



# Salisbury Board of Selectmen

## Meeting Minutes

December 15, 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 Edelman	Present

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**Attendees:** Several citizens attended the meeting in person at Academy Hall. Two citizens joined via Zoom.

### 1) Open Meeting

Chairman Brett Walker opened the meeting at 7:00 pm.

### 2) Meeting Minutes

Selectman Herbert made a **motion** to approve the minutes of December 1, 2021, with a modification to the wording about closure of the Town Offices on December 23rd and 24th. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### 3) Signatures

Chairman Walker noted that the Selectboard had reviewed:

- ◆ Accounts payable & payroll registers.
- ◆ Timber Yield Tax – Tax Map 254, Lot 3

All documents are available for public inspection.

### 4) Department / Board / Committee Reports

#### a. **Fire Chief / Road Agent - Encumbrance of Funds & Radiant Heater Repair**

It was noted that funds would be encumbered to cover repair of the radiant heating system.

#### b. **Transfer Station - Casella – Transfer Station Contracts**

Chairman Walker shared that the NRRA contract had been received. He explained that he's been in contact with both NRRA and Casella to discuss contracts and budgets. He was gaining clarification about the fees and charges

from both firms. He proposed that the Town not sign the contract from NRRA and to work directly with Casella. A new contract with Casella would be ready to sign by the end of the year.

**c. Planning Board met on 12/6**

Selectman Herbert reported that the Planning Board was still reviewing their processes. They were still talking about Class VI roads and the waiver citizens would sign when building on them. He also noted that the site plan review for subdivisions was quite lengthy. The Planning Board was discussing design and use of a shorter checklist for smaller, more limited projects; that work was still underway.

**d. Budget Committee met on 12/13**

Chairman Walker reported that the Budget Committee met and buttoned up most of the budget. He did recommend some changes to the Transfer Station budget. Otherwise, the budget was pretty much done.

**5) New Business**

**a. Extended Polling Hours for March Town Meeting - RSA 659:4-a**

Town Clerk Jim Zink-Mailloux explained that if the polls were closed early, counting of the ballots would have to begin immediately. That would mean the counters would not be able to attend Town Meeting. His opinion was that the Town continue to keep the current polling hours, with a motion made at Town Meeting to keep the polls open longer. Selectman Herbert noted that RSA 659:6 allows for that approach; it works and provides flexibility.

All three Selectmen expressed support to keep polling hours as is.

**b. 91-A Request – John Bentley**

Chairman Walker reported that a 91-A Right-to-Know request had been received on December 14, as follows:

*Dear April and members of the Selectboard,*

*Please consider my request under NH RSA 91 A, for the release of all non-public minutes of the Salisbury Board of Selectmen, exclusive of any personnel related material, for the years 2004, 2005, 2006, and 2007.*

*In addition, I request release of all correspondence between town counsel and any other attorneys and the Board of Selectmen, exclusive of any personnel or public or private safety related material, for the years 2004, 2005, 2006, and 2007.*

*Thank you.*

*John Bentley*

Chairman Walker spoke to two aspects of the request. First, he noted that he believed discussions with Town Counsel were considered non-meetings and therefore were not subject to the right-to-know law. They would ask Town Counsel for confirmation. The second point was in regards to the non-public meeting minutes. Town Administrator April Rollins reported that so far, the only non-public meeting minutes located went back to 2009. Additional work would be needed to locate older non-public meeting minutes.

Chairman Walker shared that non-public meeting minutes were sealed until the governing body determined that the reason they were sealed no longer existed. Also, per RSA, there were finite reasons why minutes could be sealed. and the law favors disclosure. He noted that the board needed to determine if sealed minutes needed to remain

sealed or if they could be unsealed and made available to the public. Until the board reviewed the sealed non-public meeting minutes, there would be nothing available to provide in response to the right-to-know request. The board would need to review the minutes, once located.

Chairman Walker noted that per the RSAs, non-public meeting minutes were to be maintained permanently as part of the Town records.

TA Rollins said she would continue searching the archives. Meanwhile, she would provide a timely response to the request. She would also reach out to Town Counsel to discuss the whole matter.

A member of the public asked if the requester was required to give a reason for the request. Chairman Walker noted that by law no reason was required.

### **c. Buildings & Grounds Maintenance & Mowing**

TA Rollins provided the board with a list of the building & grounds maintenance & mowing jobs and tasks. Chairman Walker suggested that they wait until the new year to seek bids. Selectman Hoyt noted that pricing was likely to change in the next month or two. The board agreed that it would be better to wait until February to seek bids.

## **6) Old Business**

### **a. 2022 Budget Proposals – Police (4210)**

Chairman Walker reported that the Budget Committee had received the recommendation to increase police coverage by 2 hours per week. After discussion, the Budget Committee recommended instead an increase of 4 hours per week. The Police budget was approved at \$33,000, providing 8 hours per week of police coverage.

