



Salisbury Board of Selectmen

Meeting Minutes December 2, 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, Joe & Gayle Landry, Bill MacDuffie Jr., Sharon & Bill MacDuffie Sr., David MacDuffie, Greg Miller, Sandy Miller, Marcia Murphy, Jeff Nangle, Faith Partridge, Harvey Peters, Dave & Dora Rapalyea, and Leann Wesoja

1. Open Meeting

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

2. Minutes

Chair Herbert made a **motion** to approve the meeting minutes of November 18th as written. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

Sharon MacDuffie noted that in Section 4.2 of the minutes of November 18th, a law was referenced. She asked which RSA applied. Selectman Hoyt commented that the NH Municipal Association said a contract was needed. Selectman Walker said he'd look up the RSA. Town Administrator April Rollins suggested it was probably RSA 231.

TA Rollins commented that she had contacted a few Towns with elected Road Agents, as well as a Road Agent. Another Town used their purchasing policy. She would use information to try to incorporate it into Salisbury's purchasing policy, including an appendix of rates (subject to change), reviewed on an annual basis. Mrs. MacDuffie commented that if the Town decided to put a purchasing agent in place, it would have to be approved at Town Meeting. TA Rollins noted that RSA 231:62 states that the Road Agent is authorized to make purchases. Ultimately, he would need someone else to do his paperwork; that's what the purchasing agent would do.

Chair Herbert noted that the Board would draft a policy and have the Road Agent review and provide input.

3. Signatures

Chair Herbert commented that Accounts Payable were being reviewed by the Board for signatures.

Chair Herbert asked TA Rollins about Map 216, Lot 4 for which a yield tax report had been presented for signature. TA Rollins noted the property was a rangeway without a house address.

4. Department Updates

4.1 Fire Department

Fire Chief MacDuffie Jr. stated that usually the department members receive their incentive paychecks around Thanksgiving, but they had not been received. TA Rollins noted that paychecks will go out before the end of the year. This year, the tax rate was set two weeks later than in 2019 so things were running behind.

4.2 Transfer Station

Manager Jerry Williams not present at the meeting. TA Rollins commented that there were no updates but the Selectmen had received a brief email from the Transfer Station Manager.

5. Budget Proposal 2021

The Selectmen reviewed printouts of the proposed budget.

TA Rollins pointed out some of the recent changes. "4130 Executive" was level funded with exception to her six (6) month probationary period. "4140 Elections" was reduced as there was only one election in 2021. "4150 Financial" was level.

Selectman Walker wondered if the "4150-30 Audit" should be increased from \$9,600 to \$10,125 to reflect the contracted amount. Chair Herbert agreed.

Chair Herbert noted "4155 Personnel Administration" had increased. TA Rollins noted that "4155-20 Accrued Liability" of \$6,002 reflected the Personnel Policy approved by the Selectboard the year before, specifically the "use it or lose it" policy regarding personal time. Selectman Walker said he was in favor of carrying over a limited amount of personal time and would like to the Board to revisit that policy.

TA Rollins noted that the figures under "4196 Insurance" were set by Primex and reflected actual rates. Chair Herbert noted that "4196-25 Unemployment Comp" had decreased.

Selectman Walker commented about the 2020 overspend of "4197-05 Association Dues" and wondered if a 2019 invoice was paid in early 2020.

Chair Herbert noted that "4199-06 Refunds - Town Hall Rental" showed \$0 expenditure. TA Rollins replied that payments for TH Rentals show in the Revenues Reports; line 4199-06 would reflect refunds.

Chair Herbert noted that "4316 - Utilities & Street Lights" was level funded. TA Rollins noted that she did the math and believed the actual expenditure for 2021 would be close to the amount budgeted.

Chair Herbert noted that "4325 - Solid Waste Clean Up" was level funded.

Chair Herbert moved to "4414 - Animal Control" and asked if there were any animals out of control. TA Rollins noted that there weren't, which was good as related costs could be high. She added that there was no funding for "Animal Control" in 2021. Selectman Walker wondered if \$1 should be put into the line so that it could be expended if needed. Chair Herbert agreed that would be good, adding that if no money was in a budget line, funds could not be expended for that purpose.

Chair Herbert noted that "4415-15 Health VNA" was level funded. TA Rollins commented that the \$3000 reflected is what the VNA requests each year.

Chair Herbert moved the discussion to "4442 Direct Assistance", noting that 2020 expenditures of \$2553 was well under the \$22,000 budgeted. TA Rollins noted that "4442-10 Community Action Program" requested \$2000 each year. Chair Herbert noted that "4442-05 General Assistance" was budgeted at \$20,000 but only had \$553 spent so far, noting that expenditures varied each year depending on the personal circumstances of residents.

