



Selectmen's Meeting Summary March 21, 2018

Chairman Ken Ross-Raymond	Present
Selectman Pete Ballou	Present
Selectman Joe Schmidl	Present
Town Administrator Margaret Warren	Present
Administrative Assistant Kathie Downes	Present

Visitors: Marcia Murphy, Sandy Miller, Gayle Landry, Bill MacDuffie, Jr.

Chairman Ross-Raymond opened the meeting at 5:30 PM.

- Acknowledgement of election results that Ken Ross-Raymond was elected for three-year term and Joseph Schmidl elected for one-year term.
- Nomination and appoint chair of the Board
 - Selectman Ballou nominated Ken Ross-Raymond as chair, Selectman Schmidl seconded. Selectman Ken Ross-Raymond accepted the nomination.
- Review and Approve Minutes of March 6th.
 - **Selectman Ballou moved to accept the meeting summary for March 6th, Selectman Schmidl seconded. All voted in favor**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted.**

VISITORS:

- Jeff Earls, Cross Country Assessors: Selectmen requested Mr. Earls to come in to discuss several issues of concern from citizens after the 2017 update. Also discussed the abatement requests of utilities and other general issues. Selectmen looking for assurances that such things will not happen going forward should the town decided to sign a five-year contract with CC for general assessing, data verification and proposed updates. TA Warren asked if Earls would contact each person who applied for an abatement and he said he would. He also asked about getting the pick ups now that April 1st is upon us. Both Earls and TA Warren feel they have good communication. **Selectman Schmidl moved to accept the lower bid of \$80,350 (as calculated by Sschmidl) for five-year contract with Cross Country Assessing; Selectman Ballou seconded. All voted in favor.** TA Warren will let Cross Country know and BOS signed contract.

Old Business:

- Meeting Updates
 - OHD – met 3/14: Selectman Schmidl reported everything is coming into place with parade and events. The second half of meeting was dedicated to the 250th celebration – with tea party on April 29th, Ravioli Dinner in May, Children's tea party in July etc. Banner for Safety Building courtesy of Saymore Trophy to announce both 250th and OHD.
 - PB – met 3/19: Selectman Ross-Raymond reported they reviewed checklist for 3 lot subdiv on Oak Hill Rd. Same officers were nominated and approved as last year.
- Police Details: At town meeting inquiries were made about more State Police details for patrolling. After reviewing it appears with the current 4 hrs per week for 52 weeks we are at our limit in budget. Board is looking at options to add on more hrs and move appropriations from other areas into police line item, if necessary. Selectmen feel should try adding 4

additional hours per month for couple of months and then look at stats before deciding if more detail hours are needed. **Selectman Schmidl moved to add 4 additional hours per month for special detail for the months of April and May at this time, Selectman Ballou seconded. All voted in favor.**

- Water Treatment at Safety Bldg. Received maintenance contract for yearly maintenance on system for replacing ultraviolet bulb to detect bacteria, etc. (@ \$414). After discussion with Fire Chief it was determined the best way to go. **Selectman Schmidl moved to do the yearly maintenance this year, and plan for it next year in budget; Selectman Ballou seconded. All voted in favor.**
- Selectmen asked if liens are in place on Garfinkle property. TA Warren will follow up with town attorney.
- Old Fire Tanker: Chief MacDuffie reported Mr. Alton expressed he is no longer interested in purchasing old tanker. Chief indicated the new tanker should be ready in June. **Selectman Ross-Raymond moved to table this issue until new tanker is received, Selectman Ballou seconded. All voted in favor.**
- Selectmen asked if police reports have been put on website. TA Warren and Gayle Landry, Web Master noted it is a work in progress and should be accomplished once format is in place.
- Vendor Business Directory status. TA Warren noted we will be placing a notice in Concord Monitor Sunday Column, in Salisbury Lifelines paper and on website for this information.
- Library basement project status. Mr. Bickford will attend the BOS meeting 4/18/18 with Library Trustees re: engineering study before proceeding with any work.
- Town Hall – Ralf Platte status. TA Warren to follow up.
- 2017 Tax Rate issue was discussed at town meeting with citizens asking that it be corrected. Letter to Director of DRA from Selectmen being sent this week. Will wait for response to address this issue further.
- Road Agent reported garbage from Garfinkle property dumped in road and pushed off to side of road. He contacted the son of Garfinkle who assured him it would not happen again and they were all headed to Tennessee.
- Chief MacDuffie asked Board to sign the Deputy Warden appointments and return to the state. TA Warren to mail.

New Business:

- BOS - Committee Assignments – Everyone okay with keeping assignments same as last year.
- Record Retention: TA Warren handed out schedule regarding record retention and noted it will be discussed at next week's staff meeting. She has already met with our IT representative re: scanning documents. Also, she has discussed issue with other towns. All agree it is an issue they need to address but not planning to do anything at this time due to budget constraints. Once more ground work has been accomplished she will work on a SOP re: record retention for Town of Salisbury. Issue of file cabinets will be address at a later date.

Other: All business that shall legally come before the Board.

- Recap of decisions made at this meeting,
 - Selectmen moved and approved accepting Cross Country Assessors bid and signed 5-year contract.
 - Selectmen moved and approved adding 4 additional hours of patrol time in April and May. Will revisit after reviewing stats for those two months.

- Selectmen moved and approved 1-year maintenance contract of \$414. Also, to budget for 2019.
- TA Warren to check with town attorney re: lien on Garfinkle property.
- Selectmen moved and seconded to decide on purchase of old tanker once new tanker is received.
- Notice to be posted re: local businesses signing up to be on vendor business directory with the town.
- Library repairs to be discussed with Bickford after meeting with Library Trustees re: engineering study.
- TA Warren to follow up on repair work at town hall by Ralf Platte.
- Deputy Warden appointments document signed by Board and sent back to state by TA Warren.
- Record retention work in progress.

Next Meeting: April 4th

Selectman Schmidl moved to adjourn at 6:40 PM, Selectman Ballou seconded. All voted in favor.

Kathie Downes
Administrative Assistant

Meeting Summary reviewed and accepted at the April 4th, 2018 Meeting.

Selectmen, Town of Salisbury