



Salisbury Board of Selectmen

Meeting Minutes

January 19, 2022

Approved

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

Attendees: Several citizens attended the meeting in person at Academy Hall. One 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 January 5, 2021 with a minor edit. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

3) Signatures

Chairman Walker noted that the Selectboard had reviewed:

- ◆ Accounts payable & payroll registers.
- ◆ Intent to Cut Timber – Tax Map 255, Lot 5

All documents are available for public inspection.

4) Department / Board / Committee Reports

a. Fire Chief / Road Agent

Fire Chief Bill MacDuffie, Jr. reported that he currently had a lift on loan at the fire station which was being used to do maintenance on the heating system. Since they had the lift, he felt it would be an ideal time to replace the faulty overhead internal fluorescent tube lights. There were 92 tubes, some of which were still working, but he wanted to replace all of them. He and the Selectboard then discussed the options of replacing all 92 tubes with like product or using the opportunity to convert over to all LED lights. Research was needed, including pricing. No final decision was reached on the matter.

The Chief reported that the forestry truck was not running. The reason was not yet determined. He would keep the Selectboard updated.

b. Transfer Station

Chairman Walker reported that Transfer Station Manager Bert LaFlamme put together a new proposed fee schedule. The Selectboard agreed that the changes were appropriate. Selectman Herbert made a **motion** to accept the new fees. Chairman Walker **seconded**. The motion **passed** with all in favor.

T. S. Manager LaFlamme noted that they did not have a new proposed fee for construction debris. A sliding scale was used to decide what to charge.

Chairman Walker said that only 50% of the cost to haul construction debris was covered by collected fees. While he didn't want to increase the fees, it was worth noting and looking at. Instead of charging \$100 for a pickup truck full of debris, maybe \$130 would be better. He suggested comparing the incurred costs and collected fees on a quarterly basis.

c. Budget Committee

Chairman Walker reported that the Budget Committee had finalized the proposed 2022 operating budget. Overall, it was a 0.5% increase. He felt that was reasonable.

5) New Business

a. December State Police Statistics

Chairman Walker read the police call stats for December, as follows:

NH State Police Statistics December 2021

Type of Call	#	Type of Call	#
911 Hang Up / Welfare Check	1	Motor Crash No Injuries	1
Assisting Other Agencies (DCYF)	1	Motor Crash With Injuries	1
Attempted Suicides (10-54)	1	Sex Offender Address Verification	3
Check up	1	Serve Subpoena	1
Directed Enforcement Patrol	1	Theft All Others	3
Fraud All Others	1	Traffic Enforcement / Motor Vehicle Stop	22
Hazardous Operator	1	VIN Verification / Investigation	4
Total Calls			42

Note: NIBRS refers to the National Incident-Based Reporting System

b. Andover Snowmobile Club Event

Chairman Walker shared that NH Fish & Game forwarded information about an upcoming Andover Snowmobile Club event. The Club planned to hold a "Vintage Snowmobile Show & Ride" on Saturday, February 12. The ride

would start at the East Andover Fish & Game Clubhouse located at 45 Channel Road at the intersection of Snowmobile Corridor 2 and Route 11. They would be traveling on trails within the Andover Snowmobile Club Trail System; not to include any other trails in New Hampshire. A trail map can be viewed on the Club's website at: <http://www.andoversnowmobileclub.com/>

6) Old Business

a. Elderly Exemption Increase & Income Limits

Town Administrator April Rollins reported that the 2022 Town Warrant will include a Warrant Article allowing citizens to vote on parameters for the Elderly Exemptions. She had spoken with DRA and confirmed that the Town can set new limits, but not be below the minimums set by the State. TA Rollins had put in increases of 25%. If the Selectboard wanted to change those values, maybe going to 30%, as well as the income requirements, she needed to know.

Chairman Walker felt 25% for the exemption amount was good. However, in regards to income and assets limits, he was concerned that increases could possibly cause some residents to be dropped off the list. He felt it would be good to examine how proposed changes would impact recipients before finalizing the Warrant Article.

b. Window Refurbishment Quotes for Town Hall

TA Rollins reported that quotes had come in from Olde Window Restorers in Warner and Arch Weathers Historic Sashworks in Andover. Olde Window Restorers sent an estimated quote to restore the windows, keeping the same style and design. Arch Weathers suggested two mechanical sash systems: Weight & pulleys and invisible channel balances.

Selectman Hoyt noted that one quote included custom wooden storms; the other did not. TA Rollins added that one quote included labor; the other did not.

Chairman Walker questioned whether it was worth spending money on historically accurate weights & pulleys systems; the sashes were not visible. TA Rollins noted that the actual configuration of the windows may limit what could be done.

TA Rollins would ask Old Window Restorers their thoughts regarding invisible channels.

7) Selectmen's Updates

a. Global Trash Solutions - Transfer Station Compactor

Chairman Walker reported that he and Peter Spano spoke the day before. It was a positive call.

Mr. Spano reported that all of their paperwork had been submitted to the Small Business Administrator. Now they were waiting for an underwriters' meeting. He was expecting funding during the first week of February.

b. MVSD / Selectboards Meetings

Selectman Herbert reported that all three Salisbury Selectmen attended the MVSD / Selectboard meeting. The MVSD provided a lot of information. They had received a lot of money from the Federal Government. The money could be used to do maintenance of windows and HVAC systems. As with ARPA funds, the use of the funds are restricted.

