixon is working on the numbers/letters for the ambulance. They received one estimate to do the entire ambulance for \$4,500.00. There is a \$500.00 difference less if they can match the gold lettering instead of using gold leaf. They should be receiving an estimate very soon from Berube's.
- Fire Chief MacDuffie, Jr. noted he was checking on 19 ½" tires for the vehicle, times six. Estimates run between \$1,700 to \$2,300 per tire but he is expecting it to be lower than that. Selectman Hoyt noted he gets his tires on line at Discount Tire Direct and the tires are delivered to him at a cheaper price.
- Chief MacDuffie, Jr. noted they should be receiving a quote from Joe Garneau soon for re-keying the door locks at the Safety Building. TA Rollins noted Garneau advised re-keying the front door and Selectman's door at Academy Hall. TA Rollins noted the upstairs office of the Supervisors of the Checklist wasn't necessary with the locking file cabinets. Garneau advised against replacing the Town Clerk and Tax Collector's door locks. TA Rollins noted that office has had a low turnover rate over the years.

○ Transfer Station -

- Bill Coughlin, former Transfer Station Operator, volunteered to help out on a temporary basis at the Transfer Station to help the staff out. He noted his certification had expired and he did not renew it. He noted he would probably have to do a two-hour training program for certification.
- Chair Ross-Raymond noted Bill Coughlin should be paid and asked him to keep track of his hours if he is willing to help out at the Transfer Station while we look for someone. Walter Scott may not be able to cover some days needed due to his job schedule so Bill offered to fill in for Walter as needed.
- Pete Ballou asked if the Board would be willing to have the Town pay for Bill to renew his certification.
- TA Rollins noted she would contact Tara Albert at the state to see if Jerry Williams could be hired as manager prior to completion of the Manager Part I course. TA Rollins noted Jerry Williams should check with Tara Albright to see if there is space in the February 26th class and if he could start sooner than his originally scheduled date of March 24th.
- Chair Ross-Raymond noted TA Rollins should contact the NHMA to see if we could move Jerry Williams into the position Steve Wheeler had of taking charge of the Transfer Station with the condition he becomes trained and qualified. If we can do so, the Board is in agreement they would like to hire Jerry for that position as soon as they can.
- Jerry Williams noted he is finishing off an open building at the Transfer Station which will house the tractor and will need some rough-cut pine/fir to finish the project. He received a quote from Colby Lumber of \$441.00 and a \$50.00 delivery charge. **Chair Ross-Raymond made a motion to purchase the rough-cut lumber at \$441.00 and \$50.00 delivery fee totaling \$491.00 from Colby Lumber. Selectman Hoyt seconded. All voted in favor.**
- Jerry Williams noted he has consolidated all the tires in an old bed liner and will need to dispose of them soon. Chair Ross-Raymond noted Steve Wheeler had to contact NRRA's Bob's Tires once we had 50 or more tires for disposal. Chair Ross-Raymond noted the need for a container, set on its side, for dry tire storage or talk about building something to store tires in along with an area for workers to

warm up in at the Transfer Station. We have an old book container which we can look into using. Chair Ross-Raymond also noted he could offer a steel frame which could be utilized to add onto an existing building to house the generator in. We will need to get a couple of bids on these options.

- NH State Police Log - History of Calls for January 2020 - Total Calls = 30.
 - 1 - Assault Past Tense; 6 - Burglar Alarms; 1 - BOLO; 1 - Civil Standby; 2 - Department Assists; 4 - Motor Vehicle Accidents; 2 - Animal Complaints; 1 - Restraining Order; 2 - Request for Services; 3 - Safe School Program Visits; 1 - Suspicious Motor Vehicle; 3 - Vehicles Off Road; 2 - Welfare Checks; 1 - Civil Request. Report on file at the Selectmen's Office.

New Business:

