



## Selectmen's Meeting Summary June 17, 2015

Selectman Ken Ross-Raymond, Chair	Present
Selectman Joe Schmidl	Present
Selectman Pete Ballou	Absent
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 5:35 PM.

### REGULAR BUSINESS:

- Review and Approve Minutes of last meetings – June 3<sup>rd</sup> and June 10<sup>th</sup>. **Selectman Schmidl moved to accept the summary as written, Selectman Ross-Raymond seconded. Vote in favor.**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted.**

### **At 6:00 PM Chairman Ken Ross-Raymond opened the Public Hearing re: Application for Agreement & Notice of Limits of Municipal Responsibility & Liability (ANLMRL) – Map 247 Lot 4 .**

Selectman Ross-Raymond noted that on May 20<sup>th</sup> the Board received from Owner Molly Miller her application for Agreement & Notice of Limits of Municipal Responsibility and Liability (ANLMRL) requesting permission to access her property from Robie Road (Class VI). On June 1<sup>st</sup> a site visit was made with applicant and appropriate town officials. Planning Board reviewed the issue at their meeting on June 1<sup>st</sup> and recommended approving the request with the exception of the road be upgraded to 14 feet. Official notification of the public hearing was duly posted and abutters notified. Review of instruction sheet shows that all steps of the application process and documentation submitted are complete. Selectman Ross-Raymond read the ten conditions for consideration for town and applicant(s) to agree on. (see copy of draft ANLMRL attached to BOS approved 6/17/15 meeting summary).

Selectman Ross-Raymond opened the meeting for public comments:

Ben Jones – Robie Road – asked if any right of way changes ( Selectman Schmidl noted no easements associated with deed)

Matt Kelly inquired does the applicant make the 14 feet road width adjustment after agreement is signed. (yes – with reminder from Selectman Schmidl that any wet areas would need to be addressed with DES)

Don Parker – Robie Road – asked why the increase width. (Selectman Ross-Raymond noted this is width required under current town policy).

Hearing no other public input – Selectman Ross-Raymond closed public hearing at 6:10 PM.

**Selectman Schmidl moved to approve the Application for Agreement and Notice of Limits of Municipal Responsibility and Liability as recommended by Planning Board. Selectman Ross-Raymond seconded. Vote was in the affirmative.**

Agreement signed by both applicant and Board of Selectmen. Town Administrator Warren will submit to Registry of Deeds for recording.

### **Department Heads:**

Fire Chief MacDuffie – monthly update

- Stats: 13 brush fires; 4 EMS; 2 Mutual Fire; 2 Wires; 1 Motor Vehicle and 1 Station Coverage.
- Comstar – Ambulance Billing Services Proposal – 6/8/15: One-time fee of \$500 to set up account. \$250 monthly service fee. Chief indicates that with an average of 40 calls per year there is a potential of \$19,000 but realistically probably half that amount would actually be collected. If so this would show the town a profit of approximately \$5,500. TA Warren to look into revolving fund and Chief to nail down other proposals for next meeting. If this is put in place Chief is thinking of looking at additional compensation to those who do transports.
- Funds reimbursement for Forest Fires - Realistically town hasn't spent any – but we pay out of our account until reimbursement is received. Selectmen feel reimbursements should go back into that account.

