



## Selectmen's Meeting Summary December 7, 2016

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

Visitors: Gayle Landry, Rick Chandler, Sandy Miller, Marcia Murphy, Steve Wheeler, Chuck Motta, Paul Hynes, Marcel Binette; Bill MacDuffie, Jr. and Bill MacDuffie, Sr

Chairman Ross-Raymond called meeting to order at 5:30 PM. Selectman Tucker unable to attend tonight's meeting due to prior commitment. Chairman Ross-Raymond asked for a moment of silence in memory of two of our town citizens, Mary Phillips who passed away on 11/24 and Gracia Snyder who passed away on 11/30.

- Review and Approve Minutes 11/16/16 meeting. **Selectman Ballou moved to accept the meeting summary as written, Selectman Ross-Raymond seconded. Meeting summary approved.**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted.**
- Chairman Ross-Raymond noted that two boards which have ex-officio Selectmen assigned need to have backup selectmen named. For Planning Board if Selectman Tucker is unavailable, Selectman Ballou will fill in. For Budget Committee if Selectman Ross-Raymond is unavailable, Selectman Ballou will fill in. **Moved and accepted by BOS.**

### Departments

- Trustee of Trust Funds – Marcel Binette – Appointment: Chairman Ross-Raymond announced that Marcel Binette has volunteered to fill TTF position which became vacant with Ken Mailloux resignation. Mr. Binette will fill the position from now until March election. Oath of office was administered.
- Road Agent MacDuffie – Monthly Update
  - Permission slip for snow mobile club to move groomer across town roads to trail brought in to be signed by Selectmen. MacDuffie to get back to snow mobile club.
  - Issue regarding permits for Poles on First Rd. That is a private road and TA Warren will get in contact with PSNH.
  - Have been grading the dirt roads in between rain storms. Now focusing on plowing and sanding.
  - Steve Wheeler noted the road to the transfer station is good but entrance has problems due to the trailers being hauled in and out.

- **Transfer Station Issues:**
  - Today is the last Wednesday hours until May 2017. Had 34 cars today.
  - Selectman Ross-Raymond ask to have notice put on sign at Safety Bldg – re: transfer station Wednesday hours being done.
  - Door for building at transfer station: There are issues that need to be clarified re: dimensions and invoice for delivery and labor so appropriation can be encumbered. TA Warren to follow up.
  - Wheeler also noted town needs to decide what to do with the international crawler. Wheeler to check with Sawyer to see if he wants it back and if not make arrangements to remove the piece of equipment.
  - TA Warren noted town received notification from Jim Presher that the Town has a reimbursement for membership of \$7,345.
- **Police Log – November 2016 – total calls – 31:** 3- burglary – past tense; 1 – department assist; 2 – hazardous operator; 6 – motor vehicle accident; 1 – noise complaint; 2 – request for service; 1 – road obstruction; 6 - sex offender registration; 1 – medical; 5 – suspicious activity/motor vehicle/person; 1 – traffic stop; 1 – untimely death; 1 vehicle off road. Report on file in Selectmen’s office. Ken spoke with ST about past burglary in Oct some recovered – still actively pursuing

**Garfinkle – camping and building permits:** Mr. and Mrs. Garfinkle from Racoon Hill Road in to discuss extending their camping permit and other building permit issues. Mr. Garfinkle read a statement (copy on file in BOS office). After much discussion, the Board agreed to extend their camping permit for 60 days – with understanding there must be active progress by Garfinkle to procure what is needed to build a residential structure. Selectmen will review Mr. Garfinkle’s statement of facts and will work with building inspector to clarify the issues regarding septic design, permits, etc. and keep in touch with Garfinkle during the next 60 days. Mr. Garfinkle paid the \$5 fee for the extended camping permit.

#### **Old Business:**

- **Meeting Updates:**
    - Planning Board – December 5<sup>th</sup>. Discussion of Removing **Article XVI – Controlled Growth Ordinance** by Warrant Article at the 2017 Town Meeting, which would also remove Section XV of the Subdivision Regulations and Rescinded the vote for the Voluntary Merger of Lots for Phillip Cade, Tax Map 216, Lots 6 & 8.
    - Cemetery Trustees met 12/6: Trustee Chandler in to discuss issues from the meeting. They had four bids for the maintenance/mowing of cemeteries.
      - Turnkey Construction – bid \$9,470 – Labor Rate \$30 per hour for special projects
      - Poulin Property – bid \$7,250. – Labor Rate \$35 per hour for special projects.
      - Downes Maintenance – bid \$11,940.; Labor Rate \$40 per hour for special projects.
      - Tom Wilson – bid \$8000; Labor Rate \$15 per hour for special projects.
- Trustees voted to award bid to Poulin Property at their 12/6 meeting and notification was made by TA Warren same day.

