



## Selectmen's Meeting Summary

March 18, 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, Joseph Landry, Bill MacDuffie, Sr., Sharon MacDuffie, Bill MacDuffie Jr., Kathie Downes, Mary Heath and Pete Ballou.

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

### COVID-19 Update:

Chair Ross-Raymond made a brief statement explaining what we are doing as a town following the federal and state declarations of a State of Emergency. He noted after tonight's meeting we will be postponing all scheduled meetings open to the public to include the Board of Selectmen and all other Boards, unless absolutely necessary. These meetings will be noticed legally as needed. He noted the Library has also closed but is still offering some curb side services and an open wi-fi connection. He noted the Town Office will be operational but not open to the public. He noted all events, functions and scheduled meetings that were to be held at the Town Hall have been suspended until further notice. If anyone needs assistance or wishes to volunteer to help with assistance, the Town Office may be contacted by phone or email. **Chair Ross-Raymond made a motion following state and federal guidelines in suspending and/or postponing events, meetings, however, the Selectmen, Town Clerk and Tax Collector offices would be available by phone, mail and email but not open to the public. Selectman Herbert seconded. All voted in favor.**

- TA Rollins noted the Fire Department will be conducting business as usual. Chief MacDuffie, Jr. has compiled a list of volunteers to help with assistance if needed and TA Rollins will assist in the coordination.
- TA Rollins noted the Town Clerk and Tax Collector offices will be closed to the public and will be doing business through the mail. TA Rollins noted residents should be aware they have up to **90 days prior** to their renewal date to register their vehicle(s) with the Town Clerk.
- TA Rollins noted Building Inspector Bodien will not be in the Town Office but will be checking his voice messages and emails.
- TA Rollins noted the Transfer Station will remain open but will follow guidelines other towns are following such as wearing gloves, keeping a safe distance from people, wiping down surfaces and so on.
- TA Rollins noted all Boards and Committees are cancelling their meetings with the possible exception of the Cemetery Trustees. Pete Ballou noted he would need an exterior key to Academy Hall since he is now a member of the Cemetery Trustees.
- Chair Ross-Raymond noted any applications for Planning or Zoning issues will only be acted on if need be due to legal requirements.

- Chief MacDuffie questioned whether the Town Wide Yard Sale would still happen. Gayle Landry noted the Friends of the Salisbury Free Library have had discussions on possibly postponing the May 2<sup>nd</sup> date for the yard sale.
- TA Rollins noted Primex has cancelled their annual conference in May. She also noted NH DES has shut down their offices in Concord today and the Department of Revenue may be closing down at the end of this week.
- Chair Ross-Raymond noted the Board does not have any pressing issues at this time but will be coming into the office to sign whatever is needed. If there is anything that comes about that dictates a meeting the meeting would be posted.
- TA Rollins at the Selectmen's office may be contacted at [salisburyadmin@tds.net](mailto:salisburyadmin@tds.net) or #648-6320.

#### **Signatures:**

#### **Review & Approval of Draft Minutes:**

- March 4, 2020 - **Chairman Ross-Raymond made a motion to approve the March 4, 2020 meeting summary. Selectman Hoyt seconded. All voted in favor.**
- **Review Accounts Payable & Payroll Registers:**
  - **Chair Ross-Raymond made a motion to approve Accounts Payable from March 13, 2020 of \$25,464.79. Seconded by Selectman Hoyt. All voted in favor.**
  - **Chair Ross-Raymond made a motion to approve the Payroll Registers from March 13, 2020 of \$5,359.55. Selectman Hoyt seconded. All voted in favor.**
- **Approved Personnel Policy** - TA Rollins noted the Board was signing the approved Personnel Policy.
- **Town Hall Rental Applications** - TA Rollins noted the Salisbury Historical Society requested the rental fee waived for usage of the Town Hall on multiple dates. **Selectman Herbert made a motion to waive the Town Hall rental fee for the Salisbury Historical Society on multiple dates. Seconded by Selectman Hoyt. All voted in favor.**
  - **Interware/Clerk Works Contract - Town Clerk Software** - TA Rollins noted the Board is signing the Interware/Clerk Works software contract for the Town Clerk's Office to be able to do on-line registrations. There will be an additional \$10.00 monthly charge through TDS.
  - **Intent to Cut - Tax Map 221, Lot 3** - TA Rollins noted the Board is signing an Intent to Cut for Tax Map 221, Lot 3 located on West Salisbury Road.

