



# Salisbury Board of Selectmen

Meeting Minutes  
Wednesday, September 2, 2020

---

|                                       |         |
|---------------------------------------|---------|
| Selectman Ken Ross-Raymond, Chair     | Present |
| Selectman John W. Herbert             | Present |
| Selectman Jim Hoyt                    | Present |
| Town Administrator April Rollins      | Present |
| Municipal Assistant Kimberley Edelman | Present |

---

**Visitors:** Several citizens attended the meeting which was held upstairs at Academy Hall. Social distancing was in place and attendees wore face masks.

Attendees included Elaine Clark, Kelly Cote, Mary Heath, Jennifer Hoyt, Joe & Gayle Landry, Chief Bill MacDuffie Jr, Dave MacDuffie, Mac MacDuffie, Sharon & Bill MacDuffie Sr, Jim Zink-Mailloux, Marcia Murphy, Velvet Sweeney, Brett Walker, Leanne Wesoja, Jerry Williams

## **1. Open Meeting**

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

Chair Ross-Raymond started off by asking everyone take a moment of silence for the Lacy and Jones Family.

## **2. Minutes**

Minutes of the August 5<sup>th</sup> meeting were unanimously approved with changes after a motion by Selectman Hoyt, seconded by Selectman Herbert; the motion passed unanimously.

## **3. Signatures**

Chair Ross-Raymond asked Town Administrator April Rollins what had been signed by the Selectmen.

TA Rollins noted an October 24th American Red Cross Blood Drive had been approved by the board. A motion by Selectman Herbert was made to waive the Town Hall rental fee, was seconded by Selectman Chair Ross-Raymond; all voted in favor.

TA Rollins also noted an Intent to Cut for tax map 216, lot 4, Wilder Pond, had been signed.

## **4. Department Updates**

### **4.1 Roads / Fire Department**

Chair Ross-Raymond invited Road Agent / Fire Chief Bill MacDuffie to provide updates. MacDuffie noted that more road ditching had been done along Warner Road. Regarding the Fire Department's ambulance, he stated that he

believed it was going to be sold soon; no check had been received yet, but a deal was in progress.

At this point, Kimberley Edelman introduced herself as a new employee, stated that she would be doing minutes, and asked that speakers identify themselves to assist her.

Chair Ross-Raymond noted that on Friday, chairs would be brought to the Safety Building in preparation for the upcoming elections.

## **4.2 Transfer Station**

Transfer Station Manager Jerry Williams reported that 422 car tires and 13 truck tires had been hauled away by Bob's Tire of Mattapoisett, Massachusetts. He asked TA Rollins if she could put together a printout of tire costs / charges to the public.

Chair Ross-Raymond informed TA Rollins that he had the generator at his home. Arrangements would need to be made to retrieve it. TA Rollins would ask Jerry to pick it up.

## **4.3 Buildings**

Ballast on the lights were acting up again. TA Rollins noted Scot Sweatt would be replacing one in the Town Clerk's office and one in the meeting hall.

## **5. New Business**

### **5.1 Investment Policy**

Selectman Herbert noted that the Selectmen's Investment Policy was one of the things the Town's auditors pointed out needed to be renewed annually. He noted it was a generic policy that described how the Town invested funds, but was not specific about which funds, but who did the investments and how the Town stayed in compliance with State law. He noted it needed to be approved.

Selectman Hoyt shared that he wanted to understand the policy more, so he asked Brett Walker, who is a financial adviser, to take a look at it. Selectman Hoyt asked Mr. Walker to comment.

Mr. Walker said he looked at the Investment Policy. He said he did a lot of policy statement reviews, about a dozen a year, for the retirement plans with which he worked. A few things had jumped out at him. These included clerical errors, including a punctuation error; the new name of the bank used by the Town was corrected in one place, but not another; and the FDIC limit needed to be updated.

Mr. Walker noted that when doing policy reviews, he looked at the policy itself and compliance with the policy. He noted that while the document might be a boilerplate document, it was designed to protect the assets of the Town.

Referencing a specific point under "Investment Objectives", he noted that the normal operating funds were not to exceed the FDIC limits. He read that the Treasurer was authorized specifically to invest excess funds which were not needed immediately into the NH Public Deposit Investment Pool (NHPDIP). He noted that was a problem area.

Mr. Walker referenced the auditor's report, noting that only \$336,919 of the bank balance was covered by FDIC or by collateral held by the pledging bank or pledging bank's trust department in the Town's name, and that \$638,910 was uninsured and uncollateralized. He asked if that issue had been corrected.

Selectman Herbert noted that he believed that the collateral agreement with Franklin Savings Bank covered that. That agreement was not available for the auditors when they had come in.

Mr. Walker noted that even so, it was not in compliance with the Investment Policy statement which described that assets would be held for immediate expenses and operations or held in the State fund.

Selectman Herbert noted that collection of property taxes twice a year caused some timing issues. Within a matter of days, \$500,000 or more was collected.

Mr. Walker insisted that if the Selectmen were going to have an Investment Policy, they should follow it. Alternatively, amend the Investment Policy to match how the Town operates.

TA Rollins confirmed that the Town's funds were in the NHPDIP, with operating funds at Franklin Savings Bank.

Chair Ross-Raymond thanked Mr. Walker for reviewing the Investment Policy and sharing his findings. The document would be reviewed and updated again. TA Rollins said she would consult the auditors, as well.

