



# Salisbury Board of Selectmen

## Meeting Minutes

September 6, 2023

Selectman Brett Walker, Chair	Present
Selectman John W. Herbert	Present
Selectman Jim Hoyt	Present
Town Administrator April Rollins	Present
Municipal Assistant Sadie Merrow	Present

**Attendees:** Several citizens attended the meeting in person at Academy Hall. One citizen attended via Zoom.

### 1) Open Meeting

Chair Walker opened the meeting at 7:02 pm.

### 2) Meeting Minutes

Selectmen Herbert made a **motion** to approve the minutes of August 23th, 2023, Selectmen Walker **seconded** the motion. The **motion** passed successfully.

### 3) Signatures

Chair Walker noted that the Selectboard had reviewed and signed where applicable:

- Review Accounts Payable & Payroll Registers – Available for Public Inspection
- 2023-2025 Audit Contract
- Thank You Letter

Thank you letter to R. Smith Concrete LLC for their donation to the Town Hall.

### 4) Department / Board / Committee Reports

#### a. **Fire Chief / Road Agent**

Bill MacDuffie Jr. stated the Highway Block Grant (onetime special payment) will be used for the tree clearing on Oak Hill Road. Chief MacDuffie also stated the firetruck inspections have started so far so good.

b. **Transfer Station**

Manager Laflamme was absent. Chair Walker stated he has contacted Philbrook Metal Fabrication to repair the trip hazard at the Transfer Station.

c. **Planning Board**

Selectmen Herbert stated the Planning Board did not meet due to the holiday so he has nothing to report.

**5) New Business**

- Budget Recommendations & Schedule for 2024 Budget

It is time to start planning for the review process for the 2024 budget season. As we did last year, we want to keep in mind where we stand with the Town's portion of the tax rate and how we hope to hold that rate as best we can, while preparing for the establishment of a Highway Department. The Board of Selectmen are recommending that budgets be prepared on the recommendation of each Department Head. If you would like a copy of last year's budget sheet to make changes or submit them ahead of your scheduled meeting date, please contact the Town Administrator. The schedule to meet with the Selectmen and the Budget Committee to present your proposed 2024 budget figures is the 2nd page of this attachment. Please note this schedule has been modified to allow for more review time. **Town of Salisbury Budget Schedule 2024** (see addendum)

- Town Hall Rental Application – American Red Cross Blood Drive on 9/22/23 from 9 a.m. to 2 p.m.

Selectmen Herbert made a **motion** to waive the Town Hall Rental Fee for the American Red Cross Blood Drive on 9/22/23. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

- Swing Removed from Town Hall Green

TA Rollins stated she was at the Town Hall and noticed a swing near the horseshoe pits. TA Rollins said the swing looked dangerous and knew the town did not approve of a swing being located there. Selectmen Herbert removed the swing from Town Hall property. TA Rollins stated the swing is well built and appears someone took a lot of time on it. The owner of the swing is welcome to come pick it up at Academy Hall.

- Winter Shoveling – Advertised

Chair Walker stated the town is looking to hire a winter shoveler. Job description and more information is available on the town's website or by contacting [salisburyadmin@tds.net](mailto:salisburyadmin@tds.net).

- Appointment of Dog Officer

Chair Walker made a **motion** to appoint the State Police as the Dog Officers for the Town of Salisbury. Selectmen Hoyt **seconded** the motion. Motion passed successfully. The State Police have been officially appointed Town of Salisbury Dog Officers as of September 6, 2023.

**6) Old Business**

- Approved Dog Ordinance – 30 days vs. 10 days

Municipal Assistant (MA) Sadie Merrow drafted a Dog Ordinance violation form for the Town Clerk and the State Police to keep record of Dog Ordinance violations. Lieutenant, Daniel Baldassarre stated in an email that the form looks good and easy to use, however he thinks violators should be given 30 days to pay fines instead of 10 days. Lieutenant Baldassarre stated the State Police gives 30 days to respond/pay for road summons and he believes it would be best to do the same for the Dog Ordinance violations. MA Sadie Merrow explained to Lieutenant Baldassarre that the fines due 10 days after the violation is currently written as part of the Ordinance however, she informed TA Rollins and the Selectmen. Chair

Walker stated he has no problem changing the fine due date from 10 days to 30 days after a violation occurs. Chair Walker made a **motion** to allow Dog Ordinance violation fees to be paid within 30 days instead of 10 days per the recommendation of State Police. Selectmen Hoyt **seconded** the motion. The motion passed successfully.

- Hawkers, Peddler or Itinerant Vendors – Public Hearing on 9/20/23 @ 7 p.m.

TA Rollins stated a Public Hearing will be held at the next Selectmen's meeting on September 20<sup>th</sup>, 2023 at 7:00 p.m.

## 7) Selectmen's Reports

- Mutton Road, Alison Oriani – Safety Complex's Pond Overflow

Road Agent, Bill McDuffie Jr. stated the run off is traveling the same as it did even before the house was built there. Chair Walker asked the Road Agent if the catch basins need to be cleared out or maintained. The Road Agent replied there is no catch basins. He said there are culverts and the water flows into the sediment pond. Chair Walker said he is going to contact the NHMA to get clarity on the situation.