#### **Department Updates:**

- NH State Police - Total Calls for February 2020 = 26  
 2 - Ambulances Needed; 1 - Burglar Alarm; 4 - Civil Standbys; 1 - Domestic in Progress; 1 - Fire;  
 1 - Hit & Run; 3 - Motor Vehicle Accidents; 3 - Request for Services; 2 - Safe School Program Visits;  
 4 - Sex Offender Registrations; 1 - Suspicious Person; 1 - Suspicious Motor Vehicle; 1 - Traffic Stop;  
 1 - Welfare Check. Report on file at the Selectmen's Office.

#### **New Business:**

- Hiring of new Transfer Station Attendant & Discussion of Hourly Rates - Albert LaFlamme.
  - **Chair Ross-Raymond made a motion to hire Albert LaFlamme for the TS Attendant position on conditions he completes the DES training, however, the DES classes have been postponed until**

**further notice, but he has agreed to take those classes when they are rescheduled. Selectman Herbert seconded. All voted in favor.**

- Chair Ross-Raymond noted they have discussed the hourly rate. He noted TS Operator Coughlin's was \$15.92/hr. and TS Operator Scott was at \$13.00/hr. He noted they had talked about increasing their hourly rates by a dollar. He noted these wages are low for the work they do at the Transfer Station. If a dollar an hour increase is approved, we would start the new hire at \$14.00/hr. and bring TS Operator Scott's rate up to \$14.00/hr.
  - Joseph Landry noted TS Operator Scott has more experience, dedication and has proven his worth. In most situations that would warrant more money than the new person.
  - **Selectman Hoyt made a motion to hire Albert LaFlamme for the TS Attendant position. Seconded by Selectman Herbert. All voted in favor.**
  - **Selectman Hoyt made a motion to increase TS Operator Scott's hourly wage to \$15.00 and Transfer Station Operator LaFlamme to \$14.00. Selectman Herbert seconded. All voted in favor.**
- Appointment of Velvet Sweeney for Budget Committee Member until 2023 - **Chair Ross-Raymond made a motion to appoint Velvet Sweeney as a member of the Budget Committee until 2023. Selectman Hoyt seconded. All voted in favor.** Selectman Herbert noted she was elected so she would need to be sworn in by the Town Clerk.
  - The Recreation Committee recommended re-appointment of April Rollins and Michael Broas until 2023. **Chair Ross-Raymond made a motion to accept April Rollins and Michael Broas for re-appointment to the Recreation Committee until 2023. Selectman Hoyt seconded. All voted in favor.**

#### **Old Business:**

- Chair Ross-Raymond noted discussions at the last BOS meeting regarding police coverage. He noted as a Board he does not believe we are looking for more police coverage and he is not advocating for additional patrolling at this time.
- **Selectman Herbert made a motion to continue using the NH State Police as our police force. Chair Ross-Raymond seconded. Selectman Herbert and Chair Ross-Raymond voted in the affirmative. Selectman Hoyt was opposed.**
- Chair Ross-Raymond noted some people think as a Select Board we are pushing for extra police coverage and he would like to establish a position as a Board that we are not. He noted this has been voted down twice in the past. Selectman Hoyt noted having a Police Department was voted down twice before. Chair Ross-Raymond noted whether it is a police department, additional patrolling or any changes with our current coverage no one has come forward with complaints or asked for any changes.
- Marcia Murphy, Vice Chair of the Budget Committee, noted money is not allocated in the budget this year for additional police coverage.
- Selectman Hoyt noted people are complaining.

- Selectman Herbert noted we have additional money left over since we budgeted \$16,500 for 2019 but only spent \$6,700.00, so there would be some money if additional coverage was necessary for a short period of time.
- Mary Heath noted we should stay with the NH State Police and not seek assistance from a neighboring town.
- Chair Ross-Raymond noted if enough people are requesting additional coverage, we would certainly look at options. We are getting information from the Webster PD and in the process of hearing from the NH State Police for additional patrolling should we ask for more coverage. Chair Ross-Raymond noted the State Police have done a tremendous job over the years.
- Pete Ballou noted the last agreement with the NH State Police for 4 hours a week was signed many years ago. He noted looking back at the contract and verifying with the NH State Police to make sure the contract is up to date and renewing it if needed.
- TA Rollins has noted she will check on the agreement with the NH State Police.