## **5.2 Audit Recommendations**

Selectman Herbert talked about the report from the Town auditors. Basically, they provided a list of items which could be addressed, including the Investment Policy. The list would need to be addressed. Some were procedural.

Also, moving money around at the end of the year was recommended so that line items were not exceeded. Chair Ross-Raymond said they already did that. Mr. Walker noted that what was missing were meeting minutes which specifically noted changes to the budget lines.

Selectman Herbert would like to sit down with TA Rollins to address the items listed. He didn't understand some of the things mentioned by the auditors. For example, they wanted financial data to be in Quick Books. He didn't feel that made sense, especially where large projects were concerned. He also noted that they once again pointed out that the Transfer Station did not have a bookkeeper. He felt the cost of a bookkeeper would be more than actual TS revenues. TS Manager Jerry Williams noted daily revenue there could be anywhere between \$25 and \$3000.

Selectmen Ross-Raymond and Hoyt agreed they would be happy to have him work with TA Rollins on the list.

## **5.3 Town Issued Cell Phones**

TA Rollins noted that Jerry Williams was requesting a cell phone for use at the Transfer Station.

Mr. Williams noted that from what he could tell, cell service was not good at the Transfer Station. He was trying a Verizon demo phone at the moment. He was told another service might reach. He needed to find a solution.

Selectman Ross-Raymond was concerned that purchasing a cell phone for one employee might lead to others requesting phones, too. Selectman Herbert noted that if it were purchased as a Transfer Station cell phone, that might be good. He noted there are no land lines to the Transfer Station.

Comments followed about cell service, not just at the Transfer Station, but in Salisbury overall. One citizen believed 911 access was legally required for each home and wondered if that was the case for the Transfer Station. No one had a definitive answer. Selectman Herbert asked TA Rollins if she could do some research on that.

The Selectmen agreed to look into the request further.

## **5.4 Letter of Resignation**

TA Rollins shared that Anne Ross-Raymond had submitted a letter of resignation from her roles as Town Moderator and member of the Planning Board, effective September 15, 2020.

A motion to accept, with regret, was made by Selectman Herbert. Selectman Ross-Raymond seconded. All were in favor.

## **6. Old Business**

None.

## **7. Town Administrator's Report**

### **7.1 Budget Recommendations**

TA Rollins asked the Board what guidance they wanted her to forward to department heads in regards to budget preparations for 2021. Did the Board want them to consider cost of living, changes to salaries, 0% changes; what were their thoughts?

Chair Ross-Raymond said he had noted earlier that with the pandemic, it was hard to know what was going to happen with the budgets. The school portion was going to increase by \$1, but beyond that, he didn't know. He noted that Selectman Herbert had suggested earlier that they Town should forego any increases; he agreed.

Town Clerk Jim Zink-Mailloux said he would like to see the Supervisors receive higher stipends for the important work they do, even if it meant taking it out of his own pay. Chair Herbert asked what they were receiving. TC Zink-Mailloux believed it was \$175 each. He'd like to see at least another \$25 or \$50 per person, per election. He noted they were doing most of the work that the Town Clerk had been doing. They needed to be computer literate. Any change in stipend would not be in effect until 2021. The Board felt that was worth considering.

The Supervisors meet one more time before the November election. Selectman Herbert noted that the Supervisors would have to nominate a new Moderator before the election.

### **7.2 CNHRPC**

TA Rollins shared that the Central NH Regional Planning Commission was working on the DOT's 10-year Improvement Plan. Salisbury's Charrette plan was on the list for potential plantings & medians near the Crossroads intersection. The Central NH Regional Planning Commission had requested a letter from the Selectmen's office. Chair Ross-Raymond made a motion to send a letter of continued support for the project, Selectman Herbert seconded and the motion passed unanimously.

Chair Ross-Raymond commented that the Planning Board had discussed this some years back. The changes at the intersection might include a median strip and new signage.

TA Rollins said she would draft a letter for the Board to review and sign at the next Selectmen's meeting.

### **7.3 MS-1**

TA Rollins explained that one of the reports filed with the Department of Revenue Administration (DRA) each year and used during the tax setting process was the MS-1. The report provides Town Valuation information to the DRA.

This year, new methodology for assessment of utilities was causing delays. The assessors were working on that. They hoped to have new figures by end of month. Until then, an extension had been filed with the DRA.

### **7.4 Payroll Tax Deferral**

TA Rollins referenced President Trump's "Payroll Tax Deferral" program. The optional program allowed employers to defer payroll taxes for employees. However, payment of those taxes would be required at a later date.

TA Rollins noted that it made more sense to opt out of the optional program. The Board agreed that seemed the best route to take.

## **8. Public Comments**

TC Jim Zink-Mailloux said that he was looking to purchase a \$15 wireless doorbell. He felt it would be easier for the staff. It would also be easier for citizens to use the main door under cover.

## **9. Next Meeting**

Wednesday, September 9, 2020 at 6 p.m. at the Town Hall.

## **10. Adjournment**

Chair Ross-Raymond asked for a motion to adjourn. Selectman Herbert made a motion. Selectman Hoyt seconded. All were in favor. The meeting adjourned at 6:41 pm.

Respectfully submitted,

Kimberley Brown Edelman

Recording Secretary

*These meeting minutes were reviewed and accepted on September 9, 2020.*

---

*Selectmen, Town of Salisbury*