



## Selectmen's Meeting Summary May 20<sup>th</sup>, 2015

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| Selectman Ken Ross-Raymond, Chair      | Present |
| Selectman Joe Schmidl                  | Present |
| Selectman Pete Ballou                  | 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 of last meeting – May 6<sup>th</sup>, 2015: **Selectman Ballou moved to accept the summary as written, Selectman Schmidl seconded. Vote in favor.**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted.**

**EHF, LLC – Map 247 Lot 4 – Class VI Road Waiver:** Owner Molly Miller presented her application for Agreement & Notice of Limits of Municipal Responsibility and Liability (ANLMRL) requesting permission to access her property from Robie Road (Class VI). Approximately 200 feet from Class V Road (New Road). Selectmen reviewed the application checking for required documentation. Items A, B, and C are all set; with remaining being reviewed at site walk. Discussion of abutters list will need to be as required in SOP under step 3. Selectmen concluded the application was complete and next step is preliminary site visit with applicant, road agent, fire/rescue, planning board and conservation commission. The date for site visit is June 1<sup>st</sup> at 6:00 PM – which will be publicly posted. After site visit applicant will meet with Planning Board for step 2 – on June 1<sup>st</sup> at 7 PM.

### Department Heads:

- Fire Chief MacDuffie – monthly update
  - Monthly Stats: 2 fire alarm; 10 EMS and 1 smoke investigation.
  - State fuel tax rebate has been completed. For federal fuel tax rebate need to purchase fuel with credit card – but savings appears to warrant doing it this way.
  - When he last met with locksmith Carlson he said he could do rekeying at \$40 per lock and it would be about \$1000 to have this done. Chief feels this is something we should look into having done.
  - Fire/Rescue Open House went well.
  - Forestry gear has been ordered (grant)
  - Ambulance billing is being worked on with TA Warren – but don't see large return on this.
  - Selectman Schmidl asked Chief if they have an incident report form he could share with him so he can adapt it for Transfer Station Operating Plan.

- Cemetery Trustees Chandler and Bowne – Maplewood Cemetery question (catch basin). Looking for clarification regarding the drain pipe found recently on a cemetery lot. It appears this drain pipe was installed many years ago before cemetery was extended. It also appears it is no longer needed. Decision is to remove the pipe completely and trustees will take necessary action to have this accomplished. Owners of the interment lots affected will be notified. Trustee Chandler also had a question regarding moving the cremains from one lot to another in same plot as requested by owner. Selectman Ballou suggests following up with state as disinterment has certain criteria to follow.

#### Old Business:

- Meeting Updates:
  - Planning Board – 5/18 – met with Mike Tardiff CNHRP – who went over phase I of info gathering for master plan. The contract was left for BOS to approve and sign.
- Meeting Reminders:
  - OHD – 5/21 - 6:30 PM – Academy Hall
  - Right to Know Seminar – June 11<sup>th</sup> - letters sent to neighboring towns and our department heads.
- Transfer Station Operating Plan – complete and ready to be signed. Minor corrections were made as noted in last meeting motion to accept. One copy will be kept at Transfer Station and one copy at Town Office. Copy does not have to be submitted to state.
- Academy Hall Project – begins first of June 4. Under the contract half of project is paid up front.
- AA Downes will be changing her hours effective June 2<sup>nd</sup>. Will be working 12-15 hrs per week vs 18-20 hrs per week. She will still continue to do BOS meeting recordings but no other night meetings on a regular basis. Selectmen and TA Warren reviewed times of BOS meetings for surrounding towns and noted starting times range from 4 PM to 7 PM. Board moved to try starting time of 5:30 PM effective June 3<sup>rd</sup> and if there are problems with this earlier time they will revisit the issue.

#### New Business:

- Transfer Station: Preliminary discussion of position of transfer station operator as Mr. Sawyer contemplates retirement. Ed told selectmen he has been doing the job since 1978 and would like to retire the end of June – working to make the transition to be smooth. General discussion of issues indicates a need to have a work session to come up with the town's short term and long term goals, objectives and plan for this position and transfer station operation as a whole. Work session will be held June 10<sup>th</sup> at 6:30 PM – with BOS, Bill MacDuffie, Sr., Bill MacDuffie, Jr, Steve Wheeler, Bill Coughlin, Lorna Carlisle and Ray Deary.
- Planet aid will be paying the town 5¢ per pound quarterly for clothing collected in the bin at the transfer station.
- Town has been notified that there will be a final inspection of work on Rte. 127 on May 29<sup>th</sup> at 10 AM – meet at DOT garage in Franklin.
- TA Warrant has sent Resilient Buildings group a packet of what has been done in the past re municipal energy efficiency. They will be getting back to us with more information.
- All town building fire extinguishers will be tested tomorrow
- Hot water tank at Safety Bldg. is failing and Selectman Ross-Raymond will be replacing it. This is the original hot water tank.

Public Comments:

- Karen Sheldon noted that the Salisbury Historical Society has launched their flag project with all flags flying at select utility poles in Salisbury. They will fly until Veterans Day in November and then again in the same time frame in future years. The historic flags will honor veterans in our older graveyards who took part in the American Revolution, War of 1812 and Civil War.

Correspondence:

- Master Plan Update Phase I Contract – signed by Selectmen tonight

Other: All business that shall legally come before the Board

- Non-Public Session: (as necessary)
- NEXT MEETING: June 3<sup>rd</sup>, 2015 at 5:30 PM

Other: All business that shall legally come before the Board

**Selectman Ballou moved to adjourn at 7:45 PM; Selectman Schmidl seconded. All voted in favor.**

Respectfully submitted:

Kathie Downes, Administrative Assistant

Meeting Summary reviewed and accepted at the June 3<sup>rd</sup>, 2015 Meeting.

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Selectmen, Town of Salisbury