



Salisbury Board of Selectmen

Meeting Minutes November 4, 2020

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 |

Visitors: Several citizens attended the meeting held at Academy Hall including Pete Ballou, Mary Heath, Joe & Gayle Landry, Bill MacDuffie Jr., Bill MacDuffie Sr., Sharon MacDuffie, Velvet Sweeney, Marcia Murphy, Leann Wesoja, and Jerry Williams

1. Open Meeting

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

2. Minutes

Selectman Hoyt made a **motion** to approve the minutes of the October 21 meeting as written. Selectman Walker **seconded**. The motion passed with all in favor.

3. Manifest & Consent Agenda

Selectman Herbert made a **motion** to approve the Accounts Payable & Payroll Registers. Selectman Hoyt **seconded**. The motion passed with all in favor.

Chairman Herbert explained that the Board had an Interim Assistance Agreement with Boscawen's Police Department. It was similar to the one established with Webster. Chairman Herbert made a **motion** to approve the agreement. Selectman Hoyt **seconded**. The motion passed with all in favor.

Chairman Herbert expressed thanks and appreciation to the Fire Department for the efforts made which allowed voting to take place at the Safety Complex.

4. Department Updates

4.1 Road Agent / Fire Chief

Bill MacDuffie Jr noted that everything had been fairly quiet.

4.2 Transfer Station

Transfer Station Jerry Williams was not present at the meeting. Town Administrator April Rollins provided a brief update. She noted that the Town was still waiting for paperwork for the NRRA Contract Renewal. She expected to have it by the second Selectmen's meeting in November.

TA Rollins also provided an update regarding the Solid Waste Operators Training. Both Jerry Williams and Bert LaFlamme were scheduled to take the class on December 8th.

TA Rollins noted that Jerry Williams had informed her that he had been having trouble with residents putting things other than MSW into the container. This included 4 pounds of asbestos which had to be moved off site. Also, metals had been dumped recently. TA Rollins recommended that the Board issue a notice to all residents encouraging them to dispose of waste properly. They agreed that would be a good course of action.

The Board wondered how the asbestos had been identified and noted that disposal of asbestos had to be done correctly. Chairman Herbert also expressed concern about Mr. Williams sifting through waste which can include broken glass.

5. Budget Recommendations

5.1 Fire / Rescue / Forestry

Chief MacDuffie noted the following aspects of the budget.

- ◆ Ambulance - No change
- ◆ Vehicle Maintenance - Increase from \$3500 to \$5000. The department had been spending more than budgeted every year and just robbing from other areas. Selectman Walker made a **motion** to recommend increasing that line to \$5000. Selectman Hoyt **seconded**. The motion passed with all in favor.
- ◆ Radio / Pager Repairs - Increase from \$1000 to \$1500, in line with actual expenditures.
- ◆ New Equipment - Increase from \$1500 to \$2000, as everything is costing more.
- ◆ Forestry - No change.

Chairman Herbert made a **motion** to recommend all of the requested changes to the Budget Committee. Selectman Walker **seconded**. The motion passed with all in favor.

Chairman Herbert asked about the expenditure of \$2100 on the Forest Fire Vehicle Maintenance line. Chief MacDuffie noted that there was a lot of work done on the vehicle during an inspection. TA Rollins noted the inspection included repair work and that the repairs on two vehicles was over \$4000. The Chief noted that one truck, a former ambulance, was getting old. He was going to need to draw the line on continued maintenance.

Chairman Herbert made a **motion** to recommend to the Budget Committee level funding the Forestry line at \$8700. Selectman Walker **seconded**. The motion passed with all in favor.

5.2 Police

TA Rollins noted that Board of Selectmen were responsible for that budget and needed to decide on 2021 figures.

Selectman Walker recommended reaching out to the NH State Police. He noted that the contract with the Town was for 4 hours of coverage per week. However, year to date, the Town had received 2.5 hours per week and only 1.65 hours per week in 2019.