Sandy Miller suggested that the budget sheets should be made available to residents attending meetings. Chair Herbert agreed budgets could be made available at the next meeting.

Chair Herbert suggested the "4583-15 Sestercentennial Celebration" line could be removed from the budget.

"4711 & 4721" Debt Services covers principal and interest for loans related to Pingree Bridge, the Safety Complex Building, and a Fire Pumper. TA Rollins believed the Pingree Bridge loan matured in 2022.

Chair Herbert noted that the Town had not taken out Tax Anticipation Notes as long as he could recall. However, \$1 was in the "4723-05 TAN Interest" budget line in case a TAN was needed in the future.

Selectman Walker made a **motion** to table the remaining areas of the budget as they were being discussed at the January 6 Budget Committee meeting. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

Chair Herbert made a **motion** to recommend the changes to Animal Control (set to \$1) and Audit (set to \$10,125) to the Budget Committee. Selectman Walker **seconded**. The motion **passed** with all in favor.

6. Old Business

6.1 NRRRA Contract

Chair Herbert noted that the Board was reviewing a proposed one-year renewal contract from Northeast Resource Recovery Association (NRRRA).

Selectman Walker provided an overview of the contract while speaking about the increasing costs of hauling solid waste out of the Transfer Station and a need to reduce those costs. In the contract for 2021, hauling charges were increasing by 18%. In 2011, it was \$30,000. In 2011, it was about \$14,000 and in 2021 it's around \$30,000. In 2031, he estimated it would be \$60,000.

Selectman Walker noted that the difference in the cost of the 1-year contract and the 3-year contract was about \$2000.

Selectman Walker provided a case for purchasing a trash compactor to help minimize hauling fees by compressing solid waste and reducing the number of haul out trips. Doing so would reduce some of the variable costs with fixed costs and an initial capital outlay. The capital outlay would be in the form of the purchase or rental of a trash compactor. He noted that that investment would pay for itself over a number of years.

Selectman Walker shared that there were electric trash compactors and gas powered compactors. While he suspected electric compactors would be lower in price, electricity would be needed to run it.

NRRRA's proposal included an option to rent an electric compactor. That would potentially save the Town \$5000 the first year, \$5500 the second year, and nearly \$7000 the third year. NRRRA did not rent out gas powered compactors. NRRRA was not offering a purchase option.

Selectman Walker was in support of signing a 1-year contract with NRRRA giving the Town a year to investigate options and make a decision. Later, the Town could re-negotiate a 3-year contract if renting a compactor was deemed the best option.

Selectman Walker noted that a 10-ton container was part of proposed contract. The Town was currently shipping 4 tons per container. Even if the 10-ton container was only 80% full, the Town would be saving money.

Selectman Walker noted that Andover had a compactor. Andover spent \$26,000 for hauling in 2019. Salisbury was spending \$28,000, with a much smaller population. Equalizing Andover's costs based on population, they were paying around \$15,000. With a trash compactor, Andover was hauling out half as many loads.

Selectman Walker expressed concern about economy and kicking the hauling cost problem it down the road. While there was never a good time to ask taxpayers to spend more money, they ever increasing hauling costs were in issue that needed attention sooner than later.

Selectman Walker noted that the Town had a Land Acquisition Capital Reserve Fund with \$52,000 in it. Since the Town had not used the fund for purchasing land and there were no projections to use it, he suggested the voters could reassign the fund / change its definition to solve the solid waste issue. This raised a few questions. One member of the public noted that the Land Acquisition CRF was funded by a percentage of the current use penalties.

The question of electric power being brought into the Transfer Station came up. To date, quotes for lines did not for 3-phase power. The Town may want to seek quote for that.

There was some discussion about the Transfer Station's loader / backhoe and the role it plays in compacting trash. Did it have other uses as well? Was the older machine worth selling? Would it be useful to keep to use along with a compactor?

Selectman Walker made it clear that voters have to decide what action to take. Meanwhile, he was of two minds when it came to the contract before them. He didn't know what voters would support next year. However, the 1-year contract seemed a good choice. There were few options available. Casella had purchased Waste Management. And Naughton's quote was higher.

Marcia Murphy shared that at NHTI they decided to go with a rented compactor. It proved to result in a huge savings. She recommended getting a rental which included 24-hour turnaround in the case of a breakdown. Pete Ballou concurred.

