



Selectmen's Meeting Summary April 15th, 2015

Selectman Ken Ross-Raymond, Chair	Present
Selectman Joe Schmidl	Present
Selectman Pete Ballou	Present
Town Administrator Margaret Warren	Present
Administrative Assistant Kathie Downes	Present

Visitors: see sign in sheet attached with original summary on file.

Chairman Ross-Raymond called meeting to order at 6:30 PM.

REGULAR BUSINESS:

- Review and Approve Minutes of last meeting – April 1st, 2015: **Selectman Schmidl moved to accept the summary as written, Selectman Ballou seconded. Vote in favor.**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted.**

Department Heads:

Fire Chief MacDuffie – monthly update:

- Stats: 5 EMS calls and 1 fire call.
- Still working with locksmith re: locks at Safety Building.
- Selectman Ross-Raymond reported that Barnstore does not have commercial stairway for replacement of one at Safety Building. Chief will look to do something to fix the problem.
- Annual Open House for Fire Department is going to be May 16. Chief will have information sent to AA Downes so it can be put in the papers.
- Selectman Ballou expressed his thoughts of perhaps setting back the replacement year for the tanker. Rescue/ambulance is also coming up soon as perhaps that should be first as it appears we are doing more transports. Chief noted if the town had stayed with the CIP plan there would have been money for the replacement. Tanker is out of date. Selectman Ross-Raymond stated this is the year for discussions early – as we prepare for the next budget.
- Chief MacDuffie asked about feasibility of billing patient insurance when there are paramedic intercepts. TA Warren noted this has been reviewed in the past – previous proposal to be forwarded to the Chief.

Cemetery Trustees: Discussion re: Maplewood Cemetery Repair to front stonewall and funds available from the Operation and Maintenance account. Trustee of Trust Funds Steve Wheeler assured everyone that this money is available and the cemetery trustees are the agents of the fund. Next step is for Cemetery Trustees to review the need for repair of the front stonewall at Maplewood; come up with specs for an RFP for bids. .

Review Cemetery Maintenance Interest Inquiries: Selectmen announced they received five letters of interest for the Cemetery maintenance/mowing. Ralph Downes, Salisbury; Mark Hubbard, Chichester; Thomas Wilson, Weare; James Lanoue, Epsom; and Saints Lawn Care, Pembroke.

Selectmen set pre-bid meeting for April 20th at 5 PM at Academy Hall with bids due to Selectmen April 27th – Noon. Selectmen and Cemetery Trustees will open bids on Monday April 27th at 6:30 PM.

Review Town Grounds Maintenance Interest Inquiries: Selectmen announced they received six letters of interest for town grounds maintenance. Kevin Flynn, Concord; Ralph Downes, Salisbury; Andrew Perkins, Salisbury; Peter Gilbert, Alexandria; Kevin Fanny, Allentown and Tom Newcomb, Salisbury. On April 20th at 4 PM Selectmen will review letters and decide on whom to interview.

Old Business:

- Meeting Updates:
 - PB – 4/6 – talked about purchasing land / revocation of lot line adjustment
 - BC – 4/13 – organizational meeting
 - ZBA – 4/14 – organizational meeting
- Meeting Reminders:
 - 4/16/15 – Work Session – 2 PM – AH – transfer station policies
 - 4/16/15 – OHD - 6:30 PM AH -
 - 4/22 – CC meets at 7 PM – AH -
- CC and Recreation Committee vacancies – no responses to date – repost and leave open
- Right to Know Seminar – June 11th – 7 PM – notice will be sent to town officials and employees and other towns.
- Review of Purchasing SOP #06-001 draft – Selectman Schmidl moved to accept with the minor change; Selectman Ballou seconded. All voted in favor.
- 2015 Quarterly Hazardous Mitigation Meetings – May 20, August 19, November 18 – notice will be sent out next week to members.

New Business: none

Public Comments:

- Chief MacDuffie noted that purchase orders are not used by them as most cases fall under operational expenses and are exempt from purchase order procedure.

Other: All business that shall legally come before the Board

Selectman Ballou moved to adjourn at 7:35 PM; Selectman Schmidl seconded. All voted in favor.

Respectfully submitted:

Kathie Downes, Administrative Assistant

Meeting Summary reviewed and accepted at the May 6th, 2015 Meeting.

Selectmen, Town of Salisbury