



Selectmen's Meeting Summary October 6, 2010

Selectman Ken Ross-Raymond, Chair	Present
Selectman Joe Laycox	Present
Selectwoman Karen Sheldon	Present
Administrative Assistant Margaret Warren	Present
Office Assistant Kathie Downes	Present

Visitors: Shirley Johnson, Rick Sheldon, Marlina Dipre; Sandy Miller, Kathleen Doyle, Gayle Landry, Dora Rapalyea, Stacia Eastman, Bill MacDuffie, Sr.,

Chairman Ross-Raymond called meeting to order at 6:30 PM. Meeting is being recorded by Kathleen Doyle.

- BOS public session summary for 9/15/10 reviewed. **Selectwoman Sheldon motioned to accept as written; Selectman Laycox seconded. All voted in favor.**
- BOS public session summary for 8/18/10 and non-public session summary 9/1/10 were tabled at last meeting for a final review tonight when full board is present as he has some issues for discussion. After brief discussion Selectman Laycox noted he did not want to vote on the 8/18/10 public meeting summary. **Selectman Ross-Raymond motioned to accept as written; Selectman Sheldon seconded. Selectman Laycox abstained. Vote in favor.**
- After review of the 9/1/10 non-public session summary in non-public session tonight, **Selectman Laycox motioned to accept with minor change; Selectwoman Sheldon seconded, all voted in favor.** These minutes were voted sealed under RSA 91-A.
- Review Accounts Payable & Payroll registers. Select board motioned to accept.

3rd Quarter - Safety Committee Update:

Still waiting for estimates for the outside lighting – once received, decision will be made of whom to do the work and it will be scheduled. Also the surveillance equipment has yet to be installed.

Departments:

Road Agent MacDuffie – Monthly Update:

- Highway Department had a theft at the transfer station recently and police are investigating.
- Selectman Ross-Raymond asked about status of Warner Rd project. Will be starting soon.
- Kathie related the office received an inquiry from a Bay Rd resident re: road side cutting. MacDuffie noted he is in the process in doing the road side cutting.
- From recent rain only had a small washout on Dunlap road.

Police Chief Jones – Monthly Update:

- Monthly update for September briefly discussed. Chief Jones noted it was a busy month with 65 service calls. (copy of report filed with original meeting summary) He also noted that the requested list of donations procured by the Chief of Police for the police department is attached. Selectmen will review and address formal acceptance of these donations at next meeting for audit purposes.

- Selectman Ross-Raymond asked about hour changes for Sgt. Shapiro. Chief noted that he has reviewed logs for Sundays and noted service calls are low and has a need for help during the week and he is able to work on Tuesday and Thursday mornings. As Chief of the department he feels he needs to schedule staff as need indicates. AA Warren noted that Sgt. Shapiro did work the detail at Pingree Bridge today. Chief said the detail went well and Sgt. Shapiro was thanked by Sally Gunn. General discussion regarding the detail rate of \$35 versus the usual rate of \$59. Chief noted this is agreement that was made with Beck and Bellucci for this project.
- Chief asked if the traditional trick or treat night in Salisbury will be October 31st – Sunday. Kathie Downes responded that Salisbury has always celebrated Halloween on the actual date. Chief noted that he will be on duty that date and the PTG and Police Department will host an event at the town hall on Friday, October 29th.
- Selectwoman Sheldon asked how he was coming with her request for dispatch logs. He explained he has been working on blacking out sensitive information – but the documents are lengthy and regular police work comes first. Selectman Laycox asked why Karen needed these and she responded to review where and what type of calls for Salisbury.
- Selectwoman Sheldon noted that his yearly evaluation is due (September 2010) and requested he do a self evaluation as Selectmen Office Staff do. Once received Selectmen can review and comment and review with Chief at a subsequent meeting.

Old Business:

- SOP – Revised Draft – 97-001: Recycling Committee have reviewed and made recommendations re: some fee changes. Public Hearing will be necessary before Board can finalize the SOP. Also updated the Recycling Brochure. It was suggested to go with effective date of January 1, 2011 for fee changes if approved.
 - Schedule public hearing date - 11/3/10 at 7 PM
- Keys - Selectmen's Office: AA Warren asked for a decision regarding limiting the keys to Selectmen's Office to office staff and Board members. Police mail box has been moved to the mail/supply locked closet so access to Selectmen Office area is not necessary. Chief noted for emergencies he feels police should have keys to all offices. It was noted that he has key to front door of Academy Hall as does Fire Department but does not have access to Town Clerk/Tax Collector office. Selectmen Laycox and Ross-Raymond noted they feel police should have a key for emergencies. Chief also requested the one key he did turn in be returned so he has a complete set of keys in both cruisers. Office Assistant Downes asked Chief Jones to bring in his set of keys so she can ensure the list of keys for town building for police is correct.
- Meetings Updates
 - Energy Committee: Selectman Laycox reported that at the last meeting they had a guest to speak to the group about the ETAP program to help with a project to assess all buildings owned by town re saving energy. A participation form has to be signed by the Town. The town's electric provider needs to be contacted re: a free lighting audit, and after enrolled we need to contact the Peregrine Energy Group to arrange for a Scope Level Audit of the Town Hall, Academy Hall and Safety Complex. AA Warren asked if the committee members will be able to work with the electricity providers and take care of contacting Peregrine Energy Group re audit. Selectmen Laycox will confirm with Bob Irving to see if he can take on this task as well as be the representative present when the lighting audit and scope level audit are performed. A Warrant Article for town meeting will be necessary if funds are going to be needed for this initiative.

