



Salisbury Board of Selectmen

Meeting Minutes

November 3, 2021

Approved

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

Attendees: Several citizens attended the meeting in person at Academy Hall. One member of the public attended the meeting via Zoom.

1) Open Meeting

Chairman Brett Walker opened the meeting at 7 pm.

2) Meeting Minutes

Selectman Herbert made a **motion** to approve the minutes of October 20, 2021. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

3) Signatures

Chairman Walker noted that the Selectboard had reviewed the accounts payable & payroll registers.

All documents are available for public inspection.

4) New Business

a. 2021 Tax Rate

Chairman Walker reported that the new tax rate was set at \$23.75, down from the 2020 tax rate of \$24.60. It was noted that the school rate had decreased by \$1.60 while the municipal rate increased by \$0.95. At Town Meeting, voters approved a budget increase of \$161,000 which included \$40,000 for a trash compactor, \$49,000 towards a new fire truck, and funding for road maintenance. These impacted the municipal tax rate.

b. Little Free Library

Chairman Walker noted that the library was planning to put up a Little Free Library at the Town Park. Both Selectman Herbert and Chairman Walker noted they had some reservations and concerns regarding the location and

suggested that the Salisbury Safety Complex would be a better location. Fire Chief MacDuffie concurred. Town Administrator Rollins would relay the Selectboard's concerns and suggestions.

5) 2022 Budget Review

a. 4220 / 4215 / 4290– Fire / Ambulance / Emergency Management & Forestry - Bill MacDuffie Jr.

Chief MacDuffie suggested reducing the Fire House Reporting Software line from \$1,500 to \$800. Chairman Walker made a **motion** to recommend the Fire Department budget at \$39,351 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

Chairman Walker made a **motion** to recommend the Ambulance budget at \$103,290 to the Budget Committee with an understanding that Penacook Rescue had not sent their final number to Salisbury. Selectman Herbert **seconded**. The motion passed unanimously.

Selectman Herbert made a **motion** to recommend the Emergency Management & Forestry budget at \$9,140 to the Budget Committee, Selectman Hoyt **seconded** and the **motion passed** unanimously.

b. 4312 – Highway & Streets Maintenance – Bill MacDuffie, Jr.

Road Agent MacDuffie suggested increasing the Winter Maintenance line by \$10,000. This would help cover the higher price of salt. Selectman Herbert made a **motion** to recommend the Highway & Streets Maintenance budget at \$350,322 to the Budget Committee, Chairman Walker **seconded** and the **motion passed** unanimously.

c. 4910 – Highway Projects – Bill MacDuffie Jr.

Selectman Herbert noted that the second half of Raccoon Hill Road would be done in 2022. \$21,750 had been expended doing tree work. Road Agent MacDuffie confirmed that ditching work was underway on Raccoon Hill Road. Some of the 2021 funds would be encumbered. Selectman Herbert made a **motion** to recommend the Highway Projects budget at \$170,000 to the Budget Committee, Selectman Hoyt **seconded** and the **motion passed** unanimously.

d. 4130 – Executive

Town Administrator April Rollins explained that the proposed budget covered wage increases. Chairman Walker made a **motion** to recommend the Executive budget at \$112,466 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

e. 4140 – Town Clerk

TA Rollins noted that values in two lines of the Town Clerk budget had flipped to cover the purchase of a new printer. Chairman Walker made a **motion** to recommend the adjusted Town Clerk budget at \$27,611 to the Budget Committee, Selectman Hoyt **seconded** and the **motion passed** unanimously.

f. 4153 – Legal

Chairman Walker noted that legal fees were not in their control. If the budget gets fully expended, additional funds would have to be taken out of another budget. TA Rollins recommended increasing the Legal / Selectmen line by \$2,000. Chairman Walker and Selectman Hoyt agreed that sounded like a reasonable recommendation. Chairman Walker made a **motion** to recommend the Legal budget at \$15,000 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

g. 4155 – Personnel Administration

TA Rollins noted that until the whole budget was set, the Payroll Taxes line could not be calculated. Chairman Walker made a **motion** to table the discussion until December, Selectman Herbert **seconded** and the **motion passed** unanimously.

h. 4194 – General Gov't Bldg.

TA Rollins noted that three individuals / firms were being used for building maintenance, shoveling, and grounds maintenance & mowing. It was noted the Town would need to go out to bid soon for a new mower. Selectman Herbert made a **motion** to recommend the General Government Buildings budget at \$67,888 to the Budget Committee, Chairman Walker **seconded** and the **motion passed** unanimously.

i. 4196 – Insurance

TA Rollins noted that the NH State Firemens' Association fee might change. The numbers from Primex are firm. Chairman Walker made a **motion** to recommend the Insurance budget at \$20,336 to the Budget Committee, Selectman Hoyt **seconded** and the **motion passed** unanimously.

