



# Salisbury Board of Selectmen

## Meeting Minutes

January 11, 2021

Approved

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Selectman John W. Herbert, Chair	Present
Selectman Jim Hoyt	Present
Selectman Brett Walker	Present
Town Administrator April Rollins	Present via Zoom
Municipal Assistant Kimberley Edelmann	Present

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**Attendees:** Several citizens attended the meeting held at Academy Hall including Peter Harvey, Jason Hood, Joe & Gayle Landry, Bill MacDuffie Jr, Eric Swendsen, Dottie Swenson, Steve Walker, Leann Wesoja, Jim Zink-Mailloux

Attendees via Zoom included Town Administrator April Rollins, Louise Andrus, Ray Deary, Jennifer Hoyt, Ashley Langevin, Brennan Lorden

### **1. Open Meeting**

Chairman John Herbert opened the meeting at 6:01 pm. Chairman Herbert noted that the Board was meeting to make progress on the Warrant Articles for Town Meeting.

### **2. Warrant Articles (WA)**

Selectman Walker spoke about the Warrant Articles which would result in the Town having a trash compactor at the Transfer Station. He noted that if the Town voted to discontinue the Land Acquisition Fund, those funds would not be available for use until 2022 according to the Department of Revenue Administration.

#### **2.1 Emergency Services / Fire Rescue Equipment CRF**

Chairman Herbert wasn't comfortable with the \$49,000 recommended by the Planning Board as the bottom line on the budget was up \$170,000. Selectman Walker noted the increase included a potential \$40,000 for the compactor. The new fire engine was planned to be purchased in 2026 for \$500,000 and the fund needed to be built up. After the fire engine purchase, saving for another piece of apparatus would need to be done. If not built up, borrowing would need to be done.

Chairman Herbert made a **motion** to set the amount in the Warrant Article to \$27,400. There was no second.

#### **2.3 Related to the Transfer Station Compactor**

Selectman Walker spoke about the four Warrant Articles which were related to the proposed plan to get a trash compactor for the Transfer Station. The first - currently numbered as #11 - would ask to **repurpose** the Land

Acquisition Capital Reserve Fund established in 1996 to be the same as the Transfer Station / Recycling Capital Reserve Fund. Passed, it would allow the funds in the Land Acquisition CRF to be used immediately. A 2/3rds majority vote would be required to pass.

WA #12, only be presented if #11 didn't pass, would request discontinuing the Land Acquisition CRF with the funds going to the general fund balance. A majority vote would be needed to pass.

WA #13, also only presented if #11 didn't pass, would ask the Town to vote to approve a lease / purchase of a trash compactor with \$7,500 as the first year's payment. Chairman Herbert believed the wording needed to be modified.

WA #14, only to be presented if #12 didn't pass, would request \$40,000 to be added to the Transfer Station / Recycling CRF.

Town Administrator April Rollins noted that the DRA would be reviewing the Warrant Articles again before they are finalized.

## 2.4 Tax Impact

WA #15 would ask the Town to adopt the provisions of RSA 32:5 V-b. Chairman Herbert believed the WA would also need rewording.

## 2.5 Recommended Articles

Selectman Walker made a **motion** to withdraw the recommended Warrant Articles from the previous Selectmen's meeting and recommend the 17 Warrant Articles before them. Chairman Herbert **seconded**. The motion **passed** with all in favor.

WA #	Subject	Action / \$
1	Choose Town Officers	Vote
2	Operating Budget	\$1,348,536
3	Reassessment Capital Reserve Fund	\$7,400
4	Buildings and Grounds Capital Reserve Fund	\$2,500
5	Defibrillator & Maintenance Expendable Trust Fund	\$2,400
6	Emergency Services / Fire Rescue Equipment Capital Reserve Fund	\$49,000
7	Cistern & Dry Hydrant Maintenance and Repair Expendable Trust Fund	\$2,500
8	Air Pack Equipment & Maintenance Expendable Trust Fund	\$8,700
9	Recreation Capital Reserve Fund	\$1,000
10	Police Department Capital Reserve Fund	Discontinue
11	Land Acquisition Fund Capital Reserve Fund	Repurpose
12	Land Acquisition Fund Capital Reserve Fund	Discontinue
13	Transfer Station Trash Compactor Lease / Purchase	\$7,500
14	Transfer Station/Recycling Capital Reserve Fund	\$40,000
15	Estimating Tax Impact (RSA 32:5 V-b)	Adopt
16	Reports of Officers	Report
17	Any Other Business	Discuss

### **3. Finalizing the Budget**

Chairman Herbert asked what the process was at this point in budget planning. Budget Committee Chair Jason Hood shared that generally the Budget Committee takes the Selectboard's recommendations, ask a lot of the same questions to a lot of the same people, and come up with a separate budget. Chairman Herbert noted that usually the two agree.

Chairman Hood offered that if the Selectboard wanted to, a joint meeting could be held. Chairman Herbert recommended scheduling another meeting in a week or two. Selectmen Walker recommended holding a joint meeting after the next Selectmen's meeting on January 20.

