



Salisbury Board of Selectmen

Meeting Minutes

February 17, 2021

Approved

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

Attendees: Several citizens attended the meeting in person at Academy Hall. Some members of the public attended via Zoom.

1) Open Meeting

Chairman John Herbert opened the meeting at 6:00 pm.

2) Meeting Minutes

Chairman Herbert made a **motion** to accept the meeting minutes of February 3, 2021. Selectman Walker **seconded**. The motion **passed** with all in favor.

3) Signatures

Chairman Herbert noted that the Board reviewed the Accounts Payable and Payroll Registers.

Chairman Herbert noted that the Town Warrant had been reviewed and signed.

4) Old Business

a) **Academy Hall Maintenance**

Town Administrator April Rollins stated that work on the railings at Academy Hall was complete and a new front door had been installed. Everything looked good.

Selectman Hoyt noted that the railings at Academy Hall and the Town Hall needed to have another piece installed 4 inches from the bottom to bring the railings into ADA compliance. He added that it was a simple fix. TA Rollins would seek a quote for the additional work.

b) **Old Generator**

TA Rollins noted that one bid had been received for the old generator: \$20 from Albert Laflamme.

Selectman Walker made a **motion** to accept the \$20 bid from Albert Laflamme. Chairman Herbert **seconded**. The **motion passed** with all in favor.

5) Department Updates

a) Fire Department

Fire Chief Bill MacDuffie Jr. shared that the lifters on the overhead doors needed to be replaced. TA Rollins noted that the current lifters were outdated and no longer being used. Replacement units were estimated to cost between \$1200 and \$1400 each. There were 6 that needed to be replaced.

Chief MacDuffie shared that he wanted to speak to someone else before committing to a purchase.

b) Road Agent

Road Agent Bill MacDuffie Jr had nothing to report.

c) Transfer Station

Selectman Hoyt reported that he gave the effigy / stuffed turkey vulture to Bert Laflamme. He didn't know if it was hung up yet.

Selectman Walker suggested Selectman Hoyt pick up the tarps and cabling and that they meet at the Transfer Station when the arctic weather passed. The tarps were for the purpose of covering the containers to discourage the turkey vultures. It was also recommended that a cable be run across the top of the building where the birds were perching.

Selectman Hoyt said they could use some lumber he had in supply and would just need to purchase tarps, the cable and turnbuckles.

Selectman Walker made a **motion** to authorize Selectman Hoyt to spend up to \$200 on the supplies mentioned. Chairman Herbert **seconded**. The **motion passed** with all in favor.

Bert Laflamme shared that the effigy was in place. He added that on Sunday morning, he visited the Transfer Station. There were about a dozen turkey vultures hanging around. Prior to hanging the effigy, there would be up to 50 birds.

Selectman Walker shared numbers from NRRRA for January. Most of the loads were about 4.5 tons. One was nearly 5.5 tons. There was a load from January 12 only had 3 tons in it. The last load in January was only 2.5 tons; half full. The third container should only be going out every other week. It needed to be kept blocked off to make sure it isn't hauled off when not full.

Bert Laflamme shared that he learned from NRRRA that one container came back half full because Wheelabrator had no way to pull out content that is frozen to the bottom of the container. So, if the container is partially frozen, it may end up coming back partially full, costing the Town more money.

Bert Laflamme shared that he spoke with Casella. They have a unit that takes everything out of the container. The price per ton / the tipping fee was a bit higher. The hauling fee was the same. They sell plastic container covers for \$1000 each. Four would be needed for the big containers. He felt tarps won't work when it snows. The covers could be used for smaller containers after the compactor arrives. The purpose of the tarp was to keep the turkey vultures out of the trash. All covers would need to be removed before the trash was hauled off. The employees at the Transfer Station would have to take the covers off. The haulers won't do it. In the past, carpets used to cover the trash would get hauled away with the trash.

A member of the public asked if a roof could be built over the containers. Selectman Walker noted that couldn't be

done for under \$1,000. Selectman Hoyt commented that any solution would only be short term. Snow would be gone soon. Selectman Walker thought the covers from Casella sounded like a good idea, but he recommended tabling the discussion about them until the next meeting to give everyone time to think about it. \$1,000 did not sound like a lot.

