



Salisbury Board of Selectmen

Meeting Minutes

November 15, 2023

APPROVED

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

Attendees: Several citizens attended the meeting in person at Academy Hall. no citizen attended via Zoom.

1) **Open Meeting:**

Chair Walker opened the meeting at 7:00 pm.

2) **Review & Approval of Draft Minutes:**

Chair Walker requested a change on the November 1st to amend page 2 regarding ambulance. Selectman Herbert made a **motion** to approve the minutes of November 1st, 2023, with amendment. Selectmen Hoyt **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
- Right of Interment – Hawkins/Mitchell
- Intent to Excavate-Supplemental for Tax Map 221, Lot 2
- Intent to cut – Tax Map 231, Lot 17, 18 & 19

4) **Department Head, Board, Committee Updates:**

a. **Road Agent/ Fire Department**

Nothing to report.

b. **Transfer Station**

No representative present. T/A Rollins noted a transfer station gate key was given to Interstate

Refrigeration.

c. **Budget Committee**

- Chair Walker stated that the budget committee met on 11/13/2023 and approved their recommendations. A Warrant Article will be drafted for the Library's donor funds and the amount will be reduced in the Library's operating budget by that amount. Library Trustee Hoyt said it would be amended by \$3,855 dollars.

5) **New Business:**

- Franklin Animal Shelter- Chair Walker stated we currently have a contract with Pope Memorial, we pay an administration fee per animal, Franklin Animal Shelter requires a yearly retainer fee of \$1,000 dollars. Jennifer Hoyt stated the agreement is negotiable. Chair Walker stated in the last 10 years the Town has not sent any animals to the shelter. Chair Walker stated he would provide Pope Memorial's agreement to Jennifer Hoyt, to pass along.
- Salisbury Free Library – Water Testing & Town Hall Rental/Furniture/Key-

Cheryl Bentley requested approval for water testing for the library well and will provide a copy to the board. Chair Walker made a motion to approve the water testing, Selectmen Herbert **seconded** the motion. The **motion** passed successfully.

Town Hall Rental/Furniture/keys- Chair Walker received phone calls and a text regarding Town Hall Keys, T/A Rollins explained in the process of hiring new staff, they are trying to locate all keys that have been given out, we were not aware the library had a key to the Town Hall because there have not been any requests to use the Town Hall or its furniture. Selectman Hoyt indicated that T/A Rollins had no right to take the key from the library staff without the selectboard's approval. In the interim furniture has been taken out of the building without notification to the Town Office's staff. T/A Rollins stated this is a housekeeping item but the Board can change the office's past procedures / job responsibilities. Chairman Walker indicated it would be a good idea to send an email if the library was going to take any tables or chairs. Chairman Herbert stated a phone call to the staff would be helpful. T/A Rollins stated the doors to the Town Hall have been left open on occasion. Chairman Walker stated an email would be good communication.

Conversation was held in regards to the Library Trustees draft minutes. Selectman Hoyt stated it was not the Selectboard's request. T/A Rollins stated the library asked her for guidance regarding the non-public template which she has provided. Selectman Hoyt stated that they did not approve T/A Rollins' assistance to the library. T/A Rollins stated the draft non-public minutes did not reflect if the non-public minutes were sealed or not sealed and did not announce the salary increase of the Library Director, the amendments were passed along to Christine Dixon and she thanked her for them. Selectman Hoyt stated the library is not required to give the town office a draft. Ms. Landry stated the town use to get the draft minutes and put them on but that has not been done for awhile. Conversation on the time frame for publications. Chair Walker indicated it is an hourly time frame, they have to be available. T/A Rollins indicated 72 hours for non-public, 5 business days for regular meeting minutes. Chair Walker said it was the library choice, selectboard does not have the authority

to tell you when to post the minutes. Ms. Landry says it shows transparency. All boards do show the drafts except for one. T/A Rollins indicated it would be helpful for all offices to know what is coming up for future events. Selectman Hoyt wants to make it clear the Selectboard does not have an issue with the library.

- **October Police Stats-**

NH State Police Statistics October 2023	
Type of Call	#
911 Hang up	1
Alarm	2
Animal lost/stray	3
Assist Citizen	1
Assist Other Agencies	1
Checkup (Welfare)	3
Civil Matter	1
Criminal Mischief	1
Directed Enforcement Patrol	5
Dispute	1
Escort	1
Hazardous Operator	2
Medical Assist	1
MV Crash Injury	1
MV Crash No Injury	1
Noise Complaint	2
Restraining Order	2
Selective Enforcement Patrol	3
Special Detail	3
Suicide	1
Subpoena Service	1
Theft	1
Traffic Stop	27
Vin Verification	1
TOTAL CALLS	66

- 2023 Tax Rate Update- T/A Rollins stated as of yesterday everything has gone through DRA. By the end of the week should have something, please be prepared for an email or phone call.
- 2023 Annual Report- T/A Rollins requested Selectman Report, Chair Walker will write the report. T/A Rollins asked if the selectboard was doing dedication or the memorandum. T/A Rollins asked the board if they wanted to choose the cover. Selectman Hoyt will send a few photos to consider.

6) **Old Business:**

Town Hall – Staircase and Custom Railings Quotes/Bids- Chairman Walker stated R. Smith Concrete for \$6,000 dollars (side stairway) and 2 quotes came in for Town Hall railings Merrimack County Custom, LLC for \$9,900 dollars and Philbrook Metal Fabrication for \$3,381.60 dollars. Chair Walker motioned to accept the bids from R. Smith Concrete for the \$6,000.00 and from Philbrook Metal Fabrication for \$3,381.00, with the understanding the front steps & railings need to be completed prior to starting, Selectmen Hoyt **seconded** the motion. The **motion** passed successfully.

- Town Hall-Structural Floor Supports, set to start work on December 1st approximately. Concern was presented about the hall being used on the 2nd. Selectboard sees no issue.
- T/A Rollins reported on the NH DOT one time Highway Block Grant payment for Maintenance, Construction and Reconstruction of Class IV and V Highways, in the sum of \$19,279.31 dollars. The funds are to be encumbered until the end of 2024.
- Reminder-Annual Christmas Fair on December 2nd from 8 a.m. to 2 p.m. at Town Hall

7) **Selectmen's Reports:**

- Holiday Voucher Program- Selectmen's Representative needed for 12/16/2023 from 10 a.m. to Noon. Selectman Herbert will be available.
- Work Session with the Tucker Pond Association Re: NHDES Watershed Assistance Grant Application to be held on Tuesday November 21, 2023 at 5 p.m. at the Academy Hall. Chair Walker and Bill MacDuffie will be meeting with them, regarding Quimby Road and Warner Road.

8) **Public Comment:**

- Library Trustee's introduce Nicole Morency as the new Director. Ms. Morency spoke regarding sleigh drawn carriage rides by draft horses in the parking lot area, Ms. Morency will see if they have a certificate of insurance. Another member of the trustee's spoke in regards to a painting & wine sipping class. Chair Walker stated concerns regarding insurance. T/A Rollins stated it is the policy of the Town to have a Police Officer for any activity that involves alcohol and confirmation that coverage has been acquired from local police.
- Christine Dixon informed the Board that the Friends of the Salisbury Library are now in "good standing", with the State.

9) **Town Administrator's Report:**

- Selectmen's Office will be closed for Thanksgiving on November 23rd and 24th

Next Meeting is Wednesday, December 6th, 2023 @ 7 p.m. at the Academy Hall

Meeting adjourned 7:38 p.m. p.m.

Respectfully Submitted,

Joanne Lord, Municipal Assistant