



# Salisbury Board of Selectmen

## Meeting Minutes

January 6, 2021

Approved

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Selectman John W. Herbert, Chair	Present
Selectman Jim Hoyt	Present
Selectman Brett Walker	Present
Town Administrator April Rollins	Present
Municipal Assistant Kimberley Edelmann	Present

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**Attendees:** Several citizens attended the meeting held at Academy Hall including Christine Dixon, Jason Hood, Dave Kelly, Joe & Gayle Landry, Bill MacDuffie Jr, Bill MacDuffie Sr, Marcia Murphy, Harvey Peter, Gene Shaw, Dot Svensen, Steve Walker, Leann Wesoja, Jerry Williams.

Attendees via Zoom included Michelle Carr, Jennifer Hoyt, Ashley Langevin, and Al Romano.

### **1. Open Meeting**

Chairman John Herbert opened the meeting at 6:00 pm. He welcomed those attending in person as well as those attending via Zoom.

### **2. Minutes**

Chair Herbert made a **motion** to approve the meeting minutes of December 16th as written. Selectman Walker **seconded**. The motion **passed** with all in favor.

### **3. Signatures**

Chair Herbert commented that Accounts Payable & Payroll Registers were being reviewed by the Board for signatures.

Chair Herbert asked Town Administrator about the 2020 EQ Assessment Data Certificate. TA Rollins explained that it is a certificate that the NH Department of Revenue Administration (DRA) needs to certify the assessors equalization data.

Chairman Herbert noted there was an intent to cut for Tax Map 211, Lot 15, as well as reports of timber cut for Map 248, Lot 22; Map 214, Lot 3; Map 226, Lot 6; and Map 223, Lot 7 (Army Corps)

The settlement agreement with Utilil Energy Systems Inc was ready to sign.

The 2021 agreement with Fuss & O'Neill was ready to sign. This was in regards to the 2021 post-closure monitoring of the landfill. Brett asked if the budget reflected the change in fees. TA Rollins confirmed it was.

#### **4. Budget Review**

##### **4.1 Transfer Station Budgets**

Transfer Station Manager Jerry Williams noted that, as far as he knew, tipping fees for Casella were staying the same for 2021 at \$80 for the tipping fee. He added that he was expecting an email from NRRA with new tipping fee rates.

Chair Herbert noted that hauling was overspent in 2020 by \$10,000, so the budget would need to reflect that.

Selectman Walker noted there would be an 18% increase in fee in hauling fees 2021. In 2020, there were 137 loads. He expected tipping fees to be about \$32,500 in 2021. He commented that the bills were convoluted; it was challenging to match the categories of services to the line items of the budget. Chairman Herbert confirmed the bills were difficult to work with.

There was one container rented for demo debris and three for municipal solid waste (MSW). It was \$1420 to rent the demo container, \$3960 to rent the three MSW containers. The Schnitzer Steel container for aluminum cans is not charged to the Town. Instead, Schnitzer takes the rental fee out of the revenue generated.

Selectmen Walker noted demo debris disposal would also be going up to about \$9500 in 2021. He was getting his info from NRRA. He noted that demo debris hauling needed to also be increased to about \$3800. He added that it was a contract renewal year, fees were increasing, the budget could not be level funded.

Selectmen Walker noted that the 2020 Transfer Station budget was overspent by \$7500. The budget needed to be higher in 2021. The Board worked the new budget, coming up with a 2021 Proposed budget as shown below.

4324 - Transfer Station	2020		2021	Notes
	Budget	Actual	Proposed	
Operator Salary	\$9,360.00	\$9,205.04	\$9,360.00	
Assistants, Machine Operator & Attendant	\$10,150.00	\$10,687.10	\$10,150.00	
Mileage & Training	\$500.00	\$130.92	\$500.00	
Equip Rental	\$500.00	\$0.00	\$3,961.00	MSW container rentals
Equip Fuel	\$1,000.00	\$409.86	\$1,000.00	
Equip Maintenance	\$2,500.00	\$4,781.10	\$5,000.00	Under budgeted in past years
Demo. Debris Disposal	\$7,680.00	\$1,614.25	\$9,500.00	
SAN Demo. Debris Container Rental	\$2,400.00	\$9,977.14	\$1,320.00	Only one container
SAN Container Hauling	\$21,420.00	\$31,637.91	\$32,500.00	
SAN Co-op Tipping Fee	\$39,040.00	\$35,402.69	\$39,040.00	
SAN Demo. Debris Hauling	\$2,670.00	\$1,240.00	\$3,800.00	
SAN CFC Recovery	\$720.00	\$1,178.00	\$1,000.00	Offset by revenue
SAN Environmental. Services Permit	\$150.00	\$0.00	\$1.00	
SAN Restroom Rental	\$1,100.00	\$1,105.00	\$1,100.00	
<b>Total Transfer Station</b>	<b>\$99,190.00</b>	<b>\$107,369.01</b>	<b>\$118,232.00</b>	

