



Selectmen's Meeting Summary November 18, 2015

Selectman Ken Ross-Raymond, Chair	Present
Selectman Pete Ballou	Present
Selectman Joe Schmidl	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 5:30 PM.

REGULAR BUSINESS:

- Review and Approve Minutes of last meeting
 - o November 4th meeting summary: **Selectman Ballou moved to accept summary as written, Selectman Schmidl seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted**

Department Updates and Budget Proposals:

- Moderator Herbert in to discuss with Board the upcoming elections and the issue of political signs – AG and Secretary of State checks to make sure all is in order. Last year they were concerned with the signs on the town lawn area at the polling place indicating there has to be permission to allow the signs. Moderator feels it is town property and has no problem with the signs being posted until after the election is over. **Selectman Schmidl moved to allow the signage on the town grounds at the polling place, as long as they meet state law regarding distance from polling place and are removed after the election per state law; Selectman Ballou seconded. All voted in favor.**
- Fire Chief - Monthly Update:
 - o Stats: 1 motor vehicle accident; 7 EMS calls and 3 trees in wire calls.
 - o Expendable Trust for specific items (air packs, defib maintenance and turnout gear) was discussed. Selectmen will put in warrant article with budget of \$5000. TA Warren will work up warrant article(s) and have it reviewed by town counsel.
 - o Tanker – Selectmen discussed possibility of putting off the purchasing of the tanker for three years until current debt is paid. Chief noted the plan to replace the tanker has been in place for 30 years and if the town had placed the suggested appropriations in the CRF over these years it would not be necessary to bond. However the budget committee has said there would be no problem with bonding when the time came to purchase the new tanker. TA Warren noted that if purchasing is put off for three years the town would still budget to put in \$35,000 yearly in CRF and that amount would be same or less than current yearly debt. Selectmen asked TA Warren and Chief to get data re: what the cost of bond now verses waiting until current debt(s) are paid to see what is most cost effective.
 - o Insurance stuff
 - o Contract for ambulance billing with Comstar is signed and Chief and TA Warren will be meeting to set up the process. It is still a ways off before the actual billing process will be in place.

- **2016 Budget Schedule:** Board of Selectmen noted that they will hear and entertain all proposed budgets – with a hold on finalizing salary line items until all budgets are heard.

Line Item – Department	
4210 – Police – BOS	Selectman Ross-Raymond suggests cutting by \$5000 and putting that amount into a new expendable trust for emergency services. Selectman Ballou concerned with cutting it too much. After discussion the following proposed budget figures were are: Telephone - \$2,500, Outside Details - \$4,000; Dare - \$500 for total 2016 budget of \$7000. The \$5000 saved to be put into an Expendable Trust for Fire Dept. – (air packs, defib maintenance and turnout gear). Motion made by Selectman Ross-Raymond to go with the \$7000 budget for police department; Seconded by Selectmen Schmidl. Vote: 2 – Yes and 1 – No. Motion passed.
4312 – Highway – Bill MacDuffie, Road Agent	Summer maintenance \$141,825.; Winter Maintenance (revert back to 2014 figure) \$122,820.; Equipment \$1,500.; Warner Contract - \$1,500.; Signs \$1,000.; and Driveway permits \$300. Total proposed 2016 figure for Highway - \$268,945. Down by \$22,000.
4910 – Highway Projects – MacDuffie, Road Agent	Old Coach Road - \$130,000. Requests encumbering \$50,000 from 2015 Project (Center Rd) to be used for West Salisbury Road and Bay Road. Selectmen moved and seconded encumbering the \$50,000 from 2015 project.
4323 – Recycling – BOS & TS Operator Wheeler	Up by \$900 due to cost of rental of recycling container – proposed 2016 figure is \$8,950.
4324 – Transfer Station – Steve Wheeler, Operator	Down by \$10,901 due to no longer renting machine – proposed 2016 figure is \$73,634. Selectman Ross-Raymond reported that he had purchased the kerosene heater for the transfer station and will leave it for pickup on Saturday.
Library – yearly update – Gail Henry, Trustee:	Library is now fully automated. Have hired new aide and Mindy would like to have two people covering as much as possible. In January the library will host a morning reading hour. Also now are getting 6 magazines - ESPN, Money, Real Simple, Family Fun, Better Homes & Gardens and Cooking Light. In January they plan to start a morning story hour. Selectmen asked if automation has helped with workload. Henry responded it has helped with doing manual cards – but other projects have been put in place. Also looking into getting volunteers from high schools. Would like to add to the expendable trust fund this year. Will work with TA Warren on Warrant Article for 2016.
4550 – Library – Gail Henry, Chair	Operating Budget up by \$440 due to IT costs and increase in dues – 2016 proposed figure is \$10,262. Library Salaries up by \$2,403. Includes raises and more hours. 2016 proposed figure is \$29,051. Total 2016 proposed library budget is \$39,313.

Selectmen also voted to go with the same budget figures as budget committee for the changes discussed 11/9/15 with Recreation and Ambulance.

Old Business:

- Meeting Updates:
 - PB – 11/16 meeting was a public hearing for a 12 lot subdivision on land at Oak Hill and Raccoon Hill Roads. A site walk will be conducted on Saturday, November 21st. The Planning Board, Selectmen, Conservation Commission, Building Inspector, Fire Chief and Road Agent have been asked to participate
- Meeting Reminders:
 - PB – Site Walk (Pelletier) – Saturday - 11/21 @ 9 AM
 - Workplace Violence Seminar for town officials – 11/30/15 at 6:30 PM – town hall.
 - Selectmen Meeting – 12/2 @ 5:30 PM
- Reminder:
 - Town Offices Closed 11/25 and 26 – Thanksgiving Holiday
- Volunteer Appreciation Night will be held at the December 16th Selectmen Meeting. Notices will be posted and sent out. Selectmen are hoping for a good turn to join them in honoring our volunteers who give so much to our town.
- Selectmen and State Police have been asked to review of proposed wording for Draft of Disorderly Residence Ordinance and get input back to AA Downes by November 30th to allow for final draft to be reviewed at December 2nd meeting. Ordinance will then be reviewed by town counsel and Board will have a public hearing on the issue in January.
- Selectman Ross-Raymond reported that he has scheduled the Perambulation of Franklin/Salisbury line with Franklin for November 24th.

New Business:

- TA Warren reported that town has been requested to purchase back a 6 lot cemetery plot in Maplewood. She will work with Trustees of Trust Fund to do paperwork to reimburse the purchase price of \$1050. TA Warren will also give documentation of this transaction to Cemetery Trustees so they can take necessary action to get the lots back on the map and can contact the family selling regarding the removal of headstone and corner stones already in place.

Public Comments:

- General discussion regarding the proposed ordinance.

Other: All business that shall legally come before the Board

Selectman Ballou made a motion to adjourn at 7:20 PM; Selectman Schmidl seconded. All voted in favor.

Respectfully submitted:

Kathie Downes

Administrative Assistant

Meeting Summary reviewed and accepted at the December 2nd, 2015 Meeting.

Selectmen, Town of Salisbury