- Discussion Re: Concrete Ramp & Railings at Academy Hall -
 - Pete Ballou noted the railings could be extended across the front brick steps which are in rough shape and uneven, posing a liability. He noted closing off the front center steps and extending the railing at the time the ramp is redone diverting people to use the ramp instead of the steps. This would eliminate the yellow plastic chain used during the winter months, which is an eye sore for this historical building.
 - Selectman Hoyt received two quotes to either repair or replace the ramp at Academy Hall since it is a safety issue. One quote from Kearsarge Concrete to repair the existing ramp at \$2,950.00. Another quote received from Saracina Concrete & Construction to demo and rebuild the existing ramp at \$6,000.00. Chair Ross-Raymond noted keeping the railings and replacing only the rusted pipe in the railing pockets with stainless steel pipes. **Chair Ross-Raymond made a motion to accept the bid of \$6,000.00 from Saracina Concrete to demo and rebuild the existing ramp. Selectman Hoyt seconded. All voted in favor.**
- Review of SOP # 93-005 Bidding/Quote Procedures Policy -
 - **Chair Ross-Raymond made a motion to raise the amount of the Bidding/Quote Procedures Policy from \$3,000.00 to \$7,500.00. Selectman Herbert seconded. All voted in favor.**
- Donation (RSA31:95-b) -
 - Judy Elliott donated a desk for the Supervisors of the Checklist office ... approximate value is \$100.
- Donation (RSA31:95-b) -
 - TA April Rollins donated two 6' artificial trees, four boxes white tree lights and four boxes red lights ... approximate value \$85.
- Donation (RSA31:95-b) -
 - TA Rollins noted Dot Swenson donated an office chair for the Supervisors of the Checklist office ... approximate value of \$20.
 - Chair Ross-Raymond asked TA Rollins to check with RSA31:95-b to see if a form is needed for Town records regarding donations.
 - **Selectman Herbert thanked people for the donations and made a motion to accept all three donated items. Selectman Hoyt seconded. All voted in favor.**

Old Business:

- Personnel Policy - Review of Amendments -
 - TA Rollins noted the Personnel Policy is with the Town's Attorney, Butterfield. She is reviewing it and it should be ready for our next meeting. TA Rollins noted per a conversation with the attorney that some changes can be made while some may not.
- Carbonite - Automatic Backups -
 - TA Rollins request for automatic back-ups in the Selectmen's office, Tax Collector's and Town Clerk's office along with the Fire Department to eliminate buying USB sticks so staff would not have to remember to do the back-ups and keep track of the USB sticks. Currently offices at Academy Hall use 68.7 GB. The estimate from Twin Rivers Office Machines is \$287.99 annually which would cover

all the computers. **Selectman Herbert made a motion to purchase the Carbonite automatic back-up option at \$287.99 from Twin Rivers Office Machines for all computers at Academy Hall and the Fire Department. Chair Ross-Raymond seconded. All voted in favor.**

○ Fax Option for Copier -

- TA Rollins discovered a fax option program for the copier machine at the Selectmen's office which would enable the staff to transmit faxes from their desktops instead of coming into the office and using the fax machine which is old and not working well. TA Rollins received a quote from Twin Rivers Office Machines for \$738.00. **Selectman Herbert made a motion to purchase the fax option for the copier machine through Twin Rivers Office Machines for \$738.00 for Academy Hall. Selectman Hoyt seconded. All voted in favor.**
- MA Colardeau has been working on the 2019 Town Report. There are a few outstanding submissions from boards or committees. If reports are not submitted after the Budget Committee, they will not be included. We have a deadline date with the printer to have them done before Town Meeting.

Selectmen's Report:

- Selectman Herbert noted he had taken two NHMA webinars today on elections and maintaining waiting lines during the election.

Town Administrator's Report:

- TA Rollins spoke with Mike Tariff from CNHRPC who will give the Board letter to sign and send to NH DOT requesting permission to do the portable driver feedback signs. He also requested the specifications to be attached. TA Rollins is checking with the original representative from a 2-year old bid and it will then be sent back to Bob Lambert.
- TA Rollins received a letter of resignation from Deb Sullivan, the Town's Bookkeeper, effective date of February 14th. She accepted a full-time position at the Town of Epsom as Finance Administrator. TA Rollins received three letters of interest for the advertised Bookkeeping position here and will be interviewing them tomorrow. **Chair Ross-Raymond made a motion to accept her resignation effective February 14th. Selectman Herbert seconded. All voted in favor.**
- TA Rollins noted the Selectmen received a 'Thank You' letter from the Salisbury Elementary School thanking the Select Board for their participation and funding.
- TA Rollins received a letter from the Town's Attorney notifying the Town of their rate increase of \$10.00/hr. effective as of January 1, 2020.

Public Comments:

- Sandy Miller asked if there was a surplus left over from last year's Fund Balance to use towards reducing town taxes this year. Chair Ross-Raymond noted they did not use any because the tax rate was lower than last year.

NEXT MEETING: February 19, 2020 at 6 PM.

Adjournment: **Selectman Hoyt made a motion to adjourn at 7:25 PM. Selectman Herbert seconded. All voted in favor.**

Respectfully submitted:

Jill Colardeau, Municipal Assistant

Meeting Summary reviewed and accepted at the February 19, 2020 meeting.

Selectmen, Town of Salisbury