#### Selectmen's Report:

- Chair Ross-Raymond noted at a previous meeting it appeared we had agreed on the new Tire Disposal recycling fees from Bob's Tires through the NRRA at the Transfer Station, although we had not had a public hearing on these price changes which had already gone into effect. He noted he would like a public hearing and ask for a continuance to give people an opportunity to attend and ask questions before implementing the new fees. He also noted we do not have much say in the new schedule of fees presented to the town.
  - Kathie Downes noted the town could be responsible in assuming the additional cost of the new fee schedule, not the resident, until a public hearing is scheduled and it becomes a policy.
  - **Chair Ross-Raymond made a motion to continue the public hearing until a date uncertain on the Tire Disposal fee changes. Seconded by Selectman Herbert. All voted in favor.**

#### Town Administrator's Report:

- TA Rollins noted she has spoken with TDS and received paperwork from them reducing our office package monthly fees substantially, saving the town \$108.66 a month. The TDS representative noted they have moved from an office package to a management & mobility package. TA Rollins noted not only will we save money but we will be receiving a benefit by increasing our internet speed. TA Rollins requested the Board make a motion to move forward with the new agreement. **Chair Ross-Raymond made a motion to accept the new TDS agreement. Selectman Herbert seconded. All voted in favor. Chairman Ross-Raymond made a motion to authorize TA Rollins to sign the TDS agreement once it is received. Selectman Hoyt seconded. All voted in favor.**
- TA Rollins noted she has contacted the Franklin VNA, Meals on Wheels and the School District. As it stands now, anyone receiving those services are still getting those services. The VNA is scaling back and triaging their cases depending on needs. The Meals on Wheels program is making deliveries but dropping off 3 days of meals at a time instead of daily deliveries. TA Rollins noted the SAU had emailed a survey only to students already receiving meals from the school, so students are going to the school district for their meals daily. They noted they have a good food supply on hand and may send out the survey again if the situation progresses.
- Chair Ross-Raymond thanked TA Rollins for all her hard work and everyone else involved in putting this plan together going forward.

## **Public Comments:**

- Bill MacDuffie, Sr. objects to taking the money for driver feedback signs out of the Highway Equipment Capital Reserve Fund noting it is not highway equipment and in his opinion questions the legality.
- Chair Ross-Raymond noted they have received complaints regarding the intersection of Route 4 and Route 127. CNHRPC has done traffic studies at the intersection and presented the results to the state. The state and CNHRPC have suggested driver feedback signs are effective in reducing traffic speed. The state has authorized us to put up driver feedback signs on Route 4 at the intersection of Route 4 and Route 127.
- Mary Heath questioned why the town would have to pay for the signs and not the state. Chair Ross-Raymond noted this is the only option the state would agree to since it is something they would not do and we have asked them to do. Chair Ross-Raymond noted we had to sign an agreement with the state for purchasing and maintaining the driver feedback signs. This is the only option at this time we have in responding to the issue at the intersection.
- Kathie Downes noted if the town purchased driver feedback signs, then the signs would become town property and questioned if our insurance would cover the signs if they were damaged. She noted she does not object to the signs but does also object to the money for them coming out of the Highway Equipment Capital Reserve Fund.
- TA Rollins noted she will be checking the original purpose of the Highway Equipment Capital Reserve Fund, getting quotes from other companies on driver feedback signs and insurance coverage before moving forward.
- Joseph Landry noted how the railings at Academy Hall looked new which is a huge savings for the town. He appreciates this as a tax payer and the nice job done by Chair Ross-Raymond donating his time and supplies to the project. Chair Ross-Raymond noted he needs to finish the project by filling the railing's tubes with concrete and is waiting for warmer temperatures so it will dry. He will check into Selectman Hoyt's suggestion of using an epoxy cement.

**Adjournment: Selectman Herbert made a motion to adjourn the meeting at 6:45 PM. Selectman Hoyt seconded. All voted in favor.**

Respectfully submitted:

Jill Colardeau, Municipal Assistant

**Meeting Summary reviewed and accepted.**

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**Selectmen, Town of Salisbury**

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