Selectman Walker said he had calculated the hours based on expenditures at a rate of \$78 per hour. Chairman Herbert noted that the NHSP were often slow in sending invoices. Selectman Walker noted that the most recent invoice had been paid on October 27.

Chairman Herbert made a **motion** to recommend to the Budget Committee that they level fund the Police budget at \$19,800. Selectman Hoyt **seconded**. The motion passed with all in favor.

5.3 Highway & Streets

Road Agent (RA) Bill MacDuffie, Jr. noted that Raccoon Hill Road was the next on the road paving project list. It had only been shimmed in the past.

RA MacDuffie noted that level funding the Highway budget would mean less work would be done. The costs of materials were increasing.

Selectman Walker asked how the 2021 budget would have to change in order to fund maintenance at the same level as provided in 2020. RA MacDuffie suggested that \$40,000 more would be needed; \$20,000 for the winter and \$20,000 for the summer. And that would only cover maintenance and very little improvements.

Chairman Herbert asked if more summer maintenance work was lined up. RA MacDuffie noted there was and that there were funds available in the summer budget.

Chairman Herbert noted that keeping the roads open, plowed, and sanded was critical.

Chairman Herbert made a **motion** to recommend to the Budget Committee that they increase the Highway & Streets budget to \$340,322. Selectman Hoyt **seconded**. The motion passed with all in favor.

Chairman Herbert asked about Warner Road, just past Pete Ballou's house. He noted that there was a bad spot along the side of the road. RA MacDuffie noted that they have fixed that spot a few times and will fix it again. There's ledge there which makes it more difficult. Mr. Ballou noted that people tend to drift to the edge on that corner and are probably driving too fast. Chairman Herbert said he suffered a damaged wheel there.

5.4 Transfer Station & Recycling

Transfer Station Manager Jerry Williams commented that he had not had a chance to look at his budget yet.

TS Manager Williams commented that the Transfer Station was going very well. He noted that he was having some issues with a lot of recycling materials being put in the wrong spots. He was trying to help educate residents about that. He spent the day trying to get rid of metals.

Chairman Herbert asked about the asbestos. TS Manager Williams confirmed that he found a small amount of asbestos and took it to a company in Concord. That company took the asbestos at no charge to Salisbury. Selectman Walker asked whether any documentation had been done. TS Manager Williams said none was needed. The company took care of the asbestos.

Chairman Herbert asked about the container hauling expenditures, stating that it seemed quite high as compared to the low tipping fees paid. TS Manager Williams noted that the tipping fees were low because of Covid-19. The tipping fees were dropped to help Towns. He added that the volume being hauled out was high.

Chairman Herbert commented that he used to be the Bookkeeper and recalled that the tipping and hauling fees could be confusing. TA Rollins noted that all of the hauling lines were combined in 2019 to eliminate confusion.

Selectman Walker wondered how being open on Wednesdays year around would impact wages and other costs. TA Rollins and Selectman Hoyt recalled budgeting for the additional hours last year.

TS Manager Williams shared that he had received requests to increase the Wednesday open hours from 2 - 6 p.m. to 1 - 7 p.m. Discussion followed with several variations of shifting of the current hours and addition of hours. No change in hours was decided.

Chairman Herbert made a **motion** to recommend level funding the Transfer Station budget at \$99,100 and Recycling budget at \$9375. Discussion followed. Selectman Walker wanted to wait until the NRRRA contract was renewed and the cost was known. No second was made. Both budgets would be entertained at a later date.

5.5 Library

TA Rollins brought Library Director Katherine Bollenbach and Library Trustees Chairman Michelle Carr into the meeting via telephone conference call.

The 2021 proposed library budget was level funded. Chairman Herbert asked if there were any wage changes. There were not.

Chairman Herbert asked how the Library was doing. Library Director Bollenbach said things were going well. Only staff were allowed in the building. Residents were able to select books online which were placed outside for pickup.

Selectman Walker made a **motion** to recommend to the Budget Committee that the Library budget be level funded at \$45,468. Chairman Herbert **seconded**. The motion passed with all in favor.

