



Selectmen's Meeting Summary December 4, 2019

Chairman Ken Ross-Raymond	Present
Selectman John W. Herbert	Present
Selectman Jim Hoyt	Present
Town Administrator April Rollins	Present
Municipal Assistant Jill Colardeau	Present

Visitors: Mike Tardiff, Jim Zink-Mailloux, Sharon MacDuffie, Gayle Landry, Marcia Murphy.

Chairman Ross-Raymond opened the meeting at 6:05 PM.

Visitor:

- Mike Tardiff from the CNHRPC noted the traffic and speed count survey done on Route 4 near the intersection of Route 4 & 127 and the speeds were above the posted speed limit of 35 mph. He noted these are common numbers on highways in rural areas. He noted the next steps would be to install driver feed-back signs. He noted the Town of Dunbarton as an example, who has spent \$2,600 for a portable solar driver feed-back sign which they received a 50/50 grant from the Highway Safety Department. He also noted the grant program is closed for now but the Town of Salisbury was put on a wait list for future grants. He will continue working with a consulting engineer, Mike Vignale from KV Partners, and a sub-committee on site distance and noted clearing out of shrubs around Route 4 & 127 for better visibility. He noted sidewalks and/or a center medium strip also slows drivers down. Mike Tardiff noted they could meet with the Town to recommend a place to put a driver feedback sign. He will follow up and get back with the Town to fill out an application and hold a work session to review short term solutions.
TA Rollins to schedule.

Review & Approval of Draft Minutes:

- **Chair Ross-Raymond made a motion to approve the minutes from the November 20, 2019 meeting. Seconded by Selectman Herbert. All voted in favor.**

Signatures:

- Selectman Herbert made a motion to accept the Accounts Payable & Payroll Registers at \$262,693.90. Seconded by Selectman Hoyt. All voted in favor.

Department Updates:

- **Fire Chief MacDuffie - FEMA Grant for Radios.** Fire Chief MacDuffie noted the grant application for radios will be submitted in December. He noted the total grant for the radios is \$47,704 and the town's portion is \$2,385 leaving the balance of \$45,319 which the grant covers. He noted the governing body needed to be made aware of this. **Chair Ross-Raymond made a motion to approve the FEMA Grant to purchase the radios for the Fire Department. Seconded by Selectman Herbert. All voted in favor.**
- **NH State Police - Stats for November 2019 - Total Calls = 19**
3 - Road Obstruction; 3 - Request for Services; 1 - Theft; 1 - Subpoena Service;
1 - Assist Motorist; 1 - Civil Standby; 1 - 911 Hang Up; 2 - Burglar Alarms;
1 - Safe School Program Visit; 4 - Motor Vehicle Accidents; 1 - Welfare Check.
Report on file in the Selectmen's Office.

Budget Review 2020:

Proposed 2020 Budget Schedule	
Line Item - Department	Discussion
#4140 - Elections, Registrations, & Vital Records	General discussion on two budget proposals and whether it should be a warrant article or included in the 2020 budget. First budget proposal for 2020 is \$25,057. Increase of \$1,446 from 2019 figure of \$23,611. Includes training for the Deputy Town Clerk and Town Clerk salary increase of 2%. Second budget proposal for 2020 is \$40,136. Increase of \$16,475 from 2019 figure. Includes training for Deputy Town Clerk, software for online renewal registrations, support, service agreement and monthly fee. Salary increase of 2% for Town Clerk and Deputy Town Clerk. Select Board made a motion to accept the second proposal and increase the 2020 budget from \$23,661 to \$40,136.
#4130 - Executive	Total 2020 budget of \$106,920.00. Increase of \$4,167 from 2019 figure includes Recording Secretary salary and COL salaries. Select Board moved and accepted. *
#4150 - Financial Administration	Total 2020 budget of \$82,355. Select Board moved and accepted. *
#4153 - Legal Expenses	Total 2020 budget of \$13,000 approved by Planning Board. Decrease of \$1,000 from 2019 figure. Select Board moved and accepted. *
#4155 - Personnel Administration	On hold - waiting on final figures.
#4194 - General Government Buildings	Total 2020 budget of \$68,900. Increase of \$50 from 2019 figure. Select Board moved and accepted. *
#4196 - Insurance	Total 2020 budget of \$19,844. Increase of \$1,605 - new Primex figure. Select Board moved and accepted. *
#4197 - Advertising & Association Dues	Total 2020 budget of \$6,100. Increase of \$221 in CNHRPC & NHMA dues. Select Board moved and accepted. *
#4199 - Other General Government	Total 2020 budget of \$1000. Same figure as 2019. Select Board moved and accepted. *
#4316 - Utilities & Street Lights	Total 2020 budget of \$2,800. Increase of \$300 from 2019 figure. Select Board moved and accepted. *
#4325 - Solid Waste Clean-Up	Total 2020 budget of \$7,600. Increase of \$240 from 2019 figure. Select Board moved and accepted. *