6) NH State Police - January Statistics

TA Rollins shared the stats for January.

4 - Ambulance needed, 1 - Assist motorist, 1 - Burglar alarm, 1 - Drug case, 2 - Motor vehicle accident, 4 - Request for service, 1 - Suicidal subject, 1 - Suspicious motor vehicle, 1 - Unattended vehicle, 1 - Suspicious / unnatural death, 1 - Vehicle off the road, 1 - Violation of a court order, 1 - Welfare check.

7) Donation

The Church offered to donate a paper shredder to the Town Offices, estimated value \$350. Selectman Walker made a motion to accept the donated paper shredder. Chairman Herbert **seconded**. The **motion passed** with all in favor.

8) Library Funds

The Salisbury Free Library was returning funds to the Town in the amount of \$476.18. TA Rollins noted that the Selectmen had a letter from the Chair of the Library Trustees explaining the reason for the funds being returned.

TA Rollins noted that it was explained the funds were from the salary line, yet everything had been paid out. If an error is noted in the Library bookkeeping in the future, the money can be returned to the Library.

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

9) Selectmen's Reports

a) Resignation

Chairman Herbert shared that Pete Ballou sent a letter of resignation from his role as a Cemetery Trustee. The resignation would become effective on the day of Town Meeting voting, March 9, 2021. Chairman Herbert made a motion to accept the resignation with regret. Selectman Walker **seconded**. The **motion passed** with all voting in favor.

b) Process for Contacting Legal Advisors

Selectman Walker suggested that a policy be put in place regarding how the Selectmen and the Selectmen's office contact legal counsel. He believed the first point of query should be with the NH Municipal Association (NHMA) which provides free legal advice. Going to the Town Attorney should be the second point of query. Selectman Walker did not want to see potentially 4 people from the Town Office contacting the Town Attorney, contacts which are invoiced to the Town at significant costs.

Chairman Herbert agreed that the NHMA was a good source of information for general information, however Town specific matters needed to go to the Town Attorney.

Selectman Walker wanted to make a set procedure with an eye towards managing the legal budget. He noted that he had never had to contact the Town Attorney; the NHMA has always addressed his questions.

Selectman Walker made a **motion** to set a procedure in place when seeking legal advice with step one being going

to the NHMA first, and if more information was needed or there was disagreement, that the Selectboard would take a vote to contact the Town Attorney, other than in the case of an emergency in which case the Chairman can approve for the Town Administrator to contact the Town Attorney via email. Selectman Hoyt **seconded**. Chairman Herbert agreed that email was best so that everyone could read it. The **motion passed** with all in favor.

10) Public Comments

Louise Andrus had some questions about the TDS Broadband project. She said she knew Selectman Hoyt had done a lot of good work in the area. However, she felt there were still too many generalities about the project that needed to be addressed.

First, was there anything in writing from Consolidated Communications stating that they were relinquishing rights to TDS, allowing TDS to put in fiber. Selectman Hoyt noted that the answer to that was between Consolidated Communications and TDS. The Town was not involved in that.

Second, was there a written contract with TDS itemizing the \$156,000 cost? Selectman Hoyt noted that was on the way.

Third, should Montgomery Road be included in the TDS Broadband project when it was a Class 6 road? From what she knew, anything on a Class 6 road had to be done by the resident themselves, not the Town. Selectman Hoyt wasn't sure. TA Rollins noted that Robie Road and Gerrish Roads both had broadband.

Fourth, where was TDS planning on going on Flaghole Road. Selectman Hoyt noted that it was on the map which Ms. Andrus had been given a copy of. She wondered if Comcast also went down that road. Selectman Hoyt was not sure about that, but noted that had nothing to do with what was trying to be achieved with TDS. Selectman Walker believed that some of the homes in that area did have Internet through Comcast.

