



# Salisbury Board of Selectmen

## Meeting Minutes

November 1, 2023

# APPROVED

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

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**Attendees:** Several citizens attended the meeting in person at Academy Hall. One resident dialed in via Zoom for part of the meeting.

### 1) Open Meeting

Chairman Walker opened the meeting at 7:02 pm.

### 2) Meeting Minutes

Selectmen Herbert request a change on the October 18<sup>th</sup> item #7 old business closing off the front door of the Town Hall and not using the new concrete ramps.

Chair Walker made a **motion** to approve the minutes of October 18<sup>th</sup> with the amendment. Selectmen Herbert **seconded** the motion. The **motion** passed successfully.

Selectmen Herbert made a **motion** to accept the minutes of October 25<sup>th</sup>, Selectman Hoyt **seconded** the motion. The **motion** passed successfully.

### 3) Signatures

Chairman Walker noted that the Selectboard had reviewed and signed:

Review Accounts Payable & Payroll Registers – Available for Public Inspection.

Personnel Evaluations for the year.

### 4) 2024 Proposed Budget

#### 4140 – Town Clerk

Chairman Walker noted minor adjustment to Town Clerk's and Deputy Town Clerk's salaries, Chairman Walker made a **motion** to recommend \$29,222.00.

Selectman Hoyt seconded. The **motion passed** with all in favor.

#### **4210 – Police**

Chairman Walker noted no change. Chairman Walker made a **motion** to table. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4215/4220/4290- Ambulance/Fire/Forestry –**

Chair Walker asked if there was an ambulance billing figure. Chief MacDuffie replied not yet. The ambulance budget was tabled. Chairman Walker said biggest increase is in the vehicle maintenance line, he asked William MacDuffie, Jr. about this, every year we discuss making it to the end of the year with the budget. I do not feel that \$5,000.00 is a ridiculous amount to request for an increase. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$46,023.00 dollars for the Fire Department budget. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Chairman Walker asked about dispatch numbers. William MacDuffie, Jr. stated the increase was decent. Town Administrator Rollins stated you need to add all 3 department's incentive totals together. Chairman Walker stated for the figure is roughly \$700.00 forest/fire goes from \$10,420 dollars to \$10,635 dollars. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$10,635 dollars for Forest/Fire. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4240- Building Inspection**

Chairman Walker asked if it was anticipated that fees would go up? Town Administrator Rollins stated administration fees are being discussed by the Planning Board and would not affect the Building Inspector's salary if it is approved. TA Rollins noted permits are down and she is comfortable with what was budgeted last year. Chairman Walker asked should we have a line item for administration fees? TA Rollins stated it would be reflected in the revenue and would be an offset. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$ 11,200 dollars. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4312/4910- Highway/Highway Projects**

Chairman Walker recognizes over the last 3 years we have kept the budget the same and you are looking for an increase of \$40,000 dollars in summer maintenance assuming the cost of materials. Winter maintenance was increased last year in the amount of \$27,500 dollars. The total budget goes from \$367,523 dollars to \$407,523 dollars. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$407,503 dollars for Highway & Streets. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

William MacDuffie, Jr. stated he has not received the amount as of yet but intends to have enough money to cover the West Salisbury Road project and incur the funds from this year, plus the money left in summer maintenance. \$180,000.00 is what he expects it to cost for Mutton Road, but the estimate was from 3 yrs. ago and he is getting a new price. Chairman Walker made a **motion** to table Item 4910 for now. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4130-Executive**

Chairman Walker stated the budget reflects the increase in salary at 3.7 percent. Selectman Herbert stated he feels the salaries should be revisited at the end of the budget process. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$12,316 dollars. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4155- Personnel Administration**

Chairman Walker made a **motion** to table. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4194-General Government Buildings.**

Chair Walker stated there is a major increase from 2023 budget due to winter shoveling, we had a post out for months and months looking for someone to shovel and no one is interested in it, this reflects an agreement with Jeff Miller of \$250dollars per storm with a maximum of \$500dollars if over a foot of snow. With that Chairman Walker recommends to the Budget Committee a budget of \$80,862dollars. Selectman Herbert **seconded**. The **motion passed** with all in favor. Later in the meeting this was increased to \$95, 862 dollars.

