



# Salisbury Board of Selectmen

## Meeting Minutes

February 2, 2022

**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; four attended via Zoom.

### 1) Open Meeting

Chairman Brett Walker opened the meeting at 7:00 pm.

### 2) Meeting Minutes

Chairman Walker made a **motion** to approve the minutes of January 19 and 25, 2022. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

### 3) Signatures

Chairman Walker noted that the Selectboard had reviewed and signed the following:

- ◆ Review Accounts Payable & Payroll Registers – Available for Public Inspection
- ◆ Intent to Cut Timber – Tax Map 230, Lot 14
- ◆ Tax Map Maintenance Contract – Cartographic Associates Inc.
- ◆ Investment Policy
- ◆ 2021 Audit Questionnaire
- ◆ License to Sell Pistols & Revolvers – Benmour Enterprises, LLC

All documents are available for public inspection.

#### 4) Department / Board / Committee Reports

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

Fire Chief Bill MacDuffie, Jr. reported that he received another quote to replace the fluorescent lights with LED lights. The price would be the same with or without ballasts. The quote was for \$7,000 and covered the entire building.

Selectman Hoyt provided the Chief with contact details for another company so that a second quote could be obtained.

The cost of the work would come out of the General Government Buildings section of the operating budget.

##### **b. Transfer Station**

Chairman Walker shared that an email had been received from a resident regarding closure of the Transfer Station due to winter weather. The resident noted that the decision to close was posted on a Facebook group and wanted to know what the process used to reach that decision.

Chairman Walker noted that on Friday morning, with the storm pending, Town Administrator April Rollins had received several emails and telephone calls from residents asking if the Transfer Station would be closed. She also called and spoke with Chairman Walker. He noted it was within the Transfer Station Manager's authority to make decisions about the opening and closing of the Transfer Station.

Chairman Walker added the Board of Selectmen need to post meetings 24 hours in advance. In a situation such as this one, it would have been improper for the Selectboard to meet to discuss whether to open the Transfer Station.

TA Rollins added that she reviewed the Standard Operating Procedures for the Transfer Station and noted that an out-of-date fee schedule was included in that document. She planned to edit the SOP, removing reference to fees, and would submit it to the Selectboard for review, comments, and approval at a future meeting.

Road Agent Bill MacDuffie Jr said he appreciated that the Transfer Station was closed for the duration of the storm. It would have been very difficult to keep that area plowed for residents to safely use the facility.

The Selectboard agreed the Transfer Station Manager made the right decision.

TS Manager LaFlamme reported that he got a replacement door with a window for the first aid room. He also said he would need to purchase kerosene for heating. TA Rollins said he could make the purchase and get reimbursed or get the Town's credit card from her.

*Recording Secretary's Note: Chairman Walker spoke to this again after the meeting was officially adjourned. Lorri Collins addressed the Selectboard via Zoom explaining how the situation resulted in a trip to the Transfer Station made by an elderly resident who did not have a computer, nor access to the Internet, and did not know the Transfer Station was closed. TA Rollins suggested that a phone tree might be good to implement; other Towns have done so.*

*Gayle Landry added that she posted the closure on the Town's website at 12:29 pm on Friday afternoon. The Town website is: <http://www.salisburynh.org>*

*Selectman Hoyt noted that it was also posted on the Town's Facebook page.*

*Chairman Walker reiterated that the Transfer Station Manager has discretion on operations at the Transfer Station and whether to open or close due to inclement weather or other reasons.*

### **c. Planning Board**

Selectman Herbert reported that the Planning Board held a Public Hearing to share the changes to the regulations. The changes, which had been worked on for a couple months, were accepted.

At the meeting, a couple had expressed interest in purchasing the Sanborn's horse farm on Raccoon Hill Road near Oak Hill Road to use as a wedding venue. Selectman Herbert noted that under the agricultural business regulations they could do that, but there would be some ifs, ands and buts involved in allowing them to do that. He added it would certainly be a very different use for Raccoon Hill Road.

### **d. Conservation Commission**

TA Rollins reported that she had been in communication with Everett McLaughlin who purchased the 148.51 acre parcel on Montgomery Road which includes Vermetti Pond. Mr. McLaughlin wanted to give the parcel to the Town of Salisbury as conservation land.

At the Conservation Commission meeting of January 26, they discussed the process for accepting the land. TA Rollins referenced RSA 36-A:4, Conservation Commissions, Powers:

*Said commission may receive gifts of money, personal property, real property, and water rights, either within or outside the boundaries of the municipality, by gift, grant, bequest, or devise, subject to the approval of the local governing body, such gifts to be managed and controlled by the commission for the purposes of this section.*

Bill MacDuffie Jr reported that the group which would hold the conservation easement was at the meeting and answered all of the questioned that the Conservation Commission had. He felt the agreement would go through quickly.

Chairman Walker noted the property would be available for public use for hunting, fishing, hiking, snowmobiling... Bill MacDuffie Jr added that it would never be developed. TA Rollins noted the property was all in current use and therefore had only brought in a very small amount of tax revenue.

## **5) New Business**

### **a. MV School District Election**

School Elections were scheduled for March 4, 2022 from 11 a.m. to 7 p.m. in the gymnasium. It was noted that each Town needed to have 4 people at the election: 2 Ballot Clerks and 2 Supervisors of the Checklist. Per RSA 669:7, Incompatibility of Offices, no inspector of elections (aka Ballot Clerks) shall at the same time serve as a Supervisor of the Checklist.

