



Selectmen's Meeting Summary May 18, 2016

Chairman Ken Ross-Raymond	Present
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.

Chairman Ross-Raymond called the meeting to order at 5:30 PM.

- o Review and Approve Minutes of last meeting. May 4th, 2016 meeting summary: **Selectman Ballou moved to accept summary as written, Selectman Tucker seconded. All voted to accept.**
- o Review Accounts Payable & Payroll registers. **Select board moved and accepted.**

Department Heads:

Fire Chief MacDuffie – monthly update - unable to attend tonight.

- Stats: 6 EMS; 4 outside fire or smoke investigation; 2 motor vehicle accident; and 1 mutual aid service call (lost hikers in Andover)

Old Business:

- Meeting Updates
 - o PB met 5/9 & 5/16: Selectman Tucker reported that the 5/9 meeting was a joint meeting with Conservation Commission for discussion of 2017 Master Plan – Transportation Chapter and Natural Resources Chapter. The 5/16 meeting was the wrap up meeting of conditional approval for the Pelletier Subdivision. Selectman Tucker also shared the information concerning Clean Up Day.
 - o OHD met 5/11 – Selectman Tucker reported that the food contest will be jello molds, the committee is thinking of purchasing a karaoke machine, and they will be putting out the boxes for nominations for citizen of the year.
- Selectmen, Transfer Station and Fire Explorers will be hosting A “Clean Up Day” to pick-up alongside our town roads and the grounds at the Transfer Station. Volunteers to meet at Safety Complex Saturday June 4th. Looking for volunteers for Saturday, June 4, 2016 during the hours of 9 AM – Noon to help pick up the litter alongside our town roads and Route 4 and to help pick up the litter that has blown out of the containers at the Transfer Station. This was done back in 2014 and we hope to get a good turnout to help again this year. After the Work Session there will be lunch for the volunteers at the Salisbury Safety Building – around 12:30 PM.
- Transfer Station – Salisbury Transfer Station will be open an extra four hours each week beginning Wednesday, June 8, 2016 from 2 PM – 6 PM. This is in addition to the Saturday hours from 8:30 AM – 4:30 PM. This is being done on a 3 month trial basis. At a meeting in September Selectmen and Transfer Station Operator will evaluate the endeavor.
- Staff Meetings: TA Warren noted that she will be working up a schedule for regular quarterly staff meetings – first one will be sometime in June and Selectmen will be invited to the first one.

- SOP –06-001: At a subsequent BOS meeting there was concern voiced about the wording of the policy concerning department purchases for budget items. The SOP has been revised and Selectmen reviewed. Board felt the revised SOP was clearer and clarified the issues brought to them. SOP was signed and will be forwarded to the department heads.
- TA Warren reported it appears that the roof leak at Academy Hall is caused by water from the chimney. Ralf Platte suggests a cover for the chimney and also the bricks are in bad shape. She asked for a quote for the repair
- Transfer Station Operator Wheeler reported on several things:
 - He has moved forward on getting the locks rekeyed and once lock box has been procured – Fire Chief will install and the keys will be issued by TA Warren/AA Downes.
 - Review of first quarter bills shows a savings of around \$900. New machine compacts better meaning less hauls. Investment on machine is paying off.
 - Maintenance for backhoe at 250 hours or one year. He received a quote from Beauregard - \$733. BOS and TS Operator feel this is reasonable. Wheeler will take care of scheduling the PM. Also can get rebuilt batteries for the old machine – he will follow up on this.
 - NRRA has a program to reclaim propane tanks. Cost is minimum of \$25 or \$1 per tank if over 25 tanks. Selectmen feel it would be a good service for citizens. Wheeler indicated he has several stored in a container and will schedule pick up. At this time town will not impose a fee for the tanks – but will look at the overall project and may suggest a minimal fee in the future.
 - Selectman Ballou asked about the status of building for new backhoe. The overhead door will be the big expense. Ross-Raymond will check on price for door.
 - Wheeler will be taking time off Mid July – attendants will both work when he is on vacation.

New Business:

- The property at 663 Old Turnpike Rd is no longer available - sold this past week. Ballou noted the boundaries between historical society and property should be checked to ensure they are clear on the map.
- Ross-Raymond noted that there is no stop sign at end of Oak Hill Road where it comes out to Route 4. Road Agent MacDuffie will be asked to put a stop sign up as soon as possible.
- Fire extinguishers for town buildings will be checked next Tuesday.
- Assessors finalized changes and information has been updated. This will allow the tax bills will be able to go out end of next week.

Public Comments:

- Sandy Miller – North Road. Who will be attending the staff meetings – 4 people who work in Selectmen office? *Staff meetings will be for everyone who works at Academy Hall. Also for extra hours at transfer station – 6 PM would be too late for winter hours. The trial period is from June – September and then will evaluate how to proceed.*

Selectman Ballou moved to adjourn at 6:20 PM, Selectman Tucker seconded. All voted in favor.

Respectfully submitted: Kathie Downes, Administrative Assistant

Meeting Summary reviewed and accepted at the June 1, 2016 Meeting.

Selectmen, Town of Salisbury