#### **4196- Insurance**

Chairman Walker this is for Liability Workman's Comp NH FFA, from \$20,694 dollars to \$22,826 dollars in 2024. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$22,826.00. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4197-Advertising & Association Dues**

Chairman Walker this is going down the association dues are at \$2500 dollars we are not posting anything at this time, advertising is down to \$1.00, in case it is needed. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$2,501.00 Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4199- Other Gen Government**

Chairman Walker stated this budget goes from \$1,000 dollars to an increase of \$500 dollars. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$1,500.00 Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4316 – Utilities & Street Lights**

Chairman Walker this is level funded for \$4500.00 Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$4,500 dollars. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4323 – Recycling**

Chairman Walker noted he is dropping the recycling budget's mileage from \$125 dollars down to \$1.00 dollar, we are no longer transporting recyclables. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$8,601 dollars. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4324 – Transfer Station**

Chairman Walker stated he has hauling concerns; all of the hauling is combined in one line and the expenditure is currently close to being over. Chair Walker asked if Manager Laflamme has heard anything about an increase? TS Manager LaFlamme stated a \$5.00 per month increase for the next 5 years. Chaiman Walker calculated year to date figures by taking 10 months divided by 10 and multiplied by 12 comes to a little over \$29,000 dollars. Chairman Walker recommends a budget based on what has been spent as of year to date. Chairman Walker recommends and increase to \$30,000 dollars, Selectman Herbert stated in 2023 it was \$29,493 dollars, he seconded the motion. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of 128,502 dollars. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4325 – Solid Waste Clean-up**

Chairman Walker stated this budget is level funded at \$10,150 dollars. Chair Walker made a **motion** to recommend to the Budget Committee a budget of \$10,150 dollars. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4414 – Animal Control**

Chairman Walker stated this budget is level funded at \$1.00 dollar. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$1. Selectman Hoyt seconded. The **motion passed** with all in favor.

#### **4415 – Health Agencies**

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$2,750 dollars. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4442 – Direct Assistance**

Chairman Walker level funded at \$22,000 dollars. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$22,000 dollars. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4583 – Patriotic Observations**

Chairman Walker level funded at \$ 4,160 dollars. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$4,160 dollars. Selectman Hoyt seconded the motion and the motion passed unanimously.

Selectman Hoyt asked if we should increase this by \$4000.00. Chairman Walker stated he does not think it needs to be increased. Selectman Hoyt asked if we need to authorize it being spent. Chairman Walker indicated we authorize to accept it, we do not always get the same donation. What we get is all we can spend.

Chairman Walker made a **motion** to recommend to the Budget Committee a level funded budget of \$4,160 dollars. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4711 – Debt Services – Principal**

Chairman Walker stated Pingree Bridge was the last item last year, the Town no longer has any debt.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0.00. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4721 – Debt Services – Interest**

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0.00. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4723 – Interest – TANS**

Chairman Walker stated this budget is level funded at \$1.00 dollar. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$1. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

#### **4902 / 4909 – Capital Outlay**

Chairman Walker stated this budget is level funded at \$1.00 dollar. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0 for both 4902 and 4909. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **4919- Agency Funds (CC Town Contribution)**

Chairman Walker stated this budget is level funded at \$0.00. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0.00. Selectman Herbert **seconded**. The **motion passed** with all in favor.

#### **5400 – Transfers to Trust Funds**

Chairman Walker level funded at \$0.00. Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$0. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Chairman Walker asked Selectman Hoyt if he wanted to discuss the Town Buildings. Hoyt replied yes, I got someone to take a look at the roof to get an idea of what we were looking at for 2024, a quote of \$17,500.00 was submitted. Selectman Hoyt stated he would like to see an increase for the project. Selectman Herbert asked are we talking about the Town Hall? Selectman Hoyt said yes, the roof needs to be replaced. Chairman Walker stated he knows the Planning Board had recommended an increase to \$10,000 dollars in the Capital Improvements Program (CIP) Chairman Walker stated maybe we should add \$15,000 dollars plus what was allocated in the CIP, in order to do the roof next year. Chairman Walker recommended account 5507-04 go from \$10,000 dollars to \$25,000 dollars. Selectman Hebert if it should go to capital reserve to take out next year or some other line item in the operating budget.

Chairman Walker made a **motion** to recommend to the Budget Committee a budget of \$263,231 dollars for 5500 Warrant Articles, Selectman Herbert seconded. The **motion passed** with all in favor.

Chair Walker made a motion to amend 4194-15 to \$20,000 dollars. Selectman Hoyt **seconded**. The **motion passed** with all in favor. Chairman Walker made a **motion to** revise budget 4194 to the Budget Committee with a new total of \$95,862 dollars Selectman Hoyt **seconded**. The **motion passed** with all in favor.

## **Department / Board / Committee Reports**

### **Fire Chief / Road Agent**

Road Agent Bill MacDuffie Jr – The replacement engine still has a few years on the CIP schedule and is estimated at \$500K Chair Walker asked should we adjust this line item. MacDuffie Jr. replied no adjustment needed we just hired a grant company and funding may depend on the grants awarded. Selectman Herbert stated it is on the Planning Board's radar.

Selectman Herbert has a question on capital improvement program, there is a road project in 2029 for \$500,000 dollars for Hensmith Road, were did that come from? Bill MacDuffie Jr. stated it is the next road in line on the CIP to reclaim the paved portion. Selectman Herbert said OK just curious.

### **Transfer Station**

Albert Laflamme all is good window has been fixed, concrete started breaking off easily will be good Chair Walker still need to paint the end sill lip and what about the other side. Laflamme said that is not an issue. Selectman Hoyt **motioned** to accept the window donation of \$188 dollars, Selectman Herbert **seconded**. The **motion passed** with all in favor.

