



## Selectmen's Meeting Summary

February 19, 2020

|                                    |         |
|------------------------------------|---------|
| 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:** Jerry Williams, Marcia Murphy, Gayle Landry, Sandy Miller, Bill MacDuffie Jr., and Jay Rollins.

Chair Ross-Raymond opened the meeting at 6:00 PM.

### Review & Approval of Draft Minutes:

- February 5, 2020 - **Chair Ross-Raymond made a motion to approve the February 5, 2020 meeting summary. Seconded by Selectman Hoyt. All voted in favor.**

### Signatures:

- **Review Accounts Payable & Payroll Registers -**
  - **Chair Ross-Raymond made a motion to approve Accounts Payable from February 12<sup>th</sup> and February 19<sup>th</sup>, 2020 totaling \$29,542.58. Selectman Hoyt seconded. All voted in favor.**
  - **Chair Ross-Raymond made a motion to approve the Payroll Registers of \$3,856.95 from February 13, 2020. Selectman Hoyt seconded. All voted in favor.**
  - TA Rollins noted the Board was signing a Yield Tax Levy on Map 214, Lot 3 off West Salisbury Road.
  - TA Rollins noted the Board was signing a Yield Tax Levy on Map 204, Lot 1 on Mill Brook and Wilder.
  - TA Rollins noted the Board was signing a Yield Tax Levy on Map 255, Lot 1 on Searles Hill Road.
  - DAR 2019 Equalization Municipal Assessment Data Certificate.
  - SOP #93-005 Bidding/Quote Procedures Policy - amended at the last meeting.
  - 2020 Town Warrant.
  - Tax Map Maintenance Contract with Cartographics.
  - TA Rollins noted the Board was signing two Current Use Applications for Dr. Paul LaRaia and Joshua Nixon.

### Department Updates:

- Penacook Rescue - Total Calls for January 2020 = 89 incidents.
  - Boscawen - 57; Canterbury - 18; Concord - 7; Salisbury - 7.
- Fire Chief MacDuffie Jr. - noted the estimate for switching out the two key locks at Academy Hall would be \$700.00 and \$2,000.00 to switch out all the key locks at the Fire Station, close to a dozen. He will contact Joe Garneau for a written quote. TA Rollins noted she would like a written estimate for switching out the door locks at Academy Hall and the Fire Station before moving forward.
- Fire Chief MacDuffie Jr. noted the ambulance is getting lettered and we should have it back by the beginning of next week. They are talking about having an in-service on the ambulance the first or second week of March.
- Selectman Hoyt asked what the cost was of the lettering for the ambulance. Fire Chief MacDuffie Jr. noted he should have the figure next week from Berube but noted the cost was substantially less than what they were quoted originally. TA Rollins noted the original quote was \$4,500.00 but depending on the paint used could bring it down by \$500.00. Fire Chief MacDuffie, Jr. noted the sale of the old ambulance should be advertised by next week.

- Fire Chief MacDuffie noted the first-in bags they can take care of out of their budget since the cost is minimal and they only need them for two or three people. Selectman Hoyt asked if those would include air tanks and Fire Chief MacDuffie, Jr. noted the air tanks were included.

#### **New Business:**

- Town Hall Rental Application - **Chair Ross-Raymond made a motion to waive the Town Hall Rental Fee for the Fire Explorers Spaghetti Dinner on February 29, 2020 from 5 - 7 PM. Seconded by Selectman Herbert. All voted in favor.**
- Town Hall Rental Application - **Chair Ross-Raymond made a motion to waive the Town Hall Rental Fee for the Salisbury Historical Society on June 3, 2020 for the Fourth Grade Round Robin. Selectman Herbert seconded. All voted in favor.**