6. New Business

6.1 CARES Act Grant Application

TA Rollins shared that the Town Clerk applied for CARES Act funding in relation to the election. The administrators for that grant wanted to know if the Board had designated her as the signing authority, as was done with the GOFERR grant.

Selectman Walker made a **motion** to make TA Rollins the signing authority for CARES Act documents. Chairman Herbert **seconded**. The motion passed with all in favor.

Chairman Herbert asked how much money was expected from the application. TA Rollins believed it was a little over \$1000.

6.2 Release of Draft Meeting Minutes

TA Rollins informed the Board that Dee Blake, editor of Salisbury Lifelines, requested draft minutes. TA Rollins believed that the general policy of the Board was that minutes were not released until approved. She noted that NH RSA 91-A says minutes must be made available for public inspection within 5 business days. However, they don't have to be pushed out. That policy was up to the Board of Selectmen.

Pete Ballou suggested checking with NH Municipal Association for clarification. He felt the minutes must be posted, approved or not, within 5 days and then re-issued once approved. TA Rollins noted that she was well versed in the statute. Deciding how to distribute minutes was a Town policy.

Municipal Assistant Edelmann noted that minutes were prepared within 5 business days and could be requested via a Right-To-Know request. Publishing or pushing minutes out was different. TA Rollins added that Ms. Blake was requesting all draft minutes. The Town was already forwarding approved minutes to her.

Selectman Walker liked the idea of publishing draft minutes so that people who did not attend a given meeting would have an idea of what the next meeting might be about. He wondered how often a rough draft would require major changes. From a functional perspective, he was in favor of allowing posting of draft minutes. Chairman Herbert agreed.

Leann Wesoja noted that by providing only approved minutes to Ms. Blake, the news in Salisbury Lifelines would always be a month or more behind.

Gayle Landry asked if Ms. Blake wanted to publish draft minutes and wondered what would happen if the approved minutes were very different. Would the changes be published as well? TA Rollins said she hadn't spoken with Ms. Blake about it yet and would ask that question.

Chairman Herbert made a **motion** to release draft minutes on the website. Selectman Hoyt **seconded**. The motion passed with all in favor.

Municipal Assistant Edelmann noted that she would not publish draft minutes without having TA Rollins review them first. The Board agreed that was a good idea.

7. Old Business

7.1 Audio for Public Meetings

Selectman Walker said that new audio equipment, including speakers, microphones and cabling, had been ordered. Hopefully, it would be available to use at the next meeting.

8. Selectmen's Reports

8.1 Broadband Update

Selectman Hoyt shared that he spoke with Senator Harold French and asked for help connecting with Governor Sununu's office regarding the Town's broadband issues with focus on North Road. Senator French said he was with the Governor at the time and would ask Sununu to phone back. 15 minutes later, Governor Sununu phoned Selectman Hoyt.

Governor Sununu told Selectman Hoyt that there were funds still available to expand broadband. Only 23 or 25 million of the 53 million dollars had been used so far. The plan was to reconnect after the elections.

Selectman Hoyt was hopeful that something would be done, especially since the Governor did not seem impressed by the lack of progress.

Selectman Hoyt stated that he knows Consolidated Communications (CCI) had released the rights to the lines to TDS. The ball was in TDS's court. TDS was not returning calls from the Salisbury Town Administrator nor Selectman Hoyt. Joe Landry suggested contact the Public Utilities Commission (PUC).

Areas of Town without broadband included North Road, Flag Hill Road, and Montgomery Road.

With Covid-19 and children trying to do remote learning, the lack of broadband was more of a problem.

Marcia Murphy noted that she believed there was one service which did not fall under the PUC's control.

9. Town Administrator's Report

9.1 Walter Scott

TA Rollins noted that Walter Scott's recent wage increase, given for his years of service, was only applied to his Transfer Station Attendant hourly rate, but not his winter shoveling wage. She recommended that his hourly rate for shoveling be increased to \$15 from \$12.50 per hour.

Selectman Hoyt made a **motion** to increase Mr. Scott's hourly wage for winter shoveling to \$15. Chairman Herbert **seconded**. All were in favor and the motion passed.