Laflamme asked about cutting back the winter hours to 5 p.m. in December. Selectman Hoyt mentioned the clock turns back this weekend. Laflamme asked for the hour change from December 1, 2023, to April 3, 2024. Chairman Walker made a **motion** to approve the changes to the Transfer Station hours, Selectman Hoyt **seconded**, the **motion passed** with all in favor.

Jason Hood asked about closing the transfer station on Wednesdays, since we are unable to fill the position, takes up a third of the budget. Chair Walker stated the cost is \$3,500 dollars for Wednesdays to have an Attendant working. Chairman Walker stated the Transfer Station gets a lot of traffic on Wednesdays and that would create Saturday to be crazy, Selectman Hoyt was opposed, this could potentially create trash on the side of the road. Jay Rollins asked why they were closing for the extra hour? Manager Laflamme replied because it is dark, and the lighting is not sufficient.

**Planning Board** - Selectman Herbert reported the Planning Board meet on the 23<sup>rd</sup> of October, the Floodplain Development Regulation's amendments are housekeeping changes to the Zoning Ordinance. Changes to the camping ordinance language that was tabled. Discussed building fees, the board is going to increase the fees by adding administration fees to cover office staff processing the paperwork and help offset the Building Inspector's salary. Will not change the budget because the building inspector's pay remains the same. Chairman Walker mentioned fees have to go to town meeting. Selectman Herbert stated yes and camping permits we have been talking about.

## **New Business**

### NH State Police Statistics September 2023

NH State Police Statistics September 2023	
Type of Call	#
911 Hang up	0
Alarm	0
Animal lost/stray	1
Assist Citizen	1
Assist Other Agencies	0
Bomb Squad Incident	0
Burglary	1
Checkup (Welfare)	1
Criminal Mischief	1
Directed Enforcement Patrol	4
Disposal of Injured Animal	0
Dispute	1
Family Off. DV	1
Fraud	0
Hazardous Operator	1
Medical Assist	1
MV Crash No Injury	1
MV Theft	1
Noise Complaint	2
Public Relations Request	0
Repossession	1
Restraining Order	0
Safe School Activity	1
Selective Enforcement Patrol	5
Shots Fired Reported	0
Suspicious Person	1
Trespassing	1
Traffic Stop	39
<b>TOTAL CALLS</b>	<b>65</b>

Volunteer Appreciation Night – Chair walker stated Volunteer appreciation night will be held on Wednesday, December 20<sup>th</sup>, immediately following a brief Selectmen’s meeting.

Town Hall- Staircase and Custom Railing Estimates - Chairman Walker stated he is aware this is the same person who gave us all the free work and may possibly get the work again but I would like to post bids for this project, we have to get the concrete ramps finished before we touch the side stairs and the board will not disclose this bid, plus it has to be adjusted because it has a different company name on it. Chairman Walker made a motion to put out a bid for Town Hall’s side stairs and at the same time a bid

for the custom railings. Selectman Herbert stated he is flabbergasted at the price of the railings. Selectman Herbert **seconded**. The **motion passed**.

Chairman Walker we received an estimate for \$4,298.58 dollars to fabricate and install the railings on the new ramp and stairs in front of the Town Hall. Chair Walker stated we need to get the project completed as soon as possible. Chairman Walker made a **motion** to accept the bid and waive the bid process. Selectman Herbert **seconded**. The **motion passed**. Chairman Walker asked TA Rollins to reach out and try to get it done before elections.

### **Old Business**

None.

### **Selectmen's Reports**

None.

### **Public Comment**

Gayle Landry asked for clarification on the shoveling is it \$250 dollars per storm to shovel? What did you mean by not

to exceed 12'? Chairman Walker stated it is per storm not to exceed \$500 dollars per storm.

### **Town Administrator's Report**

Merrimack County Human Service Meeting – 11/18/2023 @ 9a.m. in Concord - TA Rollins stated this committee has been reinstated, she has never gone before and will be attending.

Selectman's office closed on Friday, November 10, 2023, in observation of Veteran's Day.

**Chairman Walker made a motion to adjourn the meeting at 8:03 pm. Selectman Herbert seconded. The motion passed.**

**Non-Public Sessions** RSA 91-A:3,II (c) – **Motion** to enter non-public by Walker, **seconded** by Herbert, Roll Call – Hoyt, aye, Walker, aye, Herbert aye. The Board entered non-public session at 7:56 p.m. and reconvened the public session at 8:02 p.m. Chairman Walker announced no decisions were made. Chair Walker made a **motion** to seal the non-public session, **seconded** by Selectman Herbert and the motion passed unanimously.

### **Next Meeting**

The next scheduled meeting at Academy Hall was scheduled for Wednesday, November 15, at 7 pm.

Respectfully Submitted,



Joanne Lord  
Municipal Assistant