#### **Old Business:**

- Personnel Policy/Procedure - Chair Ross-Raymond noted Town Counsel has reviewed the Personnel Policy/Procedure. He noted the Board would like a copy of the policy once the changes suggested by Town Counsel are made. He noted TA Rollins could include the amended changes and give the Selectmen a copy to review prior to adopting it at the next meeting. TA Rollins noted the changes made were for full-time and part-time employees which was agreed upon previously.
- Ramp & Railing at Academy Hall -
  - TA Rollins noted it has come to her attention that the ramp is not ADA compliant. TA Rollins received a revised estimate from Joe at Saracina Concrete since it would need a lift or curb to prevent a wheelchair from going over the edge. TA Rollins noted the railing is not ADA compliant either. We would need a third railing installed to the two existing railings.
  - TA Rollins received three revised quotes from Macy Industries for three options:
    - Option 1: Steel railings with powder coated paint at \$7,932.00, includes installation and ADA compliant.
    - Option 2: Stainless steel railings at \$8,432.97 includes installation and ADA compliant.
    - Option 3: Aluminum railings at \$8,748.77 includes installation and ADA compliance.
      - Chair Ross-Raymond asked TA Rollins to double check to see if we were to repair the railings if we need a third railing.
      - Selectman Hoyt noted the ramp is compliant but not with the railings as they exist now. Installing a third railing to the existing railing would bring it into compliance. He noted he is opposed to installing a curb at the end of the ramp since this could pose safety and weather issues.
      - Selectman Herbert noted the Building Inspector, Chuck Bodien, may know ADA requirements for ramps and railings.
      - Chair Ross-Raymond noted he would repair the railings and put a curb on the ramp at no cost to save money since custom railings are very expensive.
- **Status of Old Police Surplus - Chair Ross-Raymond** brought the police surplus to Marshall's Firearms and received a check for \$1,425 dollars, (revenue for 2019), which was given to TA Warren quite some time ago.
- **Transfer Station - Chair Ross-Raymond** received some Transfer Station items from Barbara Carr which she found among her husband's belongings. Chair Ross-Raymond gave the envelope to TA Rollins to take care of.
- Jerry asked if the something could be posted on the Salisbury Facebook page/Salisbury website regarding what can and cannot be put into the dumpster. He has noticed construction debris is being thrown out in plastic bags and thrown into the hopper. He noted he needed a couple of long lag bolts to repost a sign that was torn down from a tree at the Transfer Station. Chair Ross-Raymond offered TS Williams to follow him home after the meeting and he would give him a couple of lag bolts.
- TA Rollins to check with NRRA regarding signs and if there are any grants available for signage.

**Selectmen's Report:**

- Chair Ross-Raymond noted they may have a chair for the Old Home Day Committee at their next meeting. Their last meeting was well attended. There will not be a parade this year and no activities on Friday night but fire-works will happen on Saturday night instead.
- Chair Ross-Raymond noted election day went very well. He noted there were a few issues leading up to the election, including heat and water which were resolved, but all and all everything went quite well. We had a lot of people help count. Thanks to all those who helped with the counting.
- Chair Ross-Raymond noted he has spoken with new NH State Police Lt. Chad Lavoie from Troop D will be calling Bill Lambert at the CNHRPC to see if he can help us with a 4-way stop at the intersection of Route 4 and Route 127. Chair Ross-Raymond noted the state has not agreed with the need for a 4-way stop but we will continue to push for one. TA Rollins noted there was a collision at this intersection on Valentine's Day morning.

**Town Administrator's Report:**

- TA Rollins noted after talking with Mike Tardiff from NHRPC that the driver feedback signs Dunbarton purchased were \$2,600.00 each but they purchased their signs at 50% off at the end of the year. Chair Ross-Raymond asked TA Rollins to check with other sign companies for driver feedback sign prices.

**Public Comments:**

- Gayle Landry noted the new Town Clerk, Jim Zink-Mailloux did a terrific job at his first primary election. She also noted it was really nice to have TA Rollins in and out of the Town Hall during the primary helping out and answering people's questions. Everyone worked together as a team which was really nice. Selectman Herbert noted the state came in and inspected but noted nothing significant.
- Sandy Miller asked when the Town Report was coming out. TA Rollins noted the Town Report has gone to print, been proofed and we are just waiting to hear back from the printers.

**Chair Ross-Raymond made a motion at 6:48 PM to go into a Non-public session under RSA 91-A:3II (a). Selectman Hoyt seconded. Roll call vote:**

**Chair Ross-Raymond - Aye; Selectman Hoyt - Aye; Selectman Herbert - Aye. All voted unanimously. The minutes were not sealed.**

Other persons present during non-public session: TA Rollins, TS Williams and MA Colardeau.

- General discussion regarding salary vs. hourly wages for Jerry Williams taking over the Manager's position at the Transfer Station.
- **Selectman Hoyt made a motion to hire Jerry Williams as the Transfer Station Manager under the current 2020 salary budget of \$9,360.00 with conditions he completes the Solid Waste Operator's certification on March 24<sup>th</sup>. Selectman Herbert seconded. All voted in favor.**

**Adjournment: Selectman Herbert made a motion to leave the non-public session at 7:24 PM and return back into public session. Selectman Hoyt seconded. All voted in favor.**

Respectfully submitted:

Jill Colardeau, Municipal Assistant

Meeting Summary reviewed and accepted at the March 4, 2020 meeting.

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Selectmen, Town of Salisbury

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