### **Old Business:**

- Meeting Updates:
  - PB - 6/15/15 – Busy meeting – 3 hours working on updating the 2005 MP Survey to get ready for the new survey. Other outstanding issues discussed re: create non-conforming lots when subdividing. MS Rollins will be setting up conference call with town counsel for clarification.
- Meeting Reminders:
  - OHD Meet 6/18/15 - 6:30 PM
- Transfer Station – Operations:
  - Work session held on June 10<sup>th</sup> for discussion of plans and goals for TS. It was decided to look for a replacement piece of equipment of used loader/ backhoe. In reviewing the idea of utilizing some of the funds from the CRF Highway Equipment. Selectman Ross-Raymond noted that upon reviewing the backup materials it would appear it is for Highway Equipment only. – Ross-Raymond feels town cannot use for other than for Highway. Schmidl asked TA Warren to clarify with town counsel.
  - Ed Sawyer submitted his letter of resignation effective the end of June. Effective July 1<sup>st</sup> Steve Wheeler will take over as Transfer Station Manager and Bill Coughlin taking on operating the packer.
  - Job Descriptions need to be reviewed and updated and Steve Wheeler will be speaking with TA Warren re: suggested revisions. A third part time position will also be posted once job descriptions have been finalized.
  - Steve Wheeler mentioned the need for fire extinguishers at Transfer Station. Chief MacDuffie will contact Tristate Fire Protection to see what is needed and have them added to the yearly check list.
  - Steve Wheeler indicated he will be taking vacation time in July and Selectmen asked that he give the information to office staff so arrangements can be made for coverage during that time. Steve Wheeler had an OHD question re: recycling containers for the town grounds area on Saturday. Selectman Schmidl will discuss this with committee at tomorrow night's meeting.
- Outside Stairs at Fire Dept are still pending until prep work is completed.

- Paul Leveille from Unitil – Resilient buildings group will be contacting Selectman Ross-Raymond to schedule site visit at town buildings.

New Business:

- Town Clerk Resignation –Lisa Campbell has submitted her resignation as town clerk effective June 30, 2015. Lisa has sold her home in Salisbury and will be moving to Franklin. April Rollins is the Deputy Clerk and will be meeting with the Board of Selectmen at the July 1, 2015 meeting for discussion of appointment as Town Clerk until Town Meeting. April has indicated the town clerk hours will be changing effective July 1<sup>st</sup> – she will be open Mondays from 9 AM – 1 PM and Tuesdays 4:30 PM – 8:30 PM. There will be no Saturday hours.
- Library Trustees Alternate – letter from Library Trustee Gail Henry requesting a third alternate - Jennifer LaClaire – 780 Old Turnpike Rd. **Selectman Schmidl moved to approve the appointment of Jennifer LaClaire as an alternate; Selectman Ross-Raymond seconded. All voted in favor.**
- SOP 92-004 – After the recent RTK seminar the SOP – Public Meetings has been updated in draft form and reviewed by Selectmen tonight. SOP will be updated and signed by BOS with proposed revisions.
- Selectman Ross-Raymond noted that there is now a No Passing Zone on Route 4 in front of Safety Bldg. – which has been a passing zone.
- Selectman Ross-Raymond asked AA Downes to check with Fire Explorers regarding when they are scheduling the road side clean up so BOS can facilitate a similar town road clean up same day.

Public Comments:

- Nancy Hayden – New Road asked what happened to the remaining balance of OHD budget 2014 being encumbered for use towards the cost of the 2015 fireworks – since she had gotten a contract for this purpose. Selectman Ross-Raymond explained that at the end of last year when reviewing and preparing for 2015 budget it was noted the amount was much less than the \$2500 contract amount they did not encumber. Hayden indicated she does the soliciting for the donations for this event and \$323 in her mind is a good amount to go towards the cost. Unfortunately there is no way to rectify and encumber since books have been closed. **Selectman Ross-Raymond motioned to encumber any balance left from OHD 2015 budget to go towards the 2016 cost of fireworks, Selectman Schmidl seconded. Vote was in the affirmative.**

Correspondence:

- Four 2014 abatements reviewed – two were granted and two were denied.

Other: All business that shall legally come before the Board

**Selectman Schmidl moved to adjourn at 6:25 PM; Selectman Ross-Raymond seconded. All voted in favor.**

Respectfully submitted:

Kathie Downes, Administrative Assistant

Meeting Summary reviewed and accepted at the July 1<sup>st</sup>, 2015 Meeting.

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Selectmen, Town of Salisbury