Chairman Walker made a **motion** to make a recommendation to the Budget Committee to set the Police budget to \$33,000. Selectman Herbert **seconded**. The **motion passed** with all in favor.

### **b. 2022 Budget Proposals – Recycling (4323)**

Chairman Walker noted that the Budget Committee approved the \$2,601 which the board had recommended.

### **c. 2022 Budget Proposals – Transfer Station (4324)**

Chairman Walker talked about the Transfer Station budget. He noted that not all of the figures were available and that while trying to simplify and clarify tracking of expenses, some regrouping of costs was needed. He asked to have some items combined, but then asked to have some of the work undone. For example, household waste had been mixed with construction material. He wanted the Transfer Station lines in the budget to reflect actual costs going forward. He wanted to be able to demonstrate the actual cost savings over time after installation of the new compactor, but to do so required correct information from costs incurred in the recent past.

Chairman Walker made a **motion** to recommend to the Budget Committee the amount that was approved at the recent Budget Committee meeting, \$115,407, for the Transfer Station budget. Selectman Herbert **seconded**. The **motion passed** with all in favor.

Selectman Herbert expanded on the challenges of working with NRRA invoices and deciding which line items to use when trying to reflect fine detail in the budget. Chairman Walker noted that with Casella, it would be more clear with only two items on the invoice; construction haul and household waste. That would make planning easier

in the future.

Chairman Walker reported that Transfer Station revenues, not including recycling, through December 15 were \$14,279. He expected costs of hauling away construction debris alone would be about \$15,000. The charges for televisions and tires was directly linked to the cost of disposal, but construction debris was being subsidized by the taxpayers. Therefore, he believed the board needed to examine and evaluate fees.

TS Manager LaFlamme recommended the board look at the fee for mattresses. The space required for a small mattress versus a king mattress was not reflected in the fee of \$5.

#### **d. Town Hall Windows – State Registry of Historic Buildings**

TA Rollins noted an initial quote had been received at about \$20,000 for 6 windows. There were 2 other windows which needed to be quoted. A second window restorer, Arch Weathers in Andover suggested putting in spring-loaded sills so that the pulley system was no longer needed. She planned to request a quote from Olde Window Restorers in Warner for the spring-loaded sills.

TA Rollins reported that the Salisbury Town Hall is not listed in a state historical registry. Only one home in Town and Academy Hall were listed. She asked the board if they wanted to apply for the Town Hall to be added to registry. She noted it was a very detailed process and require assistance.

Chairman Walker and Selectman Hoyt noted that they would need to look closely at any restrictions that would be applied if the Town Hall was listed. For example, spring-loaded windows might not be allowed. Also, would it limit the use of grants?

TA Rollins would do more research. The application process opens in May, 2022.

TC Zink-Mailloux wondered if the Town Hall was listed, would that limit the firms that would be allowed to work on the building? Again, more research was needed.

### **7) Selectmen's Reports**

None.

### **8) Public Comments**

#### **a. Email from Louise Andrus**

Chairman Walker read an email dated December 14 was received from Louise Andrus. It follows:

*In November I attended a MVSD Finance committee meeting but was late for that meeting and the public "comment" was held at the beginning of the meeting. I want to apologize for my statement at the last selectmen's meeting when I said that the MVSD Finance committee meeting I attended there was no "comment" for the public. I usually look for a public comment at the end of a meeting to either ask a question or make a comment on the actual meeting that occurred. Thank you. Louise Andrus*

#### **b. Transfer Station Receipts**

Marcia Murphy asked about information provided on Transfer Station receipts. She noted that she paid \$10 by check to drop off a television. She was not asked if she wanted a receipt. It was noted that receipts are supposed to be written and offered. Transfer Station Manager Bert LaFlamme would talk to his crew.

Ms. Murphy asked if the invoices provided regarding hauls from NRRA included dates and detail of the type of materials hauled away. Chairman Walker confirmed that the usual detailed report includes the date, the tonnage, and what was hauled on that day. She asked if Casella would be providing the information. Chairman Walker said they would be looking at the Casella invoices when they arrive. Ms. Murphy hopes to detailed reports will continue to be maintained, ideally on a spreadsheet. Chairman Walker noted that currently Casella detailed reports to NRRA.

TS Manager LaFlamme noted that household garbage is scheduled to be hauled twice per week. He could also request changes to that schedule, as needed. Ms. Murphy asked who kept track of that information. TA Rollins noted that she received email confirmations, which would later match invoices.

Overall, Ms. Murphy wondered if anyone would notice if NRRA sent a bill for another town by mistake. Chairman Walker shared that the tonnage was consistent in the town and therefore he was confident that any sudden change in weights would be noticed.