Chandler further discussed since their budget had been tabled by Budget Committee the Trustees would like to move ahead with their 2017 budget line item for Maintenance to be presented to the Budget Committee at \$10,000 (up from \$8000). This extra to be used for any unforeseen expenditures such as clean-up day or tree removal at cemeteries. **Board moved and approved their 2017 budget request.**

- Meetings/Events – Reminders

- December 10<sup>th</sup> Visit with Santa – hosted by SHS – 1 PM – Town Hall
- December 12<sup>th</sup> Budget Committee – 7:00 PM – Academy Hall
- December 14<sup>th</sup> Forest Laws for Municipal Officials – 8 AM – Town Hall
- December 15<sup>th</sup> MVSD Collaborative Mtg – MVHS – 6:30 PM
- December 19<sup>th</sup> SES Dare Graduation – 2 PM – Salisbury Elementary School
- December 21<sup>st</sup> Selectmen’s Meeting – 5:30 PM – Academy Hall
  - **Holiday Greetings and recognizing volunteers**
- December 29<sup>th</sup> End of Year Selectmen’s Meeting – 5:30 PM – Academy Hall

**New Business:**

- Maplewood Ballfield – lighting: TA Warren has been in contact with utility company and will get further clarification re: pole and metered light. Also about light bulbs and whether they are on motion or timer. **Selectmen Proposed Budget Items:**

**2017 Proposed Budget:**

Line Item – Department	Discussion
Selectmen	<p>4130 – Executive: \$102,901. Up by \$4,668.</p> <p>4140 – Elections, Registration, Vital Statistics: 2017 total proposed is \$25,166 – increase of \$453. Town Clerk was tabled at last Budget Meeting. Selectmen have clarified and the request is for more hours no benefits. 2017 proposed is \$23,866. Increase of \$4,178. Election portion is down as only one election in 2017 - \$1,300 down by \$3,775.</p> <p>4150 – Financial Administration: 2017 total proposed \$76,467. Down by \$1,685.</p> <p>4153 – Legal Expenses: No change – 2017 proposed is \$12,000.</p> <p>4155 – Personnel Administration -\$35,300 – increased by \$4,900 due to new line item Accrued Liability and retirement increase.</p> <p>4194 – General Gov’t Bldg: 2017 proposed \$70,600 up by \$500 - salary increase.</p> <p>4196 – Insurance: 2017 proposed is \$17,391 an increase of \$461 due to going to Primex for property/liability insurance.</p> <p>4197 – Advertising and Assoc. Dues: same as 2016 - \$4,800.</p> <p>4199 – Other General Gov’t: same as 2016 - \$800.</p> <p>4316 – Utilities &amp; Street Lights: Same as 2016 - \$2,500.</p> <p>4325 – Solid Waste Clean-up: 2017 proposed \$4,750, down by \$320.</p> <p>4415 – Heath Agencies – same as 2017 - \$3,000.</p> <p>4442 – Direct Assistance: 2017 proposed \$26,850 up by \$138 CAP increase.</p> <p>4723 – Interest: TANS : same as 2016 - \$500.</p> <p>4711 – Debt Service – Principal: same as 2016 - \$60,483.</p> <p>4721 – Debt Service – Interest: 2017 proposed \$7,061 – down by \$2,012.</p> <p>Total preliminary numbers appear less than last year .</p>

General discussion regarding 4194 – General Gov't Bldg: look to encumber some of appropriation for water purification at Safety Bldg and possible website design. TA to follow up on these issues. Selectman Ballou also thinks BOS need to consider hiring engineering firm to assess Town Hall structure.

Chairman Ross-Raymond noted preliminary numbers appear budget to be less than last year.

**Public Comments:**

- Sandy Miller: What are the extra hours for Town Clerk. 4 or 5 hours? *This should be addressed at budget meeting with town clerk for clarification.*

**Other:** All business that shall legally come before the Board - Non-Public Session – if warranted:

**Selectman Ballou moved to adjourn at 7:10 PM; Selectman Ross-Raymond seconded. All voted in favor.**

Respectfully submitted:

Kathie Downes, Administrative Assistant

Meeting Summary reviewed and accepted at the December 21<sup>st</sup>, 2016 Meeting.

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Selectmen, Town of Salisbury