February 8th, the Budget Committee would be holding the Public Hearing for the budget. After that, the Budget Committee planned to review the feedback. Meanwhile, production of the Town's Annual Report was underway and must have the budget included. Annual Reports with the budget included must be available to voters a week before Town Meeting. (RSA 31.95)

### **4. Town Meeting During A Pandemic**

Selectman Walker noted that the Selectboard was still discussing options for how to hold Town Meeting. Doing it virtually was one option.

Town Clerk Jim Zink-Mailloux noted that posting of the warrant could be done on the Town's website, instead of a newspaper, and one other location. If someone requests information about the posting, it can be sent. However, sending written notification to all citizens was not required, thus saving potential additional mailing costs.

Joe Landry asked what it would cost to hold the Town Meeting at the Elementary School versus the High School. Selectmen Walker didn't yet have figures. Town Clerk Zink-Mailloux believed the November elections were held at nearby schools with no rental fees.

Selectman Walker noted that a normal in-person meeting would be the ideal, especially since not everyone was connected to the Internet nor had smart phones. However, a lot of space would be needed. The virtual option, while legal, would not serve everyone in Town. Town Clerk Zink-Mailloux noted that a virtual meeting would make counting votes on Warrant Articles very challenging.

Selectman Walker spoke about the bill which would allow for virtual meetings. The first meeting would be where the articles were presented. Then, two weeks later, a discussion meeting would be held. Between meetings, citizens could email questions or requests for more detail. The third step involved drive-through voting. If doing that process, a mailing to voters would be required. Selectman Walker also noted that if the Town Meeting were to be held outside of Salisbury, transportation would need to be provided for those who need it; another increase to the budget.

Selectman Walker suggested that the Board, the Town Clerk, and the Moderator should meet.

Joe Landry shared that he felt a virtual Town Meeting should be the last resort.

Selectman Walker note that another option being considered was Senate Bill 2: *"AN ACT allowing the preprocessing of absentee ballots for certain 2021 elections and allowing for the postponement of annual town meetings in calendar year 2021 where concerns exist during the COVID-19 health emergency."*

Chairman Herbert moved the meeting on to the next topic.

## **5. Old Business**

### **5.1 Old Generator at the Barn Store**

Selectman Hoyt said he talked to the Barn Store. Transfer Station Manager Jerry Williams had taken the old generator there for repair. The quoted repair price was \$150. The generator, working, was worth about \$300.

Selectman Walker recommended selling it, as is, instead of putting another \$150 into it. Another option presented was to see what Belletetes would charge to repair it.

Selectman Walker made a motion to put the generator, as is, up for sale. Chairman Herbert **seconded**. The motion **passed** with all in favor.

### **5.1 Zoom Account**

Town Administrator April Rollins said she looked into getting a Zoom account. The plans offered ranged from free to \$250 per license. To get the 300 participants plan which included recording transcripts, a minimum of 10 licenses at \$200 per year was required. That was \$2400. She noted that the Zoom website was rather misleading about the costs of the various plans.

TA Rollins signed up for the \$150 per year plan which allows for up to 100 participants. The plan does not include transcription services.

Selectman Walker noted that the school had the expanded package.

## **6. Selectmen's Reports**

Selectman Walker noted that in the past, citizens voted for a "Citizen of the Year", usually decided at Old Home Day. That didn't happen in 2020, so there was no "Citizen of the Year". Instead, he believed notices should be posted inviting citizens to vote.

Selectman Hoyt noted that the Town had never done a dedication before and that was another thing being proposed. He was happy to have the citizens decide about "Citizen of the Year".

Tax Collector Gayle Landry shared that the office staff had been discussing the topic, as well, and they wanted to include a "Hero of the Year" as other local teams were doing.

Chairman Herbert recalled that doing a Town Report Dedication was mentioned at the October 7 meeting.

Selectman Walker made a **motion** to allow the citizens of Salisbury to decide who to dedicate the Town Report.

Selectman Hoyt made a **motion** to allow the citizens of Salisbury to decide on the dedication or "Hero of the Year" or whatever, but to limit it to one thing.

Selectman Walker noted that the Selectmen had not made any decisions regarding dedication or similar. After thinking about it, he decided the citizens should have the vote, not the Selectboard. Selectman Hoyt agreed. Selectman Walker was uncomfortable with Town staff making a decision to have a "Hero of the Year", however he wanted it off the table for Selectman to decide.

Eric Swensden asked if there were any limitations to who a Town Report could be dedicated. Chairman Herbert

noted there were no limitations.

Selectman Walker reiterated his **motion**, specifying that notices about the voting be posted with deadlines, and that votes could be received via email or dropped into the Academy Hall mail slot. Selectman Hoyt **seconded** the motion. Chairman Herbert said, "Okay". The motion **passed**.

Chairman Herbert asked TA Rollins to include the topic on the agenda for the next meeting.

## **7. Adjournment**

No other business was conducted. Chairman Herbert made a **motion** to adjourn. Selectman Walker **seconded**. The **motion passed** with all in favor. The meeting was adjourned at 6:55 pm.

Respectfully Submitted,  
Kimberley Brown Edelmam  
Recording Secretary

*These meeting minutes were reviewed and accepted on January 20, 2021.*

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*Selectmen, Town of Salisbury*