



## Selectmen's Meeting Summary April 5, 2017

Chairman Ken Ross-Raymond	Present
Selectman Pete Ballou	Present
Selectman Sam Tucker	Present
Town Administrator Margaret Warren	Present
Administrative Assistant Kathie Downes	Present

Visitors: Marcia Murphy, Nancy Hayden, Gayle Landry, Steve Wheeler, Bill Coughlin, Bill MacDuffie, Jr., Joe Schmidl, Gail Henry, Taylor Gilman,

Chairman Ross-Raymond called meeting to order at 5:30 PM. Announced the Board has received a resignation letter from Selectman Tucker effective April 14<sup>th</sup>. Selectman Tucker addressed everyone present – stating that due to her no longer living in Salisbury she must tender her resignation as Selectman. She appreciates the chance she was given to serve in this capacity and regrets she must resign. Both Selectmen Ross-Raymond and Ballou thanked her for time served and wished her well in her future endeavors. **Selectman Ross-Raymond moved to regretfully accept Tucker's resignation, Selectman Ballou seconded. All voted in favor.** Selectman Ross-Raymond noted per RSA 669 the remaining Board Members appoint someone to fill the position until the next election which will be the 2018 town meeting and in the interest of conducting business responsibly they have reached out to most recent former selectman – Joe Schmidl. Mr. Schmidl graciously has agreed to serve until March 2018 town meeting. **Selectman Ross-Raymond moved to appoint Joseph Schmidl to the third position of Selectman due to Tucker's resignation until the 2018 town election, Selectman Ballou seconded. All voted in favor.** Schmidl to stop in after April 14<sup>th</sup> to be sworn in [Oath of Office].

Bill MacDuffie, Jr. thanked Sam for her service to the town, and this was echoed by all in attendance.

### Review and Approve Minutes of last meetings

- March 1<sup>st</sup>, 2017 and March 22<sup>nd</sup>, 2017 meeting summaries. **Selectman Ballou moved to accept, Selectman Tucker seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers. **Select board moved and accepted.**

### Department Updates/Issues:

**Highway Department** – Selectmen welcomed and congratulated Bill MacDuffie, Jr. as our new road agent.

- He noted he has been busy with recent snow storms and hopefully will be able to do some grading of dirt roads next week. After last snow storm, the area around Scribner Corner in flood control was torn up with spin outs.
- Paved – roads – all roads posted at this time. Ross-Raymond asked if there is a time limit on the postings. Road Agent MacDuffie is not aware of any other than for Class VI roads – which have specific regulations.
- He hopes to know better by next meeting status of his winter budget.

### **Fire Department – Chief MacDuffie:**

- New Tanker: Ross-Raymond announced Valley may not be finishing tanker due to business issues. Chief went to get the truck but business closed. What happens now is unknown. Chief MacDuffie will attempt to contact owner again to make arrangements to pick up chassis to which we have a title and materials for tank. We need to investigate another vendor to finish tanker. We did make a payment of \$91,000 up front to Valley towards the building of tanker.
- Monthly Stats: 4 mutual aid fire; 1 car fire; 1 chimney fire; 4 medical calls; 2 radon calls, and 1 wire.
- Water purification system is working well – smell is gone. System regenerates every 1500 gallons and does dump into septic system. He will be purchasing more salt to have on hand. Joe Schmidl noted it would be better if it were piped to separate dry well.
- Since the Fire Department no longer has need for the water cooler it was decided to assign it to the Library.

**Police log – March:** Total Calls – 37: 1 – abandoned vehicle; 1 – ambulance needed; 4 – burglar alarm; 3 – civil standby; 1 – department assist; 1 – domestic past tense; 3 – Hazardous operator; 5 – MV accident; 2 – animal complaints; 6 – requests for service; 2 – restraining order; 2 – road obstruction; 1 – sex offender registration; 1 – subpoena service; 1 suspicious activity; 2 – traffic stop; and 1 – welfare check. Report on file in Selectmen Office.

### **2nd Quarter - Safety Committee Update:**

- Service call for heater in Town Clerk /Tax Collector office - ignitor was replaced.
- Things to follow up on:
  - TA Warren to have Primex to come into look at safety issues.
  - Exhaust fan needs to be looked at in AH restroom
  - Heaters at Academy Hall and Library will be scheduled for service this year.
  - Generators at Academy Hall and Fire Department to be scheduled for service this year.

**Library Building Structure:** Selectman Ballou and Contractor Scott Bickford have physically reviewed the crawl space at library. Bickford noted moisture is causing problems on frame and cracking. First step is to install hemostat fan(s) for total air exchange to take the dampness out. Also, will need to jack building up to put in ½ in steel plate on columns. He will get a quote to TA Warren within the next week so work can be done quickly. Once this is accomplished Board will review with contractor if additional work is necessary regarding the structure of the building.

**Ed Sawyer – Land Survey:** In with question regarding a small parcel he owns that he feels there is discrepancy of 2 acres (7 A vs 5 A). General background information shared by Ed with Board. Selectmen asked TA to review and clarify the issue with our town mappers (Carteographics).

