



# Salisbury Board of Selectmen

## Meeting Minutes

August 4, 2021

**Approved**

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

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**Attendees:** Several citizens attended the meeting in person at the Town Hall. A couple members of the public attended via Zoom. NH State Police Lieutenant Vincent Muzzey and Sergeant Daniel Baldassarre were also present.

### 1) Open Meeting

Chairman Brett Walker opened the meeting at 7:02 pm.

### 2) Meeting Minutes

Selectman Herbert made a **motion** to accept the meeting minutes of July 14, 2021. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### 3) Signatures

Chairman Walker noted that the Board reviewed and approved the Accounts Payable & Payroll Registers. These are available for Public Inspection. Also reviewed and signed were:

- ◆ Application for Reimbursement to Towns for State & Federal Forest Land (PA-16)
- ◆ Timber Yield for Tax Map 219, Lots 41 & 42.1
- ◆ Timber Yield for Tax Map 248, Lot 24

### 4) New Business

#### a. **American Rescue Plan Act Tranche**

Chairman Walker reported that the first tranche (payment) from the American Rescue Plan Act was received. The payment was \$75,690.61. Next step: Get TDS to move forward with licensing.

Selectman Hoyt reported that he had reached out to Scott Brooks at TDS. Mr. Brooks was on vacation but would be back soon.

#### **b. NH DOT Highway Block Grant – Payment Schedule**

Chairman Walker noted that the payment for 2021 would be \$66,844.51. In 2020, it was \$68,568.

#### **c. Planning Board, Zoning Board & Budget Committee – Recording Secretary Resignation**

A letter of resignation was received from Wendy Pavnick. Chairman Walker made a **motion** to accept her resignation with regrets. Selectman Herbert **seconded**. The **motion passed** unanimously.

TA Rollins noted she would advertise the vacancy.

#### **d. Library**

Chairman Walker shared that the library had two light fixtures which had failed. He replaced the bulbs but that did not resolve the issues. Selectman Hoyt noted he was planning to meet with Scott Sweatt of Cousins Electric Inc the following day to have a look and give the Town an idea of what it may cost to correct.

Town Administrator April Rollins added that the lights would be replaced with LED lights, as was done with the lights over her desk at Academy Hall.

While addressing the light problem, Chairman Walker was unable to locate a key to the library. Each of the Selectmen would like keys to the building. Fire Chief MacDuffie, Jr. noted that he had a key unless the keys had been changed recently.

#### **e. Isabelle Inez (Fogarty) Bartz**

Chairman Walker noted the recent passing of Salisbury's oldest citizen Isabelle Bartz and asked for a moment of silence. Isabelle, born on August 16, 1918, was approaching 103 years of age.

The Selectboard discussed the Citizen's Cane Award and the next recipient. Isabelle Laraia would be celebrating her 103rd birthday in August.

#### **f. Donations RSA 31:95-e**

Selectman Hoyt updated the Board regarding donations received for Old Home Day. These were:

- ◆ \$216 from Camaro Heaven / Drew Auto Parts in Tilton
- ◆ \$200 from Derek Allard
- ◆ \$200 from Mountain Side Properties

Selectman Hoyt made a **motion** to accept those donations on behalf of Old Home Day. Chairman Walker **seconded**. The **motion passed** with all in favor.

TA Rollins noted that checks were processed and given to Jen Hoyt who planned to distribute them directly to vendors at Old Home Day.

#### **5) Appointment**

Selectman Hoyt invited the top two officers from NH State Police Troop D to the meeting.

Vick Muzzey introduced himself as the new troop leader for Troop D. Lieutenant Vincent Muzzey shared that he spent 16 years at Troop F up north. Effective July 16, 2021, he was promoted and transferred to Troop D. That

same day, Troop D's Sergeant Dan Baldassarre was also promoted to be Assistant Troop Commander.

The Selectboard voiced appreciation for the work done by NHSP and the service they provide to the town. Selectman Herbert noted that the town voted against having its own police department and switched to support by NHSP.

Lt. Muzzey shared that Troop F provided similar support to four towns up north. These were Monroe, Shelburne, Dalton and Stewartstown. His experience with the process had been very successful. He felt that the scheduled blocks of time, in addition to whenever calls come in, are a huge benefit to towns. He noted that other resources are also available.

Lt. Muzzey noted that there would be two troopers at the Old Home Day for traffic control and as a static display.

Chairman Walker commented that the parade route had been changed for 2021. He would make sure the officers were informed of the new route.

TA Rollins added that NHSP would also be present at the scheduled fireworks event on September 11 at the Maplewood Ballpark.

## **6) Department/ Board Committee Updates**

### **a. Road Agent / Fire Chief**

Road Agent Bill MacDuffie Jr reported that the recent heavy rains had washed out parts of Buckhorn Road and Mill Road. Repairs were underway. Selectman Hoyt noted that Gerrish Road looked good after work was done there.

Fire Chief Bill MacDuffie Jr reported that the new washer and dryer had arrived. Scott Sweatt would be doing some electrical work. Installation should be completed soon.

TA Rollins thanked Road Agent MacDuffie for work he had done at the ball field. Selectman Hoyt said the enlarged parking area was awesome and perfectly smooth. The work was done in part for the Old Home Day firefighters' muster.

