



Salisbury Board of Selectmen

Meeting Minutes

October 4, 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

Chair Walker made a **motion** to approve the minutes of September 20th, 2023, Selectmen Herbert **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
- Intent to Cut Timber – Tax Map 221, Lot 17 (Plains Road) and Tax Map 255, Lot 1 (Searles Hill Road)
- Report of Timber Cut – Tax Map 238, Lots 51.1 and 51.2 (Oak Hill Road)

Meeting with Department Heads 2024 Budgets

4140 – Town Clerk
4149 – Tax Collector
4150 – Financial Administration
4153 – Legal Expenses
4191-10/28– Planning Board
4191-40/45 – Zoning Board of Adjustment
4195 – Cemeteries
4210 – Police
4215 / 4220 / 4290 - Ambulance / Fire / Forestry

4240 – Building Inspection
4312 / 4910 – Highway / Highway Projects
4520 – Recreation
4550 – Library
4600 – Conservation Commission

4140- Town Clerk: Jim Zink-Mailloux proposed a 4.7% increase to his department budget. After looking at the equipment line with Gayle Landry, Jim Zink-Mailloux proposed to combine this line with the supplies line. He believes that he will save money on postage in 2024 due to the increases in email communication. Chair Walker made a **motion** to recommend this budget in the amount of \$29,545.00 to the Budget Committee. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4149-Tax Collector: Gayle Landry proposed 4% increases to her department budget. Landry would like to increase her postage and Tax Bill line. She decreased her training line due to inactivity. Landry also stated Avatar Support Software informed her of a 3% increase in cost, however she is unaware of the new cost until the next billing cycle. Chair Walker made a **motion** to recommend this budget in the amount of \$26,954.00 to the Budget Committee. Selectmen Herbert **seconded** the motion. Motion passed successfully.

After a brief discussion with the Town Clerk and the Tax Collector in regards to having a recommendation for department heads from the Selectmen, Chair Walker made a **motion** to increase the Salaries by 3.7% which reflects the consumer price index (CPI). Selectmen Herbert **seconded** the motion. Motion passed successfully.

4150- Financial Administration: TA Rollins said she is still doing her budget analysis but as of now her department is under budget. Chair Walker made a **motion** to recommend this budget in the amount of \$69,645.00 to the Budget Committee. Selectmen Herbert **seconded** the motion. Motion passed successfully.

4153-Legal Expenses: Chair Walker proposed creating a contingency fund taking half of the Selectmen's Legal line-item budget and placing those funds in the contingency fund due to the anticipation of the Eversource lawsuit. Chair Walker made a **motion** to recommend this budget in the amount of 10,000 to the Budget Committee, with half (\$5,000) of these funds being placed into a Contingency Fund which will be established by Town Meeting. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4191-10/28 Planning Board: Chair Walker made a **motion** to recommend this budget in the amount of \$1,600 to the Budget Committee. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4191- 40/45 Zoning Board: Chair Walker made a **motion** to recommend this budget in the amount of \$2,050 to the Budget Committee. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4210-Police: TA Rollins emailed the State Police and requested invoices but has not heard back yet. Chair Walker said he is unsure what to do about this budget because the Selectmen are unaware of the number of hours the State Police is fulfilling. Selectmen Herbert made a **Motion** to recommend to level fund this budget in the amount of \$51,651. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4215/4220/4290-Ambulance/Fire/Forestry: Fire Chief/Road Agent Bill MacDuffie Jr. said he has no budget ready at this time. He stated there will need to be a serious increase to the vehicle maintenance budget because the funds currently only cover inspections/registrations. Chair Walker made a **motion** to table this budget proposal until Fire Chief/Road Agent Bill MacDuffie Jr. has more information on the estimated repair costs. Selectmen Herbert **seconded** the motion. Motion passes successfully.

4240-Building Inspections: TA Rollins proposed to keep this budget the same. The Planning Board wants to make building permit fee adjustments. Chair Walker made a **motion** to table this discussion until the Planning Board has made their changes. Selectmen Herbert **seconded** the motion. Motion passed successfully.

4312/4910-Highway/Highway Projects: The new proposed budget is not ready for this department. Chair Walker made a **motion** to table this budget proposal. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4520-Recreation: Kathleen Doyle asked about an increase in the sanitation line item. TA Rollins noted the line covers the ballfield and the toilets at the Salisbury Elementary Fields for soccer. Chair Walker made a **motion** to recommend this budget in the amount of \$3,530 to the Budget Committee. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4550-Library: Michelle Carr proposed an increase of 4.35% of Town Funds as well as an increase in the Library Directors salary. The library will also be using Library Donor Funds to increase their budget. Chair Walker made a **motion** to recommend this budget in the amount of \$48,607 to the Budget Committee. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4600-Conservation Commission: Chair Walker made a **motion** to recommend this budget in the amount of \$500.00 to the Budget Committee. Selectmen Hoyt **seconded** the motion. Motion passed successfully.