Selectman Walker noted that NRRA did not rent out gas powered compactors, only electric powered.

Pete Ballou supported continuing to pursue installation of electric lines & more, in part for safety.

Marcia Murphy noted that the Pingree bridge loan would be maturing, freeing up part of the budget.

Selectman Walker made a **motion** to enter into a one-year long contract with NRRA. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

Chair Herbert noted that there would be more investigation. Complete information would be presented before Town Meeting via a Public Hearing.

7. Selectmen's Reports

Nothing else to report.

8. Town Administrator's Report

8.1 Printing of Town Report

TA Rollins asked the Board to waive the bidding process for printing of the Town Report and to go with R. C. Brayshaw & Company again. Chair Herbert made that **motion**. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

8.2 Executive Order #74

TA Rollins commented that Executive Order #74, effective from November 30 to January 15 was in place, stating that masks were required in public buildings. Accordingly, the Town website would be updated to reflect this.

Selectman Walker noted that the Town needed to be prepared if somebody didn't want to wear a mask to attend a meeting. The Right-to-Know law (RSA 91-A) clearly states that people must be provided access to public meetings. If unwilling to attend in person wearing a mask, options would be to dial in via telephone or via video conference.

8.3 Holiday Schedule

TA Rollins noted that the Personnel Policy states that employees get Christmas and the day after Christmas off. However, in 2020, Christmas falls on a Friday.

Selectman Walker made a **motion** to give employees the day before Christmas as a day off in 2020. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

8.4 Library Attic Fan

TA Rollins shared a quote from Laurie Clark Electric to install the fan in the attic for \$647.83.

Chair Herbert made a **motion** to approve & accept the quote. Selectman Walker **seconded** the motion. The motion **passed** with all in favor.

8.5 Abandoned Vehicle

TA Rollins shared that there was a maroon Ford F-250 either broken down or parked at the Town Hall for a few days. The vehicle has Agricultural plates and a Salisbury dump sticker. She asked the Board what action they wanted her to take.

Selectman Walker recommended she call the State Police who could identify the owner.

9. Public Comments

9.1 Water Leak in Town Hall

Pete Ballou shared that there was a minor leak in the Town Hall in the basement. The water line had been leaking for a while. He wanted to make sure someone checked it to see if it was fixed. Chair Herbert asked Mr. Ballou to check it.

9.2 Tax Bills & School District

Dora wanted to discuss the tax bills and the School portion. She asked the Board to consider having the elected School Representatives come to a future Selectmen's meeting.

Selectman Walker noted that the School District was a separate governing body.

Marcia Murphy noted that in times past, all of the Selectboards in the District met with the School Board.

Selectman Walker commented that the School meetings are twice a month via Zoom. If people want to get involved, the option was there. Meanwhile, he had no problem with inviting the Representatives to a meeting. But to have input into the School budget process, there were many meetings to attend.

Chair Herbert noted that there were Public Hearings in the Towns before the Annual Meeting. Unfortunately, nobody shows up for the Hearings. Six months ago, questions should have been asked about the budget.

Marcia Murphy shared that at the most recent meeting, mention of closing the Salisbury Elementary School came up again. A lot of topics come up throughout the year. Getting updates from the Representatives would be useful.

Selectman Hoyt asked TA Rollins to take the action item.

9.3 Unitil Tax Refund

Joe Landry asked if there were any updates regarding the Unitil tax refund. TA Rollins noted it was in negotiation. A formula would be used to calculate the adjusted tax bill.

Selectman Walker suggested the amount would be less than \$200,000.

Kimberley Edelmann commented that in the Eversource case with Warner, the negotiated refund was being paid over multiple years.

10. Nonpublic Session 91-A:3, II

Chair Herbert made a **motion** to go into nonpublic session at 7:08 pm. Selectman Hoyt **seconded**. Roll call:

Herbert - AYE, Hoyt - AYE, Walker - AYE. The motion **passed**.

The Board reconvened the public session at 7:35 p.m.

No decisions were made during the nonpublic session.

Selectman Walker made a **motion** to seal the minutes as they pertain to personnel matters. Selectman Hoyt **seconded**. Roll call: Herbert - AYE, Hoyt - AYE, Walker - AYE. The motion **passed**.

11. Adjournment & Next Meeting

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 7:36 p.m.

Wednesday, December 16, 2020 @ 6 p.m. at Academy Hall.

Respectfully Submitted,

Kimberley Brown Edelmann

Recording Secretary

These meeting minutes were reviewed and accepted on December 16, 2020.

Selectmen, Town of Salisbury