j. 4197 – Advert & Assoc. Dues

TA Rollins reduced the Public Noticing line based on the level of activity in 2021. Chairman Walker made a **motion** to recommend the Advertising and Association Dues budget at \$5,500 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

k. 4199 – Other Gen Gov't

Chairman Walker made a **motion** to recommend the Other General Government budget at \$1,000 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

l. 4316 – Utilities & Street Lights

Chairman Walker noted that the costs had been increasing. Chairman Walker made a **motion** to recommend an increased Utilities & Street Lights budget at \$3,200 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

m. 4323 / 4324 – Recycling / Transfer Station – Albert Laflamme, Manager

Chairman Walker suggested adjusting the accounting to make expenditures around container rentals, debris and hauling clearer to track. TA Rollins and he discussed which lines would need adjustment. Chairman Walker noted that Equipment Rental did not show any 2021 expenditures yet. He didn't want to cut that budget line yet. He also wanted to do some more work on the two budgets in general, especially since new contracts were not in place yet. TA Rollins noted that she was expecting to have more information soon.

Chairman Walker made a **motion** to table the Recycling and Transfer Station budgets. Selectman Herbert **seconded**. The **motion passed** unanimously.

n. 4325 – Solid Waste Clean-up

TA Rollins noted that Well Monitoring fees had increased. Selectman Herbert made a **motion** to recommend the Solid Waste Clean-up budget at \$9,600 to the Budget Committee, Chairman Walker **seconded** and the **motion passed** unanimously.

o. 4414 – Animal Control

Chairman Walker made a **motion** to recommend the Animal Control budget at \$1 to the Budget Committee, Selectman Hoyt **seconded** and the **motion passed** unanimously.

p. 4415 – Health Agencies

TA Rollins noted a new request from CASA, Court Appointed Special Advocates for \$500. CASA is a police program for juveniles. CASA advocates spoke on behalf of seven Salisbury individuals between July 1, 2020 and June 30, 2021. Selectman Hoyt made a **motion** to recommend the Health Agencies / Hospitals budget at \$2,500 to the Budget Committee, Chairman Walker **seconded** and the **motion passed** unanimously.

q. 4442 – Direct Assistance

Selectman Herbert noted that expenditures in this area were not predictable. He made a **motion** to recommend the Direct Assistance budget at \$22,000 to the Budget Committee. Selectman Hoyt **seconded** and the **motion passed** unanimously.

r. 4583 – Patriotic Observations

TA Rollins noted that cemetery flags were provided each year by the Penacook American Legion and Salisbury reimburses them. Selectman Herbert made a **motion** to recommend the Patriotic Observations budget at \$4,160 to the Budget Committee, Chairman Walker **seconded** and the **motion passed** unanimously.

Chairman Walker noted there was a budget line for Old Home Day. He planned to suggest establishing a fund for Old Home Day to cover costs. A warrant article would be needed.

s. 4711 – Debt Services – Principal

Selectman Herbert made a **motion** to recommend the Debt Services - Principal budget at \$50,246 to the Budget Committee, Chairman Walker **seconded** and the **motion passed** unanimously.

Chairman Walker noted that both the Pingree Bridge and Fire Tanker loans were getting close to completion.

t. 4721 – Debt Services – Interest

Chairman Walker made a **motion** to recommend the Debt Services - Interest budget at \$2,913 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

u. 4723 – Interest – TANS

Chairman Walker made a **motion** to recommend the Interest - TANS budget at \$1 to the Budget Committee, Selectman Herbert **seconded** and the **motion passed** unanimously.

v. 4902 / 4909 – Capital Outlay

TA Rollins noted that there were no older projects that would fall under this area of the budget. Chairman Walker made a **motion** to recommend the Capital Outlay budgets at \$0 to the Budget Committee, Selectman Hoyt **seconded** and the **motion passed** unanimously.

w. 4919 – Agency Funds (CC Town Contribution)

Chairman Walker made a **motion** to recommend the Agency Funds budget at \$0 to the Budget Committee,

Selectman Herbert **seconded** and the **motion passed** unanimously.

x. 5400 – Transfers to Trust Funds

Chairman Walker made a **motion** to recommend the Transfers to Trust Funds budget at \$0 to the Budget Committee, Selectman Hoyt **seconded** and the **motion passed** unanimously.

y. 5500 – Warrant Articles / CRF

TA Rollins provided a report of the 2021 Warrant Articles as approved at Town Meeting and noted that the final checks covering appropriations would be cut the following week and given to the Trustees of the Trusts Funds for deposit. The actuals on the report would be adjusted by the next meeting.

TA Rollins noted that the Selectmen had a copy of the Planning Board's Capital Improvements Program which included recommendations for 2022. The Selectboard discussed each as follows prior to making any motions.

