



# Salisbury Board of Selectmen

## Meeting Minutes

July 14, 2021

**Approved**

|                                       |         |
|---------------------------------------|---------|
| Selectman Brett Walker, Chair         | Present |
| Selectman John W. Herbert             | Present |
| Selectman Jim Hoyt                    | Present |
| Town Administrator April Rollins      | Present |
| Municipal Assistant Kimberley Edelman | Present |

**Attendees:** Several citizens attended the meeting in person at the Academy Hall. A couple members of the public attended via Zoom.

### 1) Open Meeting

Chairman Brett Walker opened the meeting at 7:01 pm.

### 2) Meeting Minutes

Selectman Herbert made a **motion** to accept the meeting minutes of June 16, 2021 and June 22, 2021. Chairman Walker **seconded**. The **motion passed** with all in favor.

### 3) Signatures

Chairman Walker noted that the Board reviewed the Review Accounts Payable & Payroll Registers. Both are available for public inspection.

Chairman Walker noted that he had signed a Right of Interment for Edward Daniels.

### 4) New Business

#### a. State Police Statistics – June

Chairman Walker read the statistics for the month of June, as shown here.

| Salisbury's Calls for NHSP Service - June 2021 |   |                               |           |
|--|---|-------------------------------|-----------|
| 911 Hang up                                    | 1 | Fish & Game Official Notified | 1         |
| Alarm 10-52A                                   | 1 | Hazardous Operator            | 1         |
| Ambulance Needed                               | 1 | Motor Vehicle Accident        | 2         |
| Civil Standby                                  | 1 | Rape                          | 2         |
| Complaint – Animal                             | 2 | Request for Service           | 2         |
| Domestic past tense                            | 1 | Restraining Order Service     | 1         |
| Child abuse                                    | 1 | Suspicious Activity Report    | 1         |
| Total  |   |                               | <b>18</b> |

## **b. Town Hall Rentals**

Chairman Walker made a **motion** to waive the rental fee for Cribbage on Thursday nights through until September. Selectman Herbert **seconded**. The **motion passed** with all in favor.

Chairman Walker made a **motion** to waive the rental fee for the Salisbury Historical Society's BBQ Dinner on Tuesday, July 20, 2021 from 4 – 8 pm. Selectman Herbert **seconded**. The **motion passed** with all in favor.

## **c. Door Locks at the Salisbury Free Library**

Selectman Hoyt reported that the lock was extremely loose. The lock was taken apart and found to be worn out. He felt it was time to replace the lock. Town Administrator April Rollins reported that she had spoken with Joe Garneau and received a quote of approximately \$100 to repair the locks instead of replacing them. The Selectmen supported trying that approach.

## **d. Old Home Day Donations RSA 31:95-e**

Chairman Walker noted that the Old Home Day committee had received donations which the Board needed to vote to accept.

Selectman Hoyt made a **motion** to accept a \$200 donation from Blackwater Veterinary Services. Selectman Herbert **seconded**. The **motion passed** with all in favor.

Town Administrator April Rollins noted the Barn Store donated approximately \$60 worth of goods, including footballs, for the Old Home Day. Chairman Walker made a motion to accept that donation. Selectman Herbert **seconded**. The **motion passed** with all in favor.

## **e. RSA 91-A Request from the Concord Monitor**

TA Rollins reported that at the end of June a right to know request had come in from a journalist associated with the Concord Monitor. The request was for extensive budget and funding data for the police and fire departments, as well as hiring and employment data, and information about loans and grants over the past 20 years.

The research was being done by the Granite State News Collaborative. The request was sent to every town in New Hampshire. A boilerplate response was provided back.

## **5) Department & Committee Updates**

### **a. Fire Department / Road Agent**

Chief Bill MacDuffie Jr reported that the new washer and dryer would be arriving during the week. He also noted that it looked like the Old Home Day muster was going to have good turnout.

In terms of roads, Bill reported that the recent rain had made a mess of the roads. He also shared that they were still working the numbers for repaving Raccoon Hill Road. He added that prices of materials were increasing.

### **b. Transfer Station**

Chairman Walker reported that he had updated quotes for the compactor. He said he's working with Bill to put together a request for proposals. He hoped to have that ready to send to the Town Administrator within a week or two. He also noted that one of the potential vendors was planning to swing by to view the Transfer Station soon.

TA Rollins reported that the Town was still looking for an attendant to work on Saturdays at the Transfer Station.