Selectman Walker noted that the budget would look different if there was a compactor.

Chairman Herbert made a **motion** to recommend to the Budget Committee the changes to the Transfer Station budget. Selectman Walker **seconded**. The **motion passed** with all in favor.

The Board moved on to the Recycling budget next. The 2020 budget of \$9375 was overspent by \$811.

4323 - Recycling	2020		2021	Notes
	Budget	Actual	Proposed	
Recycling Container Rental	\$0.00	\$675.00	\$1,320.00	2021 rate
Recycling Hauling	\$6,325.00	\$7,413.05	\$6,325.00	
Recycling Elec. Waste Disposal	\$2,600.00	\$2,097.83	\$2,600.00	
Recycling Mileage / Dues	\$450.00	\$0.00	\$1.00	Schnitzer won't take batteries.
<b>Recycling Total</b>	<b>\$9,375.00</b>	<b>\$10,185.88</b>	<b>\$10,246.00</b>	

TS Manager Williams noted that the old aluminum can trailer no longer in use was in dire condition. It was not worth fixing. It needed to be disposed of. Selectman Walker suggested it may be of use to someone else.

Joe Landry suggested if the bills were difficult to figure out, the Town should ask for clearer bills. Chairman Herbert noted that it took a lot of time to get through the bills. Bill MacDuffie Sr asked if weigh slips were provided? TS Manager Williams confirmed they were sent electronically. It was agreed TA Rollins would call to get the weigh slips emailed to the TA email account.

Chairman Herbert made a **motion** to recommend to the Budget Committee the changes to the Recycling budget. Selectman Walker **seconded**. The **motion passed** with all in favor.

Selectman Hoyt reminded everyone to use the microphones to enhance audio for those on Zoom.

#### 4.2 Library Budget

Michelle Carr, Chair of the Library Trustees, was online via Zoom. She noted that NH unemployment fees went from 1% to 1.5%, so the Salary line would need to be increased. For 2021, the Library was asking to spend the same amount as in 2020 - \$45,468. They were asking taxpayers to provide \$41723. The remaining \$3745 would be donor funds.

In March 2020, the Library purchased a new sign. The Trustees voted to use money from the Kepper Fund, funds currently in a CD. They later learned that due to Gross Budgeting Rules they were not allowed to do that as it was not part of the 2020 budget presented to the Town. So, taxpayer money had to be used. The Library Trustees would like to correct that by using library funds from the 2021 budget. The \$3745 reflects the cost of the sign.

Chairman Herbert asked how to change the two lines in the Library Budget: Salary and Annual Operating Budget. Chairwoman Carr suggested \$33192 for the Salary line and \$11276 for the Annual Operating Budget, with a level funded total budget of \$45468. However of that, only \$41723 would come from the taxpayers.

Chairwoman Carr reiterated that in accordance with Gross Budgeting Rules the library can only spend what the Town approves.

Chairman Herbert made a **motion** to recommend to the Budget Committee the Library budget as presented. Selectman Walker **seconded**. The **motion passed** with all in favor.

#### **4.3 Capital Outlay**

Level funded at zero. Selectman Walker asked if a compactor was purchased, would it need to be noted in this area. TA Rollins noted it would not be in the operating budget. However, if it was rented, then it would be in the Transfer Station's operating budget.

#### **4.4 Agency Funds / Conservation Commission**

Level funded at zero.

#### **4.5 Transfers to Trust Funds**

Level funded at zero.

Chairman Herbert made a **motion** to recommend to the Budget Committee the Capital Outlay, Agency Funds, and Transfers to Trust Funds as presented. Selectman Walker **seconded**. The **motion passed** with all in favor.