### **c. Conservation Land**

Joe Schmidl addressed the board. He noted that he and Selectman Herbert talked two week prior at the Planning Board meeting about a possible purchase of land which would be put into conservation. He understood the process and was happy to answer any questions.

Chairman Walker noted that at the time, the board didn't know what the potential buyer wanted to do. He understood that an easement was being offered, with the land being donated to the Town upon his passing. The question the board had was what requirements would be put into the easement.

Mr. Schmidl believed the only obligation would be to monitor the property and to insure there were no violations of the easement. An annual reporting would be required.

Chairman Walker understood that an easement was a contract between the Town and the landowner. The landowner had the right to request any stipulations. Therefore, he felt the Town needed to know more in advance. The next question was whether the Town could use conservation funds in regards to the easement. The board was waiting to hear more from the landowner.

TA Rollins noted that the purchase had not been made yet.

Mr. Schmidl stated that the best most economical use of land in the Town was as conservation land.

### **d. TDS / Broadband**

Gayle Landry asked Selectman Hoyt if he had an update regarding TDS and installation of broadband. Selectman Hoyt reported that there was nothing new to update. He had not heard from TDS since the last update provided.

### **e. Transfer Station Generator / Compactor**

Chairman Walker shared that the Town needed Huckleberry's to install a tank at the Transfer Station.

Harvey Peter asked if the generator would be covered or contained in some way to protect it from the elements. Selectman Hoyt noted it was designed for outdoor use. A simple roof might be a good idea. Chairman Walker noted that they could discuss it with the generator company.

Mr. Peter asked if a delivery date was known yet. Chairman Walker noted that the supply chain was still posing problems. He did not have a delivery date. Last he heard, it would be before the end of the year. However, he

doubted that would be the case.

Chairman Walker noted that the wires were in place. The panel would come with the generator and be wired in. Bill MacDuffie Jr added that the pipes were there.

Chairman Walker reminded everyone that he was conservative with budgeting numbers for 2022. Savings would be more in years following 2022. The price quoted for the compactor was fixed.

Chairman Walker noted that the Transfer Station needed to be reorganized / reconfigured.

Chairman Walker praised the work of the Transfer Station crew and specifically, the consistent good weight of containers being hauled out.

#### **f. Right-to-Know Requests & Associated Legal Fees**

A member of the public asked if legal counsel was needed in order to respond to right-to-know requests, would the legal fees be charged to the requester of the information?

Chairman Walker replied that only the cost of copying could be charged. Otherwise, costs of the work, all research and legal fees must be covered by the Town. He added that the Town gets requests for information all of the time. The effort put into those requests by personnel was covered by the budget.

### **9) Town Administrator's Report**

#### **a. Vacation**

Town Administrator April Rollins reported that she would be taking vacation from December 27 to December 31.

#### **b. Holiday Food Basket Program**

TA Rollins asked for volunteers to help with the Holiday Food Baskets. The baskets would be ready for pick up at the Boscawen Police Station at 7 am on Wednesday, December 22. Salisbury recipients would pick up their baskets at the Salisbury Safety Complex / Fire Station from 9 am to noon. A few baskets would be delivered to residents' homes. All three selectmen agreed to assist.

#### **c. Annual Town Reports**

TA Rollins reminded the selectmen that the production of the Annual Town Reports would soon be underway. Chairman Walker would be expected to submit the report for the Selectboard.

Kimberley Edelman added that she would be sending out a reminder to all Annual Town Report submitters.

#### **d. COVID-19 Vaccine Clinic at Salisbury Elementary School**

TA Rollins reported that she was informed earlier in the day about an upcoming COVID-19 vaccination clinic which was going to be held at the Salisbury Elementary School. Walk-ins were most welcome. Moderna, Pfizer, and Johnson & Johnson vaccinations would be offered; first, second and booster doses. The vaccinations would be free and were available for anyone 5 years or older. A consent form was also attached.

The clinic was scheduled for Sunday, December 26 from noon to 4 pm. Information about the clinic would be posted at several locations to help get the word out.

## 10) **Adjournment**

Chairman Walker suggested that since all three selectmen would be at the Safety Complex, they might use that time to discuss the Casella contract. It was agreed that a 10 am meeting would be posted.

Chairman Walker made a **motion** to adjourn the meeting at 8:17 pm. Selectman Herbert **seconded**. The **motion passed** with all in favor. The next meeting: Wednesday, December 22 at 10 am at the Safety Complex.

Respectfully Submitted,

Kimberley Brown Edelman  
Recording Secretary

*These meeting minutes were reviewed and accepted on December 22, 2021.*

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*Selectmen, Town of Salisbury*