5500 - Warrant Articles	\$2,022	Comments
Reassessment	\$7,400	Level funding.
Town Buildings & Grounds	\$2,500	Level funding.
Transfer Station / Recycling	\$10,000	Level funding. Road Agent MacDuffie noted that eventually more investment would be needed.
Fire Rescue / Emergency Services	\$49,000	Level funding. Need to continue funding towards a future purchase.
Recreation	\$1,000	Level funding. Currently has \$6,166 in the fund.
Cistern Maintenance & Repair	\$2,500	Level funding.
Land Acquisitions	\$1,000	Level funding.
Fire Department Engine	\$0	Old 5508-04 line.
Cemetery Maintenance & Operations Trust	\$0	TA Rollins would have figure by end of the year. It's based on plot sales.
Air Pack Equipment & Maintenance	\$8,700	Level funding until 2026. Chief MacDuffie will check current pricing.
Defibrillator	\$2,400	Level funding.
Library Operations	\$0	TA Rollins noted that no request had been received from the library. Chairman Walker noted they had external funding.
Highway Equipment	\$20,000	TA Rollins noted that the Selectboard had been duly noticed that the Town may not have a Road Agent in 10 years time. The fund balance was \$51,113.
Forest Fire	\$500	As recommended by the Planning Board.
Total	\$105,000	

TA Rollins noted that the Forest Fire fund currently had \$6,663 in it. The Town pays bills for forest fires. The State reimburses the Town, but not at 100%.

Chairman Walker made a **motion** to recommend to the Budget Committee under item 5500 Warrant Articles, Capital Reserve and Capital Improvement Funds in the amount of \$105,000. Selectman Herbert **seconded**. The **motion passed** with all in favor.

6) Revenues

TA Rollins reported that Revenues were doing well and were on target. The Town had recently received the final portion of the Highway Block Grant. She reported that the Town's portion of Meals & Rooms Tax was anticipated to increase from \$72,058 to \$105,485. The Meals & Rooms Tax proportioning was reconsidered by the State each year.

7) Old Business

a. **Transfer Station Generator & Compactor**

Chairman Walker noted that he expected to see the generator installation before the end of November and the compactor to be place by the end of the year. Everything will run off the generator. Specific plans for how to run wires were not in place. It was suggested that conduit be run before the ground freezes. Power would be run from the generation to the building, then distributed out.

b. **TDS**

Selectman Hoyt provided an update regarding broadband. He had heard back from Joel Dohmeier at TDS who had been in touch with Sarah Davis at CCI. CCI did not want to change the boundary lines unless TDS was willing to take Chase Hill Road and Brick House Road, both of which were in Andover. Those roads are served via the lines that are on North Road and Montgomery Road. After Selectman Hoyt spoke with Ms. Davis, she agreed to do the boundary change as long as TDS would grant them a right of way without any fees. Selectman Hoyt would talk to Mr. Dohmeier.

Selectman Hoyt also spoke with James Burkhavage from Comcast. He learned that new things have come down the line in the past couple years. Comcast may be interested in serving North Road. Comcast will survey the area.

As telephone utilities, TDS and CCI can not have overlapping territories. Comcast is not a telephone company and therefore does not have defined territories.

Until everything was worked out, a contract would not be ready to sign.

8) Selectmen's Reports

a. **Town Hall**

Selectman Hoyt noted that with winter approaching, the Town needed to address temperature monitoring at the Town Hall. If the heating system failed and the pipes froze, the cost of repair would be prohibitive. Mitigation was needed, possibly involving a temperature alarm system. Research would be done.

9) Public Comments

a. **Transfer Station**

Transfer Station Manager Bert LaFlamme reported that the was looking to change the Wednesday hours of the Transfer Station back to 2 pm to 6 pm, effective immediately. He noted that there wasn't enough traffic to justify the additional hours.

Chairman Walker made a **motion**, based on the recommendations of the Transfer Station Manager, to set the Wednesday hours to 2 pm to 6 pm, effective immediately. Selectman Herbert **seconded**. The **motion passed** with

all in favor.

b. Ball Field Stone Wall

Dora Rapalyea shared that with the dead trees taken down, the stone wall at the Ball Field looked fantastic. She thanked the Selectmen. Selectmen Herbert and Hoyt were thanked for their work taking down and removing the trees. Selectman Herbert added that he was leery of giving away the wood as it may have had eggs in it.

c. Cemetery Signs

Mrs. Rapalyea noted that there were new signs at Maplewood, Bean and Smith Cemeteries and that they looked very nice.

10) Town Administrator's Report

a. Veteran's Day

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

b. Ice Rink

TA Rollins noted that the ice rink was going to be put in place. The liner would be added when it got colder. People needed to stay off of it until a sign was put up saying it was open for use.

11) Non-Public Session RSA 91-A:3,II (a)

Motion to enter non-public session made by Chairman Walker, **seconded** by Selectman Hoyt. Roll Call – Hoyt, aye, Walker, aye, Herbert aye. The Board entered non-public session at 8:12 p.m. and reconvened the public session at 8:58 p.m.

Chairman Walker announced that the Board regretfully accepted a retirement letter from Walter Scott Jr. effective immediately and the Selectmen unanimously voted to hire John Young as the new Transfer Station Attendant at \$15 per hour effective November 6, 2021.

Chairman Walker made a **motion** to seal the non-public session meeting minutes, Selectman Hoyt **seconded** the motion and the **motion passed** unanimously.

12) Adjournment

Chairman Walker made a **motion** to adjourn the meeting at 9:02 pm. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Respectfully Submitted,

Kimberley Brown Edelmann
Recording Secretary

These meeting minutes were reviewed and accepted on November 17, 2021.

Selectmen, Town of Salisbury