## Old Business:

- Meeting Updates
  - PB – 3/6 Meeting: Pete Ballou reported they reviewed the Housing and Energy Chapters of 2017 Master Plan. Board discussed build out analysis as affected by 50% and 75%. Also, a brief discussion regarding increasing minimum 2 acre zoning requirement and still be able to meet the requirements of workforce housing. PB - 3/20 Meeting: Sam Tucker reported they reviewed the Housing Chapter and noted the Deletion of Controlled Growth Ordinance Warrant Article passed at town meeting.
- FYI Meeting Reminders
  - Budget Committee Meet April 10<sup>th</sup> has been cancelled and rescheduled for May 8<sup>th</sup>.
  - Planning Board will meet April 17<sup>th</sup> – 7 PM this month.
- Transfer Station Hours of Operation: Selectman Ross-Raymond noted office staff and selectmen are getting inquiries about opening TS for Wednesday hours earlier than May 3<sup>rd</sup>. Selectmen asked TS Operator Wheeler for his recommendation. He noted there should be no problem with beginning next Wednesday – April 12<sup>th</sup> for the 2 – 6 PM hours. This should not adversely affect the budget. Ideally we will need to fix a permanent time for the start and end of Wednesday hours. It was agreed to begin 2017 Wednesday hours of Transfer Station on April 12<sup>th</sup> and signs will be posted.
- New Keys for Transfer Station – will be issued now that lockbox has been installed.
- State Police MOU : With Town Meeting over and budget in place the proposed agreement for SP patrolling specific times can move forward. Board will invite Lt. Commerford to the May 3<sup>rd</sup> BOS meeting to discuss and finalize. Issues to discuss include number of hours; weekly, bi-weekly, hourly cost and question of over-time.
- Review of 2017 Project To – Do list:
  - Academy Hall:
    - Check windows (storms and screens) so all can be opened and shut easily – or replace if necessary.
    - Generator and Heaters to be serviced
    - Look into having gate at front entrance instead of chain for winter months
    - Water Filtration System
  - Town Hall
    - Check all windows to adjust or replace so all can be opened and shut easily.
    - Front Doors – check for proper and easy opening and closing.
    - Painting and General Repairs of building
    - Replace closure on stage area
  - Library
    - Heater(s) serviced in 2017
    - Back Door
    - Building Structure / cracks
  - Safety Building
    - Generator serviced in 2017
    - Not a priority – but outside stairs for access to upper space.
  - Transfer Station
    - Garage Door for loader bay
  - Ballfield / Recreation Area
    - Lighting – own vs Unilights (quotes being sort for LED lights that we would put on our own pole(s).

- 522 Old Turnpike Rd – (old fire station): Unkempt –Unightly property. Last letter sent last year - no response from land owner. Building Inspector / Health Officer indicates next step in to follow up with town counsel. TA Warren will follow up with town counsel.

#### **New Business:**

- BOS - Committee Assignments & Memos re: departments meeting with BOS on regular basis and for budget purposes– postponed to next meeting.
- Meet &Greet State Police – April 15<sup>th</sup> 9AM-11AM – Town Hall – Sponsored by Neighborhood Watch and Care program. They have been very active over the past few years putting together special seminars and forums.
- Review and adopt the Fund Balance Policy – SOP 12-001 – signed by BOS
- Review and adopt the Investment Policy – SOP 07-003 - signed by BOS
- FYI - 2018 – 250<sup>th</sup> anniversary of town 1768. Gail Henry noted she has a friend who helped Bath NH with their 250<sup>th</sup> anniversary. She will contact and get back to Selectmen Office Staff so a meeting can be set up with other town organizations to discuss and set up committee if decision is to do something in 2018.
- Bid request for Maplewood Cemetery Wall has been posted and will be in the Concord Monitor April 9<sup>th</sup> and 10<sup>th</sup>.
- April 22<sup>nd</sup> – earth day – Selectmen asked Fire Chief when Explorers are planning Spring Road Side Cleanup so town can coordinate to do same time
- Letter received from land owner regarding ROW – Issue – land locked and has been cabled off - Robie Road: BOS reviewed and agree it is a civil issue.

#### **Public Comments:**

- Marcia Murphy:
  - Is there a town ordinance regarding unsightly property? No specific ordinance just regs from state regarding junk yards and can pursue if there appears to be public health issues.
  - Any back lash for town re: Town Meeting change in date this year. Nothing for Salisbury as we had no contested races, or bond issues.

**Other:** All business that shall legally come before the Board Non-Public Session: (as necessary)

**Selectman Tucker moved to adjourn at 7 PM; Selectman Ballou seconded. All voted affirmative.**

Respectfully submitted:

Kathie Downes, Administrative Assistant

Meeting Summary reviewed and accepted at the April 19<sup>th</sup> Meeting.

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Selectmen, Town of Salisbury