- Public Hearing Continuance 9/20/23 – Travis Silver, Class VI Road Liability Waiver

TA Rollins stated she had spoken with Travis Silver. Silver has been working with the State Engineer and has all the plans/paperwork ready for the Board. Silver has also submitted an approved NH DOT driveway permit. Chair Walker stated a Public Hearing will be held at the next meeting on September 20<sup>th</sup>, 2023 at 7:15 p.m. to discuss Travis Silver's, Class VI Road Liability Waiver.

## 8) Public Comment

No Public Comments.

## 9) Town Administrator's Report

- Non- Public Session under RSA 91-A:3, II (d) and (a)

Non-Public Session RSA 91-A:3, II (d) – **Motion** to enter non-public by Walker, **seconded** by Hoyt, Roll Call – Hoyt, aye, Walker, aye, Herbert aye. The Board entered non-public session at 7:17 p.m. and reconvened the public session at 7:43 p.m. Chairman Walker announced the Board made no decisions in this discussion. Chair walker made a **motion** to seal the non-public minutes. Selectmen Hoyt **seconded** the motion, motion passed.

Non-Public Session RSA 91-A:3, II (a) – **Motion** to enter non-public by Walker, **seconded** by Hoyt, Roll Call – Hoyt, aye, Walker, aye, Herbert aye. The Board entered non-public session at 7:17 p.m. and reconvened the public session at 7:43 p.m. Chairman Walker announced the Board agrees with TA Rollins recommendation of an increase in pay from \$17 per hour to \$18 per hour for the Municipal Assistant based on job performance effective September 3<sup>rd</sup>, 2023.

Next Meeting is Wednesday, September 20<sup>th</sup>, 2023 @ 7 p.m. at the Academy Hall  
Meeting adjourned at 7:43

Respectfully Submitted,

**Sadie Merrow, Municipal Assistant**

2024 Budget Schedule Line Item – Department	Meet w/ Selectmen	Meet w/ Budget Committee
4140 – Town Clerk	October 4, 2023	October 16, 2023
4149 – Tax Collector	October 4, 2023	October 16, 2023
4150 – Financial Administration	October 4, 2023	October 16, 2023
4153 – Legal Expenses	October 4, 2023	October 16, 2023
4191-10/28– Planning Board	October 4, 2023	October 16, 2023
4191-40/45 – Zoning Board of Adjustment	October 4, 2023	October 16, 2023
4195 – Cemeteries	October 4, 2023	October 16, 2023
4210 – Police	October 4, 2023	October 16, 2023
4215 / 4220 / 4290 - Ambulance / Fire / Forestry	October 4, 2023	October 16, 2023
4240 – Building Inspection	October 4, 2023	October 16, 2023
4312 / 4910 – Highway / Highway Projects	October 4, 2023	October 16, 2023
4520 – Recreation	October 4, 2023	October 16, 2023
4550 – Library	October 4, 2023	October 16, 2023
4600 – Conservation Commission	October 4, 2023	October 16, 2023
4130 – Executive	November 1, 2023	November 13, 2023
4155 – Personnel Administration	November 1, 2023	November 13, 2023
4194 – General Government Buildings	November 1, 2023	November 13, 2023
4196 – Insurance	November 1, 2023	November 13, 2023
4197 – Advertising & Association Dues	November 1, 2023	November 13, 2023
4199 – Other Gen Gov’t	November 1, 2023	November 13, 2023
4316 – Utilities & Street Lights	November 1, 2023	November 13, 2023
4323 – Recycling	November 1, 2023	November 13, 2023
4324 – Transfer Station	November 1, 2023	November 13, 2023
4325 – Solid Waste Clean-up	November 1, 2023	November 13, 2023
4414 – Animal Control	November 1, 2023	November 13, 2023
4415 – Health Agencies	November 1, 2023	November 13, 2023
4442 – Direct Assistance	November 1, 2023	November 13, 2023
4583 – Patriotic Observations	November 1, 2023	November 13, 2023
4711 – Debt Services – Principal	November 1, 2023	November 13, 2023
4721 – Debt Services – Interest	November 1, 2023	November 13, 2023
4723 – Interest – TANS	November 1, 2023	November 13, 2023
4902/4909 – Capital Outlay	November 1, 2023	November 13, 2023
4919 – Agency Funds (CC Town Contribution)	November 1, 2023	November 13, 2023
5400 – Transfers to Trust Funds	November 1, 2023	November 13, 2023
5500 – CRF	November 1, 2023	November 13, 2023
Budget Review – Outstanding Items	December 6, 2023	December 11, 2023
FINAL BUDGET REVIEW AND APPROVAL BY BUDGET COMMITTEE		January 8, 2024
PUBLIC HEARING ON PROPOSED BUDGET – Monday – February 5, 2024 at 7 p.m. (Inclement Weather date Tuesday, February 6, 2024 at 7 p.m.)		

