



# Salisbury Board of Selectmen

## Meeting Minutes

September 15, 2021

**Approved**

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

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**Attendees:** Several citizens attended the meeting in person at Academy Hall including Gayle Landry, Bill & Sharon MacDuffie, Bill MacDuffie Jr., Marcia Murphy, Al Romano and Gene Shaw. A few members of the public attended the meeting via Zoom.

### 1) Open Meeting

Chairman Brett Walker opened the meeting at 7:02 pm.

### 2) Meeting Minutes

Selectman Herbert made a **motion** to approve the minutes of September 1, 2021. Chairman Walker **seconded**. The **motion passed** with all in favor.

### 3) Signatures

Chairman Walker noted that the Board reviewed and approved the Accounts Payable & Payroll Registers. They also signed an "Intent to Cut" for Tax Map 237, Lot 18 on Oak Hill Road.

Chairman Walker reported that the Selectboard signed the Tax Collector's Deed Waiver. Tax Collector Gayle Landry explained that a deed waiver tells the Tax Collector that it was okay for her **not** to take those properties which still owed taxes. She added that those properties were still being charged interest.

All documents are available for Public Inspection.

### 4) New Business

#### a. **Academy Hall Toilet**

Town Administrator Rollins reported that the leaky toilet was repaired earlier in the day by Tyler Cross. The problem found and corrected was rusted / rotted hardware, most likely caused by the building's water.

## **b. Library - Leaky Sink**

It was noted that a sink was leaking in the library. Chairman Walker recommended that TA Rollins reach out to Tyler Cross and ask him to address that issue, as well.

## **5) Department / Board Committee Updates**

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

Bill MacDuffie Jr. reported that he started looking for the location of the Town Hall septic system, but hadn't yet located it.

Chief MacDuffie Jr. reported that the fire trucks recently went through inspections. No problems were found this year and all passed.

Selectman Herbert asked if Salisbury responded to the house fire in Wilmot. Chief MacDuffie Jr. reported that they provided coverage at the Wilmot station.

### **b. Transfer Station**

Bill MacDuffie Jr. expected to see the work on the concrete pad begin soon, possibly in the next week or so. The arrival date for the compactor was not yet set.

Chairman Walker reported that Selectman Hoyt negotiated a good price with Global Trash Solutions for a compactor and open hopper. The final price was \$35,000.

TA Rollins noted that the payment for the compactor had been received.

## **6) Old Business**

### **a. Cyber Insurance Policy - Insurance Rider**

At a prior meeting, Chairman Walker had asked TA Rollins to investigate options for additional insurance to cover cyber crimes. He added that the Town's insurance provider had sent an email stating that the Town's coverage was being lowered.

TA Rollins reported that she had reached out to an insurance broker who provided a wide range of quotes from \$10,300 to \$125,000. She noted that the broker said riders for cyber crimes weren't usually offered, so to be able to get quotes was notable.

Selectman Herbert reported that the Town currently only paid \$12,000 for property and liability insurance. The rider would double that if going with the lowest quote.

### **b. Town Clerk / Tax Collector's Dutch Door**

TA Rollins reported that she had contacted Ralph Platte. He told her that the counters and door were custom built. He plans to make repairs using butterfly hinges.

### **c. Town Hall Window Repair**

TA Rollins reported that she contacted Olde Window Restorers in Warner. To repair the damaged window completely, including weather stripping and full restoration, would be about \$1700 per window.

Selectman Herbert expressed concern about the condition of all of the windows in the Town Hall. Selectman Hoyt added that replacing all of the windows with vinyl would also require customization at possibly over \$800 per window, however he didn't believe vinyl would be appropriate for the historic building. Chairman Walker agreed vinyl would not be his first choice for the Town Hall.

Selectman Hoyt reported that the Town Hall stove was now fixed. Also, he had the new faucets in his truck and would be installing them shortly.

## **7) Selectmen's Reports**

### **a. American Rescue Plan Act**

Selectman Hoyt stated that everything was moving along as it should. He reported that Scott Brooks from TDS hoped to have a contract for the Town of Salisbury by the next Selectmen's meeting. Installation was expected to be in early spring.

Selectman Herbert asked if State approval was done, with transfer of authority. Selectman Hoyt noted that the paperwork between CCI and TDS was what was needed to be done.

### **b. Regarding Donations**

Chairman Walker shared that he had received a letter from Joan Young concerning \$1,500 that had been donated to the Recreation Committee to be used for recreational purposes. TA Rollins added that the donation had been made in 2018 in her husband's name. The committee decided to use it for batting cages. In 2019, it was too wet to work on the project. 2020 slowed everything down. TA Rollins recommended waiting until the spring to move forward.

Chairman Walker said he would provide an update to Mrs. Young.

## **8) Public Comments**

### **a. Regarding the TDS Broadband Project**

Gayle Landry asked Selectman Hoyt to list the steps that needed to be taken with the project. Selectman Hoyt identified steps he knew of as being:

- ◆ TDS was working with CCI to complete paperwork that documents TDS's right to use the utility poles.
- ◆ The electric company needed to assess whether the utility poles were appropriate for additional wires & weight.
- ◆ Replacement / installation of appropriate poles, if deemed necessary. This could be done during the winter. Any costs could be added to TDS's bill.
- ◆ PUC licensing of the utility poles would need to be updated / completed.
- ◆ Contract between Salisbury & TDS needed to be signed.
- ◆ Deposit needed to be paid.
- ◆ Installation of fiber optics lines & equipment.

## 9) Town Administrator's Report

TA Rollins reported that the Budget Committee met. A few things would be reorganized in the budget. Otherwise, the budget reviews would begin in October.

Chairman Walker noted that the Budget Committee appointed Jeffrey Blanchard as a new member.

TA Rollins reported that she was waiting for the utility assessments from the assessors. Once these were received, she could complete the MS-1 report. She would let the Selectmen know when the MS-1 was ready to sign.

## 10) Adjournment

The next meeting was scheduled for October 6 at Academy Hall at 7 pm.

Chairman Walker noted that the tentative date for the next Small School Study was the same as the Selectmen's second October meeting. He suggested that a change of schedule may be needed for that Selectmen's Meeting.

Chairman Walker made a **motion** to adjourn the meeting at 7:24 pm. Selectman Herbert **seconded**. The **motion passed** with all in favor.

Respectfully Submitted,

Kimberley Brown Edelman  
Recording Secretary

*These meeting minutes were reviewed and accepted on October 6, 2021.*

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*Selectmen, Town of Salisbury*