#### **4.6 Ambulance**

TA Rollins updated the Selectboard with the new Outside Ambulance Service & Billing amount which would be \$77,250 for the year. The small increase from 2020 was mainly due to payroll.

Selectman Walker made a **motion** to recommend to the Budget Committee the new cost at \$77,250. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4.7 Fire Department**

TA Rollins informed the Selectboard that a new line was added to the Fire Department budget, labeled "FEMA Assistance FF Grant" with a value of \$3909. She explained that it covered the 5% match for the two grants which would be discussed later in the meeting.

Chairman Herbert made a **motion** to recommend to the Budget Committee the new line added to the Fire Department budget. Selectman Walker **seconded**. The **motion passed** with all in favor.

#### **4.8 Solid Waste Clean Up**

TA Rollins informed the Board that the new amount for Contract Engineering Services was now shown in the budget at \$5870.

Chairman Herbert made a **motion** to recommend to the Budget Committee the updated Solid Waste Clean Up budget. Selectman Walker **seconded**. The **motion passed** with all in favor.

#### **4.9 Highways & Streets - Projects**

TA Rollins informed the Board that the projected cost to reclaim Raccoon Hill Road was now in the budget at \$185,000. It had been more than 10 years since the road was overlaid. Selectman Walker noted that the Budget Committee had already approved it.

Chairman Herbert made a **motion** to approve the Highways & Streets Projects budget. Selectman Walker **seconded**. The **motion passed** with all in favor.

#### **4.10 Capital Reserve Funds Warrant Articles**

TA Rollins noted that the numbers recommended for the 2021 Budget in terms of CRFs reflected 100% of the target to allow the projects to meet their goals based on the Capital Improvement Plan. The Board could decide whether how to fund those lines.

Chairman Herbert noted that the one that jumped out for him was the \$49,000 for the Fire Rescue. Selectman Walker noted that the plan was to replace a fire engine in 6 years. Without funding, the Town could be \$350,000 short of the purchase price.

5500 - Warrant Articles	2020		2021	Notes
	Budget	Actual	Proposed	
CRF Reassessment	\$7,400.00	\$7,400.00	\$7,400.00	
CRF Town Buildings & Grounds	\$2,500.00	\$2,500.00	\$2,500.00	
CRF Transfer Station / Recyc / Eq Repair	\$0.00	\$0.00	\$0.00	
CRF Fire Rescue / Emergency Services	\$2,400.00	\$2,400.00	\$49,000.00	
CRF Recreation	\$1,000.00	\$1,000.00	\$1,000.00	
CRF Cistern Maintenance & Repair ETF	\$10,000.00	\$10,000.00	\$2,500.00	
CRF Land Acquisitions	\$2,500.00	\$2,500.00	\$0.00	
Fire Department Tanker	\$0.00	\$0.00	\$0.00	
Fire Department Engine	\$25,000.00	\$25,000.00	\$0.00	
Cemetery M&O Trust	\$0.00	\$0.00	\$0.00	
Air Pack Equip. & Maintenance ETF	\$8,700.00	\$8,700.00	\$8,700.00	
Defibrillator ETX	\$2,400.00	\$2,400.00	\$2,400.00	
Library Operations ETF	\$1,000.00	\$1,000.00	\$0.00	Reduced for this year.
<b>Total Warrant Articles</b>	<b>\$62,900.00</b>	<b>\$62,900.00</b>	<b>\$73,500.00</b>	

Selectman Walker suggested that the Library Operations could be lowered as the fund held \$5500, about half of their operating budget.

Selectman Hoyt suggested that the Cistern amount could be lowered to help the Town. Selectman Walker said he felt \$10,000 was too much in 2020. He was happy with \$2500 in 2021. However, after speaking with Bill MacDuffie Jr, he believes \$2500 per year would bring the fund to the right level when it came time to replace the Cistern.

Fire Chief MacDuffie explained that all of the air packs needed to be replaced in 2026. The cost would be \$70,000 or \$80,000.

