



## Selectmen's Meeting Summary August 6, 2014

Selectman Ken Ross-Raymond, Chair	Present
Selectman Pete Ballou	Present
Selectman Joe Schmidl	Present
Town Administrator Margaret Warren	Present
Administrative Assistant Kathie Downes	Present

Visitors: see sign in sheet attached with original summary on file.

Chairman Ross-Raymond called meeting to order at 6:30 PM.

- Review and Approve Minutes July 16, 2014 public meeting and August 1, 2014 non-public meeting: **Selectman Schmidl moved to accept both summaries as written, Selectman Ballou seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers: **Select board moved and accepted**

### Department Updates/Issues:

- Road Agent MacDuffie:
  - Ditch cleaning on Raccoon Hill Rd; Crack sealing being done on paved roads and small washouts with recent storms but roads holding up good.
  - MacDuffie is checking into spraying for bamboo that is starting to overtake some of our roadsides. They say spraying has 80-90% success rate. This is something we would want to do annually for few years.
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- Transfer Station Operator Sawyer and TS Assistant Wheeler:
  - Primex Safety Inspection of Transfer Station has several items that need to be done before winter. Providing fencing so individuals cannot fall into containers is necessary. Sawyer suggests using heavy duty snow fence posts and chicken wire around the containers and in front will have to do a railing. Also ask Road Agent MacDuffie to move cement blocks at aluminum and paper containers to form a barrier. (to be accomplished as soon as possible). TA Warren to check re: need for railing/fence in front of rubbish containers. Selectmen to look into cost (Kearsarge Concrete) to have a cement pad by construction debris.
  - Second TS Assistant - Bill Coughlin. Sawyer plans to have him work ½ day every other Saturday for training. He also could put the fencing up once poles are in. Selectmen concur that up to TS Operator re: work schedule – but keep in mind budget will not cover three people each Saturday.
  - Steve Wheeler noted that he has contact NRRA re: Recycling unit for OHD and will be picking it up tomorrow and placing it at ball field Friday and Town Greens Saturday. He will return unit after OHD.
- Police Log – Month of July – 26 calls: 2 – 911 hang up; 1 – Ambulance needed; 5 – Burglar Alarms; 2 Hazardous Operator; 3 – MV accident; 1 – noise complaint; 1 – pedestrian; 7 – Request for Service; 1 – Suspicious person; 1 – Theft; 1 – Traffic Stop; and 1 Welfare Check. Report on file in Selectmen Office.

**Elaine Kinne, Molly Miller and Realtor Maria Laycox re: building on Class VI Rd.** Elaine Kinne introduced Ms. Miller to Board and explained Ms. Miller is interested in purchasing Ms. Kinne's lot (Map 247 Lot 4 – 47.650 acres) but has some questions re: building since the lot is on Class V - New Rd and Class VI - Robie Rd. The potential buyer would want to put access the property from Robie Road and therefore a Liability Waiver would need to be approved. Ms. Miller would like to know if this is something Selectmen would approve. Selectmen spoke about the application process and suggested they review the documents that are on-line. They cannot guarantee the approval but from what was discussed tonight it looks like it would be feasible. All criteria would need to be reviewed at the time application is submitted by both Planning Board and Selectboard before a decision can be made. Application must be submitted by property owner.