4) Department / Board / Committee Reports

a. Fire Chief / Road Agent – Ambulance

Fire Chief/ Road Agent Bill McDuffie Jr. stated the ambulance did not pass inspection. He is getting estimates for the cost to repair the ambulance. He stated as of now the ambulance is out of service and the department is using the rescue vehicle until further notice.

b. Transfer Station – Vandalism/ Primex Claim

Bert Laflamme stated all is well except the vandalism. Chair Walker told the public that someone had broken into the Transfer Station and smashed all the windows in the Hut and other structures. Chair Walker suggested looking into putting cameras at the Transfer Station. TA Rollins stated she has filed a claim with the insurance company and Granite State Glass will go to the Transfer Station to evaluate the damage and give her an estimate for window repairs. Selectmen Hoyt said he has a replacement window for Laflamme.

c. Planning Board

Selectmen Herbert stated the Planning Board met and approved a two-lot subdivision for Katherine

Drown. He stated the Planning Board is still working on revising the Residential Camping Permit Ordinance as well as revising the Floodplain Development Regulations. The Building Inspector also met with them regarding building permit fee increases.

5) New Business

- David Underhill Jr. and Alfred Underhill (Tax Map 256, Lot 24) Re: Purchase of Unknown Property (Tax Map 256, Lot 22.1)

The Board tabled this discussion as David Underhill Jr. and Alfred Underhill were not in attendance.

- Propane & Oil Prices for 2023-2024 - \$2.70 per gallon for Oil and \$1.80 per gallon for Propane

TA Rollins stated she emailed with Hillary Denoncourt the Business Administrator and the school district has locked in the propane and Oil Prices for 2023-2024.

- Town Hall Rental Application, Salisbury Friends of Library – Coyote's in N.H. on 10/29/23 from 2-4 p.m.

Chair Walker made a **motion** to waive the Town Hall Rental Fee for the Salisbury Friends of Library – Coyote's in N.H. on 10/29/23 from 2-4 p.m. Selectmen Herbert **seconded** the motion. Motion passed successfully.

- Bee Hive at the Library

Chair Walker said the Bee Hive has been sprayed and taken care of.

6) Old Business

- Town Hall – Handicapped Ramp

TA Rollins Stated the Handicapped Ramp looks good. She is getting estimates for the cost of the railings. Chair Walker suggested placing temporary railings for the time being because the Town Hall is still being used. On one end of the ramp there is a small drop off that will need to be filled and leveled with gravel. The Road Agent has been tasked with filling it in. Until that can happen Chair Walker asks that a cone is placed on that side of the ramp for safety.

7) Selectmen's Reports

None

8) Public Comment

None

9) Town Administrator's Report

- Non- Public Session 91-A:3 II, (m)

Non-Public Session RSA 91-A:3, II (m)– **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 8:18 p.m. and reconvened the public session at 9:51 p.m. Chairman Walker announced the Board has unsealed the following Non-Public session minutes and they will be available at Academy Hall and on the Town Website for Public inspection. Dates are as followed:

4/24/04, 6/1/04, 12/13/04, 8/23/04, 3/9/05, 2/14/05, 6/13/05, 7/23/05, 7/11/05, 10/10/05, 10/24/05, 9/10/01, 12/29/04, 12/08/03, 7/22/99, 5/4/11, 8/4/10, 7/20/11, 11/2/16, 11/19/08, 6/4/08, 4/21/08, 11/9/07, 12/11/06, 3/5/07, 6/26/06, 6/12/06, 4/22/06, 2/27/06, 2/13/06, 4/8/06,

8/24/05, 2/10/03, 8/14/03, 7/14/97, 11/12/96, 12/9/96, 8/14/95, 4/10/95, 6/12/95, 10/31/92, 6/11/90, 10/8/90, 4/28/90, 4/14/90.

Chair Walker made a **motion** unseal the non-public meeting minutes for the dates listed above. Selectmen Hoyt **seconded** the motion. The motion passed successfully.

Chairman Walker announced the Board will keep the following Non-Public session minutes sealed. Dates are as followed:

7/10/06, 8/31/04, 11/29/04, 8/9/04, 12/31/02, 8/10/98, 7/27/98, 9/16/99, 4/28/97, 4/12/97, 7/20/98, 2/21/18, 8/18/10, 8/20/08, 8/15/08, 8/13/08, 12/3/08, 7/21/08, 8/1/08, 7/16/08, 7/23/07, 1/27/97, 9/18/08, 7/2/08, 3/5/08, 4/9/08, 4/16/08, 4/7/08, 2/20/08, 12/9/07, 9/10/07, 4/28/07, 11/13/06, 7/24/95.

Chair Walker made a **motion** keep the following non-public meeting minutes for the dates listed above sealed. Selectmen Hoyt **seconded** the motion. The motion passed successfully.

Next Meeting is Wednesday, October 18th, 2023 @ 7 p.m. at the Academy Hall
Meeting adjourned 9:51 p.m.

Respectfully Submitted,

Sadie Merrow, Municipal Assistant