Chairman Herbert made a **motion** to approve & recommend the Warrant Article amounts to the Budget Committee. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **5. Warrant Articles (WA) for Town Meeting**

##### **5.1 WA to Discontinue Police Department Capital Reserve Fund**

Selectman Walker noted that there was still over \$2000 in the PD CRF and made a **motion** to have a Warrant Article at Town Meeting to ask whether to discontinue the fund. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

## **5.2 WA to Re-purpose Land Acquisition Fund**

Selectman Walker recommended re-purposing the Land Acquisition Fund to use the money there to help fund a compactor at the Transfer Station. Currently there was over \$50,000 in the fund.

Selectman Walker made a **motion** to draft a Warrant Article to discontinue the fund. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

## **5.3 WA for Transfer Station CRF / Compactor**

Selectman Walker made a **motion** to draft a Warrant Article to add \$40,000 to the Transfer Station Capital Reserve Fund. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

## **5.4 WA to Add Estimated Tax Impact**

Selectman Walker shared that he wanted to add a Warrant Article seeking approval to add the Estimated Tax Impact to Warrant Articles in the future as described in NH RSA 32:5,V-b:

*V-b. Any town may vote to require that the annual budget and all special warrant articles having a tax impact, as determined by the governing body, shall contain a notation stating the estimated tax impact of the article. The determination of the estimated tax impact shall be subject to approval by the governing body.*

He noted that if approved at the 2021 Town Meeting, it would take effect at the 2022 Town Meeting. It would allow voters to have more information about each Warrant Article and the estimated impact per \$1000 to the tax rate.

Selectman Walker made a **motion** to add the Warrant Article as discussed. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

# **6. Department Updates**

## **6.1 Fire Department**

Chief William MacDuffie, Jr. presented an updated number for the FEMA grant match: \$3908.41.

Chief MacDuffie asked the Governing Body to state their support for the Salisbury Fire Department's application of the two grants.

1. The first matching grant would be to replace all of the radios & portable radios in all of the trucks at a total cost of \$78,168. The Town would cover 5% of the total cost at \$3908.41.
2. The second grant, valued at \$15,000, was for the purchase of a washer and dryer made specifically for turnout gear. There would be no match. Currently, using standard household appliances, it takes two loads to wash and dry one firefighter's set of gear.

Selectman Walker made a motion to support the Fire Department's application for the two grants. Chairman Herbert **seconded** the motion. The **motion passed** with all in favor.

## **6.2 Road Agent**

No updates. Chairman Herbert thanked Road Agent MacDuffie for the good work he was doing.

## **6.3 Transfer Station**

No additional updates.

# **7. New Business**

## **7.1 Resignation**

Chairman Herbert announced that resignation of Vice Chair of the Zoning Board of Adjustments, Michael Stromsnes. He added that the Chair had also recently resigned. Chairman Herbert made a motion to accept the resignation with regret. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

## **7.2 December State Police Log**

Chairman Herbert read the list of calls for December:

NH State Police - December Log			
3	Hazardous operator	1	Missing person
3	Motor vehicle accident	1	Noise complaint
3	Welfare check	1	Road obstruction
2	Animal complaint	1	Sex offender registration
2	Request for service	1	Suspicious vehicle
1	Abandoned vehicle	1	Vehicle off the road
1	Criminal mischief		
<b>Total Calls: 21</b>			

Chairman Herbert noted that there were more welfare checks than he recalled seeing in the past and that the State Police did not provide details to the Town about the calls.

# **8. Old Business**

## **8.1 Compactor & Generator**

Selectman Walker presented updated information regarding the proposal to install a compactor at the Transfer Station.

Selectman Walker provided the Board with quotes for a 3-phase propane powered generator and a stationary compactor at the Transfer Station. He also provided an updated break-even analysis comparing the cost of the current setup vs renting or purchasing a compactor. The quote for the generator was \$21,000 installed, and quotes for the compactor ranged from \$27,540 - \$35,000, depending on the model and options selected.

Selectman Walker reported that the previous week, he and Bill MacDuffie, Jr had toured the transfer station in Boscawen. The attendant informed them that Boscawen had installed their compactors in the mid-80s and have

had very few issues with them. Boscawen uses 20-yard containers and manages to get 8-10 tons of material into each container. Boscawen uses a top-loading hopper, which allows for easy loading by residents as well as continued loading while trash is being compacted.