- Recycling Committee: Selectman Laycox reported that the last two meetings were spent reviewing the SOP for Transfer Station and Recycling Brochure. The recommended changes were given to Kathie for typing and public hearing has been scheduled for November 3rd meeting.
- Planning Board: Selectwoman Sheldon reported that she missed the October 4th meeting. Other meetings Site Plan review has been revised, and public hearing held and is on its way.
- CIP change – Recreation: Recreation Committee Chair notified Planning Board that they wanted no allocation for 2011 for bleachers. Kathleen Doyle, Recreation member noted that the Committee discussed using old bleaches by refurbishing for now and look at brings up to code in the future. The CIP is a working tool for budget purposes and is reviewed and updated each year.
- Pingree Bridge Update: steel girders set today – next two weeks will be doing concrete work – project is back on schedule.
- Tree Cutting Invoice: Request from Marlena Dipre for town to reimburse her for the trees cut that Road Agent could not do without bucket truck. Road Agent noted that the \$200 amount was reasonable. Selectwoman Sheldon noted she wanted to make sure Board is not setting a precedent by paying after the fact. Board agreed this was already approved – but Road Agent had not been able to finish job without bucket truck and when Dipre’s had one for other work it was reasonable to have the job completed at town’s expense.
- Cemetery Trustees has scheduled the archeological dig for the Mitchell Plot – October 18th at 9 AM.
- Chief Jones noted as a point of clarification re: donation list – that he has the photocopier and plans to continuing using it in spite of fact that donations have not been approved tonight. Selectman Ross-Raymond noted that the approval is part of a procedure to satisfy auditors.

New Business:

- Selectman Ross-Raymond has been asked by several constituents about access to river for recreation. Army Corp owns river access and feels it makes sense ask Conservation and Recreation to follow up and research this endeavor.
- Selectman Ross-Raymond noted that Clarke the Salisbury Post Master spoke to him about the bushes between Post Office and Safety Complex and asked if it would be okay to have them cut down as scrubs. Board has no problem with this.
- Selectwoman Sheldon noted that in reviewing town polices noticed that we need to update our personnel policies and procedures manual. AA Warren has contacted LGC for sample and staff will work on updating.
- Work Assignment - Clerical Help for Cemetery Trustees: April Rollins who helps with projects in Selectmen’s office will be working with Cemetery Trustees to update some of there cemetery maps and records. Selectman Ross-Raymond wondered about her availability to help with office work for Police Department. Chief Jones noted he would appreciate the help and has money in his budget. AA Warren will follow up with April.
- Franklin VNA Flu Clinic – 10/21/10 – 2:30 PM – 5:30 PM at Town Hall.
- Transfer Station incident last Friday when town employee was accessing to leave rubbish and town resident was questioning why person had a key and he did not when he pays taxes. AA Warren was wondering if a letter could be sent from Selectmen re: hours of operation of transfer station and duties of town employee gives access to that individual. Chief Jones said

victim does not want to make official complaint so case is closed and he can not give out name of individual who questioned the employee.

- Anonymous letter regarding safety concerns in the flood plains. Selectman Ross-Raymond noted that if individual who wrote letter had any thing to add – Board would be glad to address the issue. The Board of Selectmen were made aware of a drag race back in August and followed up with Chief Jones and Army Corps and found no permission had been given for such an activity. September 18th date was not known to Selectmen and Chief Jones noted he was on duty that date and did patrol the flood plains area and saw no evident of a drag race event. Selectman Laycox noted that the Selectmen acted appropriately when notified of the first instance and just found out about second by anonymous letter. At request of Kathleen Doyle letter was read aloud (copy attached to original minutes) Selectman Ross-Raymond noted in response to the second question in the letter the BOS did not turn down federal funding for police patrol.

Public Comments:

Marlena Dipre – West Salisbury Road: Asked if letter from her Attorney had been received re: her request for information that was denied. Letter has been received and Board awaiting response from town attorney. Ms. Dipre also expressed a concern with AA Warren’s behavior re: the key issue and donations email to department which she said was emailed to department heads but when requested a copy – was told no email was sent. Selectwoman Sheldon noted that an email was not sent but department heads were approached regarding donations. Gayle Landry, Tax Collector noted Margaret spoke to her directly about donations. Kathie Downes spoke with Matt Holmes, Recreation.

Other: All business that shall legally come before the Board

Non-Public Session: (as necessary): Selectman Laycox requested non-public session to review and accept non-public meeting summary of September 1st, 2010. **Roll Call vote taken and all voted to go into non-public session at 7:50 PM.**

Returned to public session at 7:52 PM.

As previously stated the non-public session meeting summary for 9/1/10 were voted sealed under RSA 91-A.

Selectman Laycox made motion to adjourn at 7:58 PM; Selectwoman Sheldon seconded. All voted in favor.

Meeting Summary reviewed and accepted at the October 20th, 2010 Meeting.

Selectmen, Town of Salisbury