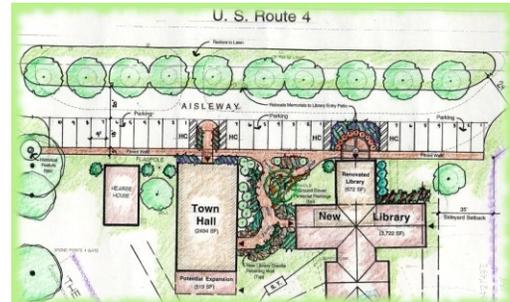
## 6) Old Business

### a. **Town Hall Ramp / Back Fill / Landscape Proposal**

Doug Greiner addressed the Board, stating that he had read the minutes from prior meetings and wanted to take a moment to present alternative ideas. He was given the floor.

Mr. Greiner referenced documents he had in hand and noted that these had been emailed to the Town Administrator. A partial view of a conceptual drawing he provided is shown here.

Mr. Greiner spoke about the walkway built at the Salisbury Free Library and funded 100% through donations. He noted that the Town Hall project was not the same thing. The library walk was supported by fund raising and included inscribed bricks.



Doug's key point was that the solution at the library was a grade based ADA compliant walk which did not require ramps and railings, nor the use of Trex or aluminum. The solution was complimentary to the historic building.

The Board spent 30 minutes listening Mr. Greiner and discussing with him possible ways to have an earthen ramp. This included the realization that the septic system may be in an inconvenient location.

## 7) Selectmen's Reports

### a. **Webster Elementary School**

Selectman Herbert reported that a meeting was held in Webster, initiated by citizens and the Town Moderator. They were concerned that the school superintendent was looking at closing the Webster school and having the students go to school in Salisbury. The School Board members who were present did not speak nor answer questions.

Selectman Herbert commented that the Webster school was old and needed work. The recreation areas were on Town property. He believed the Webster parents didn't want their children to be going to school in Salisbury.

The school district had apparently hired a firm to look at the buildings and the student population.

No one at the meeting knew where to get a copy of the original Merrimack Valley School District charter or agreement. It was noted that the MSVD website did have a link to a Concord Insider "This Week in Concord History" webpage which showed the following snippet:

*"March 27, 1965: Penacook School District voters will have several options before them: creating a cooperative school district with neighboring towns, merging with Concord or going it alone. Eventually, voters will approve creation of the Merrimack Valley School District."*

The Selectmen invested several meeting minutes doing further research on the spot, reviewing Town Annual Reports from the 1960's, and committed to continuing the search after the meeting.

*(Note: Around this point, the Zoom session was terminated due to loss of power. Sincere apologies to those who were logged in at the time.)*

## **b. “Unowned” Properties**

Chairman Walker reported that he had been researching parcels of land in Salisbury which did not appear to have known owners. There were 3 or 4 that he had found, one of which was about 13 acres. He was discussing actions to take the NH Municipal Association. The process for moving forward was not clear yet. He planned to continue working on it.

## **8) Town Administrator’s Report**

### **a. 2020 Audit Recommendations**

TA Rollins commented that the auditor’s report included recommendations, most of which were repeats. The auditors recommended use of a salary transfer form. Selectman Herbert commented that raises were covered by Selectmen’s meetings.

Selectman Herbert disagreed with the audit report commentary about lack of collateralization. Bank accounts were insured by the FDIC up to \$250,000. When tax bill payments came in, the Town’s account went over that limit. A letter from the bank pledged that assets of the bank would be used to cover the account if anything went badly wrong. He believed there was such an agreement in place, but he was unsure of the document’s location.

Selectman Herbert also noted that Salisbury’s financial reports were done in Excel. The auditors recommend that they be done in QuickBooks®. Selectman Herbert didn’t believe that the auditors should make that kind of recommendation.

### **b. American Rescue Plan Act**

TA Rollins reported that the portal for ARPA grant applications was open. Salisbury’s submission had been entered successfully. She added, “now the Town waits for a response.”

## **9) Nonpublic Session RSA 91-A:3II b**

Chairman Walker made a **motion** to enter nonpublic, **seconded** by Selectman Hoyt. Roll call – Hoyt, aye, Walker, aye, Herbert aye. The Board entered nonpublic session at 8:24 pm and reconvened the public session at 8:29 pm.

Chairman Walker announced the Board voted unanimously to appoint James Rollins as the Deputy Town Treasurer at the budgeted 2021 stipend rate, effective immediately. The minutes of the non-public session were not sealed.

## **10) Adjournment**

Chairman Walker made a **motion** to adjourn the meeting at 8:30 pm. Selectman Herbert **seconded**. The **motion passed** with all in favor. The next scheduled meeting is for Wednesday, August 4, 2021 @ 7 pm at the Academy Hall.

Respectfully Submitted,

Kimberley Brown Edelmann  
Recording Secretary

*These meeting minutes were reviewed and accepted on August 4, 2021.*

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*Selectmen, Town of Salisbury*