Selectman Walker presented an updated break-even analysis showing that if the Town purchased the generator and rented the compactor, the Town would break-even in the third year. If the town purchased both the generator and the compactor, the town would break-even in the fourth year. In either scenario, Selectman Walker estimated that the Town would save over \$200,000 in a ten-year period. Selectman Walker suggested that the Town purchase, not rent the compactor, pointing out that the rental on the compactor was around \$7,000 a year. By the end of the 5-year contract, the Town would have paid for the compactor but would not own it. He also pointed out that Boscawen had had their compactors in place for over 30 years, so the long-term savings of owning vs renting could be significant. Owning would also provide control of the Town's destiny, should the Town decide to look at other hauling options in the future.

Selectman Walker noted that he ran the break-even analysis assuming that the compactor would cut the annual load count in half, from around 137 loads to 68. He pointed out that the reduction in load count would probably greater. In 2020, the Town averaged approximately 10.5 tons of MSW waste per week, resulting in 2.63 container loads per week. After touring the Boscawen facility, Selectman Walker believed that Salisbury's load count should drop closer to one load per week, as Salisbury would be using a 30-35-yard container vs Boscawen's 20-yard containers.

Bill MacDuffie, Jr stated that he had taken measurements at the Transfer Station and noted that a compactor could be installed, using an existing structure and concrete pad. This would minimize any site work that would need to be completed. Mr MacDuffie recommended installing the compactor under the structure that currently housed the recycled paper.

Selectman Walker added that a container should be maintained for mattresses and couches as they were not things you would want to put in the compactor hopper; they could plug up the machine.

TS Manager Williams noted Wheelabrator will no longer accept couches, beds, chairs. Instead, they go into construction debris. The metal had to be removed to sort it out better so that it cost less to get rid of. All metal goes into the metal pile which generates revenue. Wood and polyester goes into the construction debris. Cushions and anything with foam goes into the regular trash. To do this, Bert would crush furniture down with a tractor, making it easier to dismantle and sort.

Selectman Walker read figures from the current break-even analysis work, describing three different scenarios.

1. With the current operation, the 2021 MSW cost associated with 137 loads @ \$237 per load and renting of containers would be \$36,429.
2. Investment and installation of a 3 phase propane generator, rental of an electric compactor, and rental of a container would reduce the number of loads to 68. At a slightly increased cost of \$259 for heavier loads and equipment rental, the 2021 MSW cost would be \$24,896; a savings of \$11,533. The initial investment to see that reduced MSW cost would be \$31,000 (\$21,000 for the generator, \$10,000 for site work) and would be recouped during 2023 via savings. By year 10, the Town would have saved \$225,663.
3. With investment and installation of a 3 phase propane generator, purchase of an electric compactor, and rental of a container, the 2021 MSW cost would be \$18,932; a savings of \$17,497. The initial investment to see that reduced MSW cost would be \$66,000 (\$21,000 for the generator, \$10,000 for site work, \$35,000 for the compactor) and would be recouped during 2024. By year 10, the Town would have saved \$212,306.

The Selectboard briefly discussed the pros and cons of owning versus renting. Selectman Walker believed

purchasing was a better option. However, an advantage of renting was that repairs would not be the Town's responsibility.

Joe Landry asked if the Town had received a quote to run 3 phase power to the Transfer Station. Selectman Walker said it would cost \$350,000. Chairman Herbert added that the reason for the high cost was because the power would have to be run from the crossroads; a long distance. Mr. Landry wondered if getting single phase power to the Transfer Station would be a better option. Selectman Walker noted that an inverter would have to be purchased.

Gene Shaw recommended to Selectman Walker that he reach out to Yestramski Electrical Services in Contoocook. Mr. Shaw also suggested that the Town put out a bid for hauling.

Chairman Herbert asked if Selectman Walker would be putting together a Warrant Article. Selectman Walker and TA Rollins would work on it.

## **9. Selectmen's Report**

### **9.1 Thank You**

Chairman Herbert thanked Joe Landry and his colleagues at Utilil, along with Walter Scott, for putting up and taking down Christmas decorations. He had received comments that the Town looked nice. The work was appreciated.

### **9.2 Wi-Fi at the Town Hall**

Selectman Hoyt announced that Wi-Fi would be available at the Town Hall before January 15. The password would be made available to the public. If citizens don't have broadband, they will be able to use the Wi-Fi for access to the Internet.