9.2 Elections

TA Rollins noted that everyone did a great job at the elections. They braved the cold. They dealt with some people who may have been complaining, but didn't realize that it wasn't really that big of a complaint. Things went well. She was extremely proud of everyone.

Chairman Herbert said that TA Rollins and Town Clerk Jim Zink-Mailloux had put a tent outside for people who didn't want to wear a mask indoors. The wind really was blowing that day. In the newspaper, he read that the Town of Bedford had a big fancy tent which blew away. It had been held down by bags of water, but the bags leaked. The Salisbury tent stayed in place, thanks to a couple of construction guys. Selectman Walker got some boards and screwed the tent down then placed cinder blocks atop of the boards.

TA Rollins also thanked Selectman Hoyt for buying everyone lunch.

9.3 Veteran's Day

TA Rollins noted that the Town Offices would be closed on Veteran's Day, Wednesday November 11th.

10. Public Comments

10.1 Mutual Assistance

Marcia Murphy noted that the Agenda said "Franklin Declined". He asked why that was. Chairman Herbert noted that the Franklin Police Department wanted a real mutual assistance. However, Salisbury did not have a Police Department with which to assist Franklin.

TA Rollins received a formal letter stating that Franklin was not interested.

Marcia Murphy asked if the Sheriff's Department had authority in Salisbury. Selectman Hoyt confirmed that they did.

Chairman Herbert didn't know what would happen if a Franklin Police Officer arrested someone in Salisbury. Would it hold up in court? A member of the public offered that Police Officers were sworn in to enforce the laws in the State of New Hampshire, not just in a specific Town.

10.2 Appreciation for Brett & Lisa Walker's Salisbury Haunted Woods

Selectman Hoyt expressed thanks to the Walkers. They started a small charity event 7 years ago to help purchase playground equipment. Now, Salisbury Woods Haunted Barn & Trails was one of the top 3 haunts in New Hampshire.

In 2020, the event raised \$23,000 for the Salisbury PTG, MVMS PTO, and the MVHS Music Boosters (MUBO). An incredible feat. Selectman Hoyt wanted to publicly thank the Walkers.

11. PUBLIC HEARING to Adopt the 2020 Emergency Operations Plan

At 7 p.m., Chairman Herbert opened the **Public Hearing**. He recalled that many hours of Webex meeting and work had been done with the help of Stephanie Alexander from the Central New Hampshire Regional Planning Commission to put together the 2020 Emergency Operations Plan. Bill MacDuffie Jr attended a majority of the meetings..

TA Rollins noted that the Emergency Operations Plan was updated every 10 years. The Hazard Mitigation Plan was updated every 5 years. The EOP details the chain of command and roles in emergency operations and what action to take during specific types of events. The EOP covers a wide range of emergencies from fires, flood, chemical spills, epidemics, and more. The plan was over 400 pages long but also included quick reference sheets.

Selectman Walker asked if the notification information needed to be updated before the EOP was adopted. TA Rollins noted that an Annual Concurrence letter would be signed after Town Meeting. She would present amended notification sheets at the first Selectmen's meeting following Town Meeting. They would be added to the EOP.

A copy of the signed EOP would be made for the Safety Complex.

Chairman Herbert made a **motion** to adopt the 2020 Emergency Operations Plan. Selectman Hoyt **seconded**. All were in favor and the motion passed.

Chairman Herbert made a **motion** to close the **Public Hearing** at 7:05 p.m. Selectman Hoyt **seconded**. The motion passed with all in favor.

12. Adjournment

The Selectman's meeting continued at 7:05 p.m. No other business was conducted. Chairman Herbert made a motion to adjourn. Selectman Hoyt seconded. The motion passed with all in favor.

The meeting was adjourned at 7:06 p.m.

13. Next Meetings

Work Session - Monday, November 9, 2020 @ 6 p.m. at Academy Hall.

Wednesday, November 18, 2020 @ 6 p.m. at Academy Hall.

Respectfully Submitted,

Kimberley Brown Edelmann

Recording Secretary