#### **Old Business:**

- Meeting Updates
  - Shared Services group met 7/30 in Webster with representation from Webster, Salisbury, Andover and Bradford. General discussion re major purchases chart; warrant article on education funding; energy efficiency exploration and Broadband. Also was invited to a Town Hall style meeting with Senator Andrew Hosmer and State Reps Carson, Karrick and Ratzki on August 19<sup>th</sup> at 6 PM in Webster. Next meeting of this group is scheduled for September 25, 2014 at 6:30 PM in Salisbury at Academy Hall – Upstairs meeting room.
  - PB – 8/4/14
    - Reviewed new lot line adjustment application – some issues with frontage.
    - Received back from ZBA the proposed Major/Minor home occupations changes. PB will review and work on having ready for 2015 town meeting voting.
    - Discussed procedures for bldg on Class VI roads. TA Warren has drafted suggested wording. All agree that it is a two-step process involving Planning Board and Selectboard. More clarification will be sought from town counsel.
- Meetings – Reminders
  - OHD Final Mtg – 8/7/14 – Town Hall. Looks like everything is all set for the OHD Festivities – August 8<sup>th</sup> and 9<sup>th</sup>.
- Dispatch Change – effective 7/24/14 calls forwarded to State Police from our local # (648-2230)
- Primex Town Buildings Safety Check completed. TA compiled list for electrical problems and Electrician Sweat has been contacted. Other issues at Safety Building have been fixed – hot water heater and door knobs. Selectmen asked RA MacDuffie if he could move rocks from Pingree Bridge abutment to Safety Bldg complex – front of propone containers. Office staff is working to update SOP for safety and workplace violence policy/procedures.
- Merrimack County Sheriff will continue to do Pistol Permit Process at a cost of \$32.50 per hour charge. They estimate they do approximately 50 per year. When they were doing the dispatch service this fee was part of the contract.
- Selectman Ross-Raymond noted that he and Chief MacDuffie have measured for Safety Bldg outside stairs. He checked with National Lumber for materials and they will give Town contractor discount – estimate of \$600 for all materials. Board will make final approval to take money from Town Building and Grounds CRF once have final invoice.
- Academy Hall projects – received estimate from Ralf Platte still waiting for estimate from Scott Bickford. Board will review both and discuss at a subsequent meeting.

### **New Business:**

- Deputy Treasurer – Auditors have recommended Board appoint a second person as deputy to cover conflict of interest issues, vacations, illness, etc. Auditors recommended someone from office who can be readily available. **Motion made and seconded to appoint Administrative Assistant Kathie Downes.** Job description for this position will reflect this additional duty.
- Donations – Nancy Hayden: Came in with a check in the amount of \$1,750 to be used for OHD fireworks. Selectmen thanked her for her hard work getting these funds donated. **Motion made and seconded to accept the donation of \$1,750 to be put towards cost of fireworks.** General discussion re: OHD budget and possible contract with Atlas for 2015 fireworks to encumber any monies left at end of 2014.
- Nancy Hayden gave the invoice for 2014 fireworks to TA Warren to process payment.
- Invoice received and processed from Webster PD for services on 6/30.
- Noted there is a DOT meeting 8/11 re: construction of Rte. 127.
- Selectman Ballou asked about the DRA recommendation re: elderly and veteran exemption verifications. TA Warren has clarified with DRA representative that as a small town we are satisfied with process we have in place.
- Selectman Schmidl has info re: Wi-Fi– for parts of town not served. Would like to have a presentation at the August 20<sup>th</sup> BOS meeting. Schmidl to set this up with his contact.

### **Public Comments:**

- Sandy Miller: What is the conflict of interest re: Deputy Treasurer position? *TA Warren explained that Treasurer is now signing all checks – including her own – and auditors recommend having a staff person appointment as a second deputy to take care of issues that cannot be addressed by Treasurer and Deputy Treasurer. There is no additional budget needed for the second Deputy as it is covered in job description.*

**Other:** All business that shall legally come before the Board

- At 7:55 PM Chairman Ross-Raymond made motion to go into non-public session **per RSA 91-A:3, II (a) reputation and (c) - abatement. Roll Call vote taken – unanimous vote.**

Returned to public session at 8:10 PM. **Chairman Ross-Raymond announced motion was made and accepted by the Board to seal the non-public session minutes per RSA 91-A:3,II (a) & (c).**

**Selectman Schmidl moved to adjourn at 8:15 PM, Selectman Ballou seconded. All voted in favor.**

Respectfully submitted:  
Kathie Downes  
Administrative Assistant

**Meeting Summary reviewed and accepted at the August 20<sup>th</sup>, 2014 Meeting.**

Selectmen, Town of Salisbury