### **9.3 Broadband on North Road**

Selectman Hoyt was in active discussions with Scott Brooks at TDS regarding broadband on North Road. The cost of getting it depended on whether CCI would be willing to share their strand with TDS or if TDS had to run their own strand. The cost might not be too bad with the former; much higher with the latter.

There was also new CARES Act 2 grant money available which the Town will try to access. Selectman Hoyt was working with Senator Harold French and State Representatives Natalie Wells and Louise Andrus on that.

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

### **10.1 Zoom Account**

TA Rollins noted that the Town had been borrowing use of Zoom as a trial but that it was time to purchase its own account. Anticipating a large audience for Town Meeting, TA Rollins planned to obtain a Zoom business account which would allow for 300 participants as well as transcription of meetings. The cost was \$200 per year.

### **10.2 Town Meeting During A Pandemic**

Selectman Walker noted that House Bill 1129 spoke directly to Town Meetings during the covid-19 pandemic and

would allow Towns to follow an alternative procedure for the Town Meeting. Selectman Walker envisioned two options, both of which he felt would result in increased expenses:

1. Hold 2 meetings (one to present the Warrant, the second to discuss it), followed by drive through voting.
2. Hold the Town Meeting in person in a larger facility.

TA Rollins noted that the Elementary School may be an option. Selectman Walker noted that the Town did not have to have the meeting in Salisbury. The High School was an option. Christine Dixon commented that getting people to go to the HS to vote could be difficult.

Another option that may be allowed would be to postpone until April or May. However, to date, the Secretary of State had not provided any guidance.

The Selectman agreed to meet on Monday, January 11 at 6pm, right before the Budget Committee meeting, to discuss the matter further.

Chairman Herbert commented that he was pleased that Seeley Longnecker had agreed to be the Moderator for the Town Meeting. TA Rollins noted that Ms. Longnecker would be attending the NHMA Moderators' Workshop on February 6th and that useful information may come out of that session. Chairman Herbert asked to be signed up for it, as well.

### **10.3 Town Report**

The Selectboard briefly discussed the option of having a dedication in the Town Report. It was noted that the "Citizen of the Year" vote had not taken place due to not having an Old Home Day in 2020.

### **10.4 Auditor Visit**

TA Rollins noted that the Auditors would be visiting from Feb 1 to Feb 5. She was already preparing.

## **11. Public Comments**

Al Romano asked if the ZBA Chair and Vice Chair give reasons for their departures. TA Rollins answered, stating that neither gave reasons. She also noted that the Chair's position was due to be on the ballot in 2021 and would be as planned, but the Vice Chair's was not so a replacement would have to be appointed. There was one alternate on the ZBA who could be promoted until March.

Marcia Murphy noted there was an RSA which stated that a ZBA alternate could fill the vacancy. The ZBA would be meeting on Thursday, January 14. She was concerned about board attendance. TA Rollins replied that she had been in contact with all of the members and each planned to attend.

Joe Landry commented that Arthur Garvin did a very professional job in the role of Chair of the ZBA. Mr. Landry hoped the Selectboard would be writing Mr. Garvin a letter of thanks for his service to the Town.

Mr. Landry asked how much the settlement with Unitil was going to cost. TA Rollins noted that there was a set formula for settling with municipalities that included the number of days and amount. The lawyer had the number, but she did not have it. The funds would be coming out of the overlay.

Mr. Landry asked if there were any grants for compactors, maybe through DES. TA Rollins replied that DES didn't

have grants available. She also looked at New Hampshire The Beautiful's website, but it wasn't working.

## **12. Non-Public Session**

At 7:55 pm, Chairman Herbert made a **motion** to go into Non-Public Session under RSA 91-A:3, II. Selectman Hoyt **seconded**. Roll Call: Herbert - AYE, Hoyt - AYE, Walker - AYE.

The Board reconvened the public session at 8:32 pm. No decisions were made in the nonpublic session. Chairman Herbert made a **motion** to seal the minutes of the nonpublic session. Selectman Walker **seconded**. All were in favor. The **motion passed** with all in favor.

## **13. Adjournment**

No other business was conducted. Chairman Herbert made a **motion** to adjourn. Selectman Walker **seconded**. The **motion passed** with all in favor. The meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Kimberley Brown Edelmann  
Recording Secretary

*These meeting minutes were reviewed and accepted on January 20, 2021.*

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*Selectmen, Town of Salisbury*