### **b. Transfer Station**

Chairman Walker reported that he and Bill MacDuffie Jr had met with a representative from Sebright Products to talk about their trash compactors. It was an informative meeting. Some of the recommendations included upgrading to a heavier machine with higher capacity. Measurements at the site were taken. An updated quote will be sent to the town.

Chairman Walker noted that Sebright had a refurbished compactor that might be worth considering instead of a new one. It included a 7" ram. The compactor quoted earlier had either a 6" or 7" ram.

Chairman Walker commented that steel prices continue to increase globally and supplies are harder to obtain. Bill MacDuffie added that in terms of tonnage, the quoted compactor was right on the edge. He felt it would make sense to go with the larger capacity compactor.

Chairman Walker noted that the proposals for generators were \$21,900 from Robert G. Fortin Jr Electrical Contracting and \$22,700 from The Generator Connection. Both quotes were from July. Selectman Hoyt noted that while the quotes were close, Fortin quoted a 20 kW system while the Generation Connection quoted a larger 30 kW system. Chairman Walker noted that it was important to select a firm that will also be able to service the system.

Selectman Hoyt commented that another difference between the quotes was that one referenced a 100 foot distance from the generator while the other didn't specify a distance.

Transfer Station Manager Bert LaFlamme reported that he was hoping to hire someone shortly who would work every other weekend.

Mr. LaFlamme also reported that he would like to get the window on the Case tractor repaired. It also needed some preventative maintenance work. Chairman Walker requested that he get a quote for the Board to review before proceeding with repairs and maintenance.

Bert also shared that Walter Scott requested a key to the tractor, but that he believed it prudent not to provide it due to potential risk of injury.

#### **c. Old Home Day Committee Met on 7/15 & 7/29**

Selectman Herbert reported that, in general, everything was falling into place.

#### **d. Planning Board met 7/19**

Selectman Herbert stated that the Planning Board was in the process of reviewing the pre-application conceptual design review policy and may make it mandatory instead of optional. The Chair committed to drafting language for review and further discussion.

### **7) Old Business**

#### **a. Generator Bids**

(Discussed earlier in the meeting. See "Department Updates / Transfer Station".)

#### **b. Town Hall Ramp**

TA Rollins reported that she had located the septic design. Chairman Walker said he reviewed the drawings and felt that an earthworks solution for a new ramp would be possible.

Bill MacDuffie asked if he could get a copy of the design. He said he wanted to locate the septic system manhole cover which would be between the Town Hall and the Library. TA Rollins said she'd provide him with a copy of the design.

#### **c. Audit Recommendations**

Selectman Herbert stated that he would ask the bank for a copy of the collateralization agreement.

She also addressed the topic of data backups, noting that backups were done automatically by the software installed on the office systems.

### **8) Selectmen's Reports**

Selectman Hoyt reported that he was told some of the trees at the library appeared to be dying. He would be checking into this further.

Chairman Walker reported that he found one of the doors at the Town Hall propped open recently. He investigated and found no one was in the building. Nothing was missing.

Cemetery Trustee Dora Rapalyea asked if any invoices from JJ had been received. TA Rollins replied, “No.” The June and July bills were expected. Mrs. Rapalyea said she would look into it further.

## **9) Public Comments**

Louise Andrus asked the Selectboard if they planned to host a meeting for citizens regarding the School Study of the Elementary Schools. Chairman Walker noted they would not be doing that, but he would be happy to see citizens meet on their own for discussion. The Board agreed to waive the Town Hall rental fee should Ms. Andrus wish to use the Town Hall for that meeting.

Mike Campbell, owner of land up on Calef Hill Road, asks the Selectboard if he could do some maintenance on the road. Chairman Walker noted that the road was a Class 6 road, the Town did not maintain it. He advised Mr. Campbell to discuss his ideas with the Road Agent and to also reach out to his abutters to ensure they were okay with his plans.

## **10) Town Administrator’s Report**

TA Rollins noted that the family and friends of Isabelle Bartz would be holding a Celebration of Life at the Town Hall the following week. Selectman Herbert made a **motion** to waive the Town Hall rental fee. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

## **11) Non-Public Session 91-A:3, II (a) and (b)**

Chairman Walker made a **motion** to go into non-public session 7:53 p.m. under RSA 91-A:3 II (b) and (a) , **seconded** by Selectman Herbert. Roll Call: Herbert; aye, Walker; aye and Hoyt; aye. The **motion passed**.

The Board reconvened the public session at 8:05 p.m.

Chairman Walker announced that the Board unanimously voted to appoint Joseph Lessard as the new Transfer Station Attendant at \$14 dollars per hour pending a background check and completion of the Solid Waste Operator’s Training within a year.

Chairman Walker made a **motion** to seal the non-public session minutes under subparagraph (a), **seconded** by Hoyt and the **motion passed** unanimously.

## **12) Adjournment**

Chairman Walker made a **motion** to adjourn the meeting at 8:06 pm. Selectman Hoyt **seconded**. The **motion passed** with all in favor. The next scheduled meeting is for 7 pm on Wednesday, August 18 at the Academy Hall.

Respectfully Submitted,

Kimberley Brown Edelmann  
Recording Secretary

*These meeting minutes were reviewed and accepted on August 18, 2021.*

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*Selectmen, Town of Salisbury*