



Selectmen's Meeting Summary April 20, 2016

Selectman Ken Ross-Raymond	Absent
Selectman Pete Ballou	Present
Selectman Samantha Tucker	Present
Town Administrator Margaret Warren	Present
Administrative Assistant Kathie Downes	Present

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

Selectman Pete Ballou called the meeting to order at 5:30 PM. Noting that Selectman Ross-Raymond will not be at tonight's meeting as he is out of town on business.

- Review and Approve Minutes of last meeting
 - o April 6th, 2016 meeting summary: **Selectman Tucker moved to accept summary as written, Selectman Ballou seconded. All voted to accept.**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted.**

Department Heads:

Fire Chief MacDuffie – monthly update

- Stats: 2 service calls; 6 EMS; 1 brush fire; 1 motor vehicle accident; and 1 mutual aid
- Chief reported that the Tanker has been ordered – 90 day turn around and Valley is ordering what is needed when it goes there.
- Open House May 7th - and there will be Blood Drive
- Chief noted with this time of year there is the danger of brush fires and asked about who to contact for authorizing something in case of emergency. Concerned because of the recent reminder sent re: purchase orders. Board assured him he knows what is in his budget and he can authorize and notify TA after the fact in case of emergency.
- Selectman Ballou asked if the Community Services issue is all set – Chief indicated he believed it was all set.

TS Operator Wheeler – update:

- Wheeler reported the estimate to have the locks rekeyed and new keys. It was noted that could put a lock box at the gate for fire department to eliminate so many keys. After general discussion it was decided to have the locks rekeyed and to order 20 new keys and Chief MacDuffie will order a lock box. Total estimate if \$225 - \$250. **Selectman Tucker moved to approve this process; Selectman Ballou seconded. All voted in favor.**
- Wheeler reported he has 73 responses to the survey handed out re: extra hours at transfer station. TA Warren to review the surveys and if it appears the majority want to go with another day – she will get back to Wheeler to decide when to begin.
- Wheeler is waiting for bills for the last quarter coming and will report back at subsequent meeting.
- Wheeler noted that the Planet Aide use to pay for donations but that has been discontinued. He has a renewal contract stating this and town to sign. Board feels the concept for donating used clothing is good and it does not cost town to have the box at the Transfer Station. **Select board moved to continue with the container being at the Transfer Station.**

Old Business:

- Meeting Updates / Reminders
 - Budget Committee met 4/11/16 – TA to review salary scale – next meeting is in Sept.
 - OHD met 4/13/16 – New chairman – Nancy Hayden – theme 1966 – moving ahead
 - ZBA met 4/14/16 – Selectman Ballou was appointed as an alternate.
 - PB scheduled for 4/25/16 – 7PM – AH
- 4-H club –who started the raised gardens at the Library, requested adding two additional. Selectman Ballou reviewed the area to ensure they would be okay. Chief MacDuffie noted they would be receptive to having raised gardens at the Safety Building as well. This will be passed on to the Club.
- Selectman Tucker asked if the CNHRPC contract is ready for signature – or if more information is needed. TA Warren will clarify with PB re: consulting line item as the figure exceeds the budgeted amount.

New Business:

- C&I – more people – June here in Salisbury
- Road Agent MacDuffie noted that the recent reminder sent concerning the Town's SOP for Purchasing is confusing. TA Warren will review the SOP and update the wording to be more precise. Until that time department heads should use reasonable judgement regarding purchasing.

Public Comments:

- Sandy Miller noted that last Saturday there was a Spaghetti Supper put on by an Eagle Scout – to benefit his project to build two picnic tables and flower beds at Maplewood Park.

Correspondence:

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Other: All business that shall legally come before the Board

At 6:10 PM Selectman Ballou moved to go into non-public session under RSA 91-A:3 II (a) – personnel issue. Roll call vote – affirmative.

Reconvened Public Session at 6:25 PM. **Selectman Ballou moved to seal minutes of non-public session, Selectman Tucker seconded. Roll Call vote - affirmative.**

Selectman Tucker moved to adjourn at 6:30 PM, Selectman Ballou-seconded. All voted in favor.

Respectfully submitted:

Kathie Downes

Administrative Assistant

Meeting Summary reviewed and accepted at the May 4, 2016 Meeting.

Selectmen, Town of Salisbury