Fifth, had the Town ever received information from the State as to what paperwork would need to be filled out in a grant should money become available? She knew there was a lot of paperwork involved because Danbury went through it and had the paperwork ready to go. Selectman Hoyt noted that Danbury already had it approved by the Town, allowing the Town to go to the State with a number to work with. He recalled that Senator Harold French had stated at an earlier meeting that the Town needed to make that commitment so that they could then go to the Governor's office. Right now, the Town had no commitment.

Gayle Landry asked Selectman Hoyt when he expected to see the TDS contract. Selectman Hoyt noted that he knew Scott Brooks from TDS was working on it and discussing the Salisbury situation with upper management. It was also not known if and how much TDS might put towards the project cost.

Selectman Hoyt added that at the last meeting, residents asked about the cost of hookup. He shared that TDS would not charge hookup fees; they never do. Chairman Herbert commented that he wasn't charged when he got his broadband installed.

A member of the public asked when the Town's Annual Report would be available. Kimberley Edelmann answered that the documents were going to the printer the next day. She hoped to have the books within 6 or 7 days.

Next, she asked when the meeting the people on North Road were going to have at the Town Hall was scheduled to take place. Kimberley Edelmann noted that Rob Frink had not yet asked for a specific date.

A member of the public asked if the \$156,000 cost for TDS fiber also include Flaghole Road and wanted to know what distance was involved. Selectman Hoyt confirmed Flaghole Road was included. Selectman Walker added that total length to be run was approximately 25,700 feet.

Walter Scott asked if the Wednesday open hours of the Transfer Station could be extended to 1 pm to 7 pm. Currently, the hours were 2 pm to 6 pm. Mr. Scott felt that would give people who commute to day jobs more time to get to the dump at night. Mr. Scott noted that the change would increase wages by about \$3000.

Selectman Walker noted that the proposed budget did not plan for extended hours. Chairman Herbert noted that while the 2021 proposed budget had been set, it could be changed at Town Meeting. He believed the Town would approve that change.

11) Town Administrator's Report

a) Single Phase Power to the Transfer Station

TA Rollins reported that she had met with a Unitol representative on the previous Thursday to discuss running single phase power to the Transfer Station. It appeared that to do so, it would require 3 poles going into the Transfer Station which would cost approximately \$7000 a piece. The line could be put in overhead or underground. The total cost would be anywhere from \$70,000 to \$80,000; just under a third of the cost of putting in 3-phase power.

b) Loan Research

TA Rollins reported that she had been in communication with Franklin Savings Bank and the NH Municipal Bond Bank regarding funding for the TDS Broadband project.

She had the application for a bond which needs to be filed by the end of April. Also a Bond Attorney would need to be hired, which would cost another \$3000 to \$6000.

The contact at Franklin Savings Bank used to live on Flaghole Road and moved away because there was no broadband. A loan with the bank would be at approximately 2% interest and they would do everything they could to help.

Chairman Herbert suggested that TA Rollins also talk to Bar Harbor Bank & Trust (formerly Lake Sunapee Bank). He believed that was who the Town used in the past for loans.

TA Rollins shared that the application for a NH Municipal Bond was long and complicated.

12) Non-Public Session 91-A:3 II

Non-Public Session under RSA 91-A:3 II (b) – Chair Herbert made a **motion** to enter non-public at 6:59 p.m. Selectman Walker **seconded** the motion. Roll Call; Walker, aye; Herbert, aye and Hoyt, aye.

Others present in the non-public session were Albert Laflamme, Tyler Proulx, and TA April Rollins.

Selectman Walker made a **motion** to reconvene the public session at 7:24 p.m. Chair Herbert **seconded** the motion and the motion passed unanimously. No motion to seal was made.

Chair Herbert announced that while in non-public the Board unanimously voted to hire Tyler Proulx as the part-time Transfer Station Attendant at \$14 dollars per hour, effective February 20, 2021 pending a satisfactory background check.

13) Adjournment

Chairman Herbert made a **motion** to adjourn the meeting. Selectman Walker **seconded**. With all in favor, the meeting was adjourned at 7:26 p.m.

Respectfully Submitted,

Kimberley Brown Edelmann

Recording Secretary

These meeting minutes were reviewed and accepted on March 3, 2021.

Selectmen, Town of Salisbury