There was also discussion about the Webster and Salisbury Elementary Schools. Neither would be closed. However, class sizes and makeups were still being studied.

Selectman Herbert commented about the Market Basket complex under construction just off I-93 Exit 17. He said the Village of Penacook would be paying for the road work with the property taxes paid by Market Basket. The property tax money which would go to the County and the MVSD would also go towards the road work. He didn't understand how that worked.

Chairman Walker noted that the Market Basket situation only impacted Penacook. Selectman Herbert was worried that it would impact Salisbury, but Chairman Walker noted that Salisbury's MVSD school tax was solely based on populations. TA Rollins clarified that the school tax rate was based on average daily membership.

Chairman Walker felt he had a better understanding of the overall MVSD budget. It was increasing about \$975,000. Marcia Murphy commented that it was an increase of 2.25%. Health Insurance went up \$623,000. Other increase were in wages, \$412,000; administration, \$38,000; and utilities, \$54,000. That was well over \$1,000,000 in increases. Other areas of the budget were reduced.

c. TDS / Broadband

Selectmen Hoyt provided an update. He and Joel Dohmeier continue to communicate about progress.

Mr. Dohmeier said he was finalizing the agreement between the Town and TDS. He was also working on the boundary change petition so that the 27 addresses were in the TDS service territory.

Mr. Dohmeier noted that a March installation was not within reach. He wrote,

"We will need good weather. In terms of timing, I'll be able to give you better thoughts on that down the road. This is one of many, many projects, Jim. I'll do what I can to keep everyone on top of it and in the loop. This will not be done by June, as a for example. I think the expectations to set are this will move forward and we will keep you updated as soon as clear information is ready to be communicated. Nothing internally happens in terms of back office work until the agreement is in place, first half of payment received and boundary change completed.

Its fine to check in on occasion, but this doesn't happen overnight.

I know its been a long process and I'm sensitive to that. Again, we'll do what we can timing wise.

Joel"

Selectman Hoyt noted that TDS was not committing to dates. Chairman Walker noted the same was true about HVAC work for schools.

8) Public Comments

a. Petition by Chuck Rose

Joe Schmidl addressed the Selectboard. He received a letter in the mail from Chuck Rose asking landowners along Old Center Rangeway to join in him in signing a petition requesting that the Selectboard reclassify the road as a Class VI road. Mr. Schmidl noted that there was no road as it was discontinued in 1975.

Chairman Walker noted that nothing had been submitted to the Selectboard and therefore he was not able to comment. Selectman Herbert wondered why it needed to be a Class VI road.

9) Town Administrator's Report

a. Assessment Review Notice

TA Rollins noted that the Selectboard had a copy of an Assessment Review Notice from the NH Department of Revenue Administration (DRA). The letter stated that she would be contacted by a DRA Representative to schedule a meeting. She added that it would be her first time going through the process.

b. Mitchell Municipal Group

TA Rollins reported that Mitchell Municipal Group was increasing their rates by \$10 per hour effective January 1.

c. Request to Utilize Legal Counsel

TA Rollins reported that a rare complaint had come into the office. In response, she and the Building Inspector visited the site in question on a Saturday morning to inspect. It was a complicated situation. She wanted to have Town Counsel advise on how to proceed.

Chairman Walker noted the situation involved an illegal structure on a property. He made a **motion** to refer the issue to Town Counsel. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

d. Draft of Town Warrant

TA Rollins shared the draft Town Warrant with the Selectboard.

TA Rollins noted that the estimated tax impact was shown on each article as dollars per thousand of property value. She explained how to use the estimated tax impact to calculate the tax impact per property.

TA Rollins noted that the Selectboard needed to vote whether to recommend the articles or not.

Chairman Walker said he wanted to start talking about what would be needed to fund a new highway department. He asked Bill MacDuffie, Jr to help him with that. TA Rollins recommended that the discussions be held as work sessions, not meetings. Chairman Walker stressed that he wanted to get started on it before Town Meeting.

Chairman Walker made a **motion** to recommend the Warrant Articles. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

e. Nonpublic Sessions

TA Rollins reported that the investigation into nonpublic sessions for 2004 through 2007, triggered by a right to know request by John Bentley, was complete. She shared a report of the findings with the Selectboard. Most of the sessions were personnel related. There were also sessions about legal issues and litigation. There was one session in 2005 involving contract negotiations with Wheelabrator. None could be released.

f. Electronic Signatures on Petitioned Articles

TA Rollins reported that the Town Clerk forwarded an email from the Secretary of State dated January 12. The email provided guidance regarding the handling of electronically submitted petitions with electronic signatures, recommending that Towns seek legal counsel on the matter. Alternatively, the Town could adopt a policy regarding electronic signatures.

Selectman Herbert felt the Secretary of State or the Legislature should address the issue. TA Rollins noted that per the Statutes, the Town could not accept electronic signature.

Chairman Walker made a **motion** to pre-authorize the Town Administrator to reach out to Town Counsel in the event of receipt of electronically submitted petitioned articles and / or signatures. Selectman Herbert **seconded**. The motion **passed** with all in favor.

10) Next Meetings

Chairman Walker made a **motion** to adjourn the meeting at 7:59 pm. Selectman Hoyt **seconded**. The **motion passed** with all in favor. The next scheduled meeting: Wednesday, February 2, at 7 pm at Academy Hall.

Respectfully Submitted,

Kimberley Brown Edelmann
Recording Secretary

These meeting minutes were reviewed and accepted on February 2, 2022.

Selectmen, Town of Salisbury