TA Rollins suggested that the three Supervisors of the Checklist could schedule their day so that two were on duty at a time.

Dave Rapalyea said that if only two Supervisors were in attendance and they were in disagreement about allowing a citizen to register or check in, there wouldn't be a third available to break the tie; there were three people on the board for a reason.

Chairman Walker recommended that Mr. Rapalyea raise that question with the MVSD Moderator, Charlie Niebling.

TA Rollins also noted that the email did not talk about compensation. If all three Supervisors work the full day, would they be compensated?

Dave Rapalyea added that three Supervisors were required at Town Elections. If one was unable to attend, another had to be appointed.

## **6) Old Business**

### **a. Window Refurbishment Quotes for Town Hall**

Chairman Walker reported that Alden Witham of Olde Windows Restorers responded to his questions about the use of the invisible balance system, explaining in depth why he did not recommend them for the Salisbury Town Hall. Chairman Walker was satisfied with the response. Selectman Herbert was impressed with the email. Selectman Hoyt felt the price was good.

Chairman Walker made a **motion** to accept the proposal from Olde Windows Restorers and that their recommendation be forwarded to the Trustees of the Trust Funds for approval. Selectman Hoyt **seconded**. The motion **passed** with all in favor.

## **7) Selectmen's Updates**

### **a. Global Trash Solutions - Transfer Station Compactor**

Chairman Walker reported that he had spoken with Peter Spano two days prior. The firm met all of the requirements for the Small Business Administration. They were waiting for final underwriting and funding. Also, Mr. Spano spoke to the manufacturer. Salisbury's compactor was now at the top of the list.

### **b. TDS / Broadband**

Selectmen Hoyt provided an update. The TDS contract was now signed.

## **8) Public Comments**

### **a. Timing of Compactor Installation**

Marcia Murphy asked how long it would be before the compactor would arrive. Chairman Walker said funding was expected in February.

### **b. TDS / Broadband**

Marcia Murphy asked if the utility pole situation on North Road had been resolved. Selectman Hoyt confirmed it was. The three companies using the poles had reached an agreement. The PUC approval was a formality that had not been completed yet. TDS was aiming to get the project started by the end of February, weather permitting.

Dave Rapalyea asked if the TDS service was solely internet or more. Selectman Hoyt confirmed that all services would be available as it was a boundary change.

Can hear you now.

### **c. License to Sell Pistols & Revolvers**

Dora Rapalyea asked about the license. Chairman Walker said it was a renewal with the Department of Safety.

#### **d. Town Report Dedication**

Dora Rapalyea asked if the Selectboard had selected someone to whom the Annual Report would be dedicated. Selectman Hoyt shared that it was Lou Freeman. Mrs. Rapalyea thought that was an excellent choice.

#### **e. Celebrating Volunteers**

Dora Rapalyea noted that in the past, volunteers had been recognized with a party. She felt the volunteers in town appreciated that gesture. She asked the Selectboard to consider doing something.

Chairman Walker agreed that would be good to do. TA Rollins shared that the "Volunteer Appreciation Day" events were usually by herself and Gayle Landry. She suggested a barbecue at the park might be a good idea.

#### **f. Celebration of Lou Freeman**

Gayle Landry wanted to recognize the Salisbury Fire & Rescue Department. She felt they did a wonderful job with the Celebration of Lou Freeman. It was very nice.

### **9) Town Administrator's Report**

#### **a. Violation Letter Re: Tax Map 247, Lot 6**

TA Rollins requested guidance from the Town Attorney regarding the illegal structure on the property. The opinion from the Attorney was to send a notice of violation to the owner, informing the owner that the offending structure must be removed from the property.

#### **b. Town Warrant**

TA Rollins noted that per guidance from the Department of Revenue Administration, Article 15 had been updated to include initial funding of the Old Home Days Revolving Fund; \$296 from the unassigned fund balance. Those monies were the proceeds collected during 2021 Old Home Day activities.

Article 17 was added to the Warrant, \$1000 for the Land Acquisition Capital Reserve Fund.

TA Rollins noted that revenues as reported were good as was the Warrant.

Chairman Walker made a **motion** to approve the Warrant as presented. Selectman Herbert **seconded**. The motion **passed** with all in favor.

#### **c. Budget Committee Public Hearing, February 7, 2022**

TA Rollins reported that the Budget Committee Public Hearing was scheduled for the following Monday at Academy Hall, weather permitting, otherwise Tuesday, February 8.

The Budget Committee meeting was scheduled to start at 6:30 pm with the Public Hearing starting at 7:00 pm.

#### **d. Town Office Closures**

TA Rollins reported she would be taking a vacation day on Friday, February 11. Therefore, the Town Offices would be closed.

The Town Offices & Town Clerk office would be closed on Monday, February 21 for Presidents' Day.

#### 10) Next Meetings

Chairman Walker made a **motion** to adjourn the meeting 7:37 pm. Selectman Hoyt **seconded**. The **motion passed** with all in favor. The next scheduled meeting: Wednesday, February 16, at 7 pm at Academy Hall.

Respectfully Submitted,

Kimberley Brown Edelmann  
Recording Secretary

*These meeting minutes were reviewed and accepted on February 16, 2022.*

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*Selectmen, Town of Salisbury*