#4415 - Health Agencies	Level funded. Total 2020 budget of \$3,000. Same figure as 2019. Select Board moved and accepted. *
#4442 - Direct Assistance	Total 2020 budget of \$22,000. Same figure as 2019. Select Board moved and accepted. *
#4583 - Patriotic Observation	Level funded. Total 2020 budget of \$4,000. Same figure as 2019. Select Board moved and accepted. *
#4711 - Debt Services - Principal	Total 2020 budget of \$50,245. Decrease of \$36,667 from 2019 figure. Safety Building paid in full. Select Board moved and accepted. *
#4721 - Debt Services - Interest	Total 2020 budget of \$6,882. Decrease of \$ 1,203 from 2019 figure. Select Board moved and accepted. *
#4723 - Interest - TANS	Total 2020 budget of \$1. Decrease of \$99 from 2019 figure. Select Board moved and accepted. *

Total 2020 Operating Budget of \$1,035,885. Budget Committee recommends/approves Total 2020 Operating Budget of \$1,053,593.

***NOTE: Motion made and seconded the above departments proposed 2020 budget figures presented tonight is accepted by the Board of Selectmen with final review to be done after the process is complete. Salary increase will be decided at that time.**

New Business:

- American Red Cross Blood Drive - Selectman Hoyt noted the ARC collected 15 pints.

Old Business:

- Annual Volunteer Appreciation Night - December 18, 2019 at 5:30 PM.
- Broadband Services - CCI/TDS/WiValley - Chair Ross-Raymond noted CCI and TDS are in talks with each other and will contact us. Chair Ross-Raymond noted he wanted to Valley to attend the meeting tonight but they are busy with a big project. WiValley will attend a future BOS meeting.

Selectmen's Report:

- Nothing to report at this time.

Town Administrator's Report:

- TA Rollins noted the Merrimack County Commissioners proposed a \$91,337,968 budget includes a 1.44% increase in the amount to be raised by taxes equaling \$674,440 for the year 2020.
- TA Rollins noted both the Bookkeeper and Municipal Assistant had a 1-year anniversary in November. She is requesting the BOS carry over 3-day vacation time for each to be used by April 2020. **Chair Ross-Raymond made a motion to carry over 3 vacation days for both the Bookkeeper and Municipal Assistant to use prior to April 2020. Selectman Hoyt seconded. All voted in favor.**
- TA Rollins requested the BOS to waive an SOP #93-005 Bidding/Quote Procedures for purchases or contracts ranging from \$1,001 and \$3,000 needing two competitive bids for the cost of the Town Report. Brayshaw Printing printed the Town Report last year and the cost should be less than last year's report due to many color photos for the Sestercentennial. **Chair Ross-Raymond made a motion to waive the SOP #93-005 over \$1,001 and \$3,000 needing two competitive bids. Selectman Herbert seconded. All voted in favor.**
- TA Rollins noted Louis Andrus has interest in attending the Old Home Day Committee meetings and suggested she speak with Judy Elliott. Selectman Herbert noted there still is no chair for the committee.

- TA Rollins noted the Inclement Weather Ban policy was posted around town and cars will be towed at their own expense if necessary due to weather.
- TA Rollins received two quotes on 4-drawer vertical, locking, fireproof file cabinets for the Supervisors of the Checklist. One quote of \$1,359/ea. and another quote of \$1,304/ea. TA Rollins noted using the General Government Building fund. **Selectman Hoyt made a motion to purchase the file cabinets at the price of \$1,304/ea. for 3 file cabinets totaling \$3,912. Chair Ross-Raymond seconded. All voted in favor.**

Public Comments:

- Gayle Landry noted the Andover Snow Mobile Club donated a couple of beautiful food baskets to a couple of elderly couples. She noted they did an outstanding job with the baskets.
- Marcia Murphy questioned the school payment. Chair Ross-Raymond noted there was a decrease by \$150,000 due to a decrease in student enrollment for the last 2 years and the tax rate went down slightly as a result.

Non-public Session: At 7:35 PM a motion to enter a Non-Public Session per RSA 91-A:3: II (b) was made by Chair Ross-Raymond. Seconded by Selectman Herbert.

Roll Call Vote:

Ken Ross-Raymond - Aye John W. Herbert - Aye Jim Hoyt - Aye

Motion made by Chair Ross-Raymond to seal the minutes of the Non-Public Session. Seconded by Selectman Hoyt. All voted unanimously.

They reconvened the public session at 7:54 PM.

The Select Board voted to appoint Karen Donaldson as Deputy Treasurer.

Selectman Herbert made a motion to adjourn at 7:55 PM. Chair Ross-Raymond seconded. All voted unanimously.

Respectfully submitted:

Jill Colardeau, Municipal Assistant

Meeting Summary reviewed and accepted at the December 18, 2019 meeting.

Selectmen, Town of Salisbury

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