



Selectmen's Meeting Summary December 1st, 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: see attached sheet

Chairman Ross-Raymond called meeting to order at 6:30 PM. Board and Kathleen Doyle recording the meeting.

REGULAR BUSINESS:

- **Emails:** Chairman Ross-Raymond noted the Board has been advised by Town Counsel that RSA 91-A:2 explains that a meeting covered by the statute occurs whenever a majority of the board members convene to discuss board business – in person or electronically. Therefore since Board has been advised of this –need to adopt by vote a rule of procedure that documents that email communications if ever necessary between select board members will be limited to strictly administrative matters and will not involve discussion of substantive matters.
Selectman Laycox made motion to establish a rule of procedure (ROP) regarding emails; Selectwoman Sheldon seconded. All voted in favor. Office staff will prepare the ROP to be reviewed and signed at next meeting.
- **Review and Approve Meeting Summaries:** **Selectwoman Sheldon motioned to accept the 11/3/10 regular session; 11/17/10 regular session and non-public session summaries as written, Selectman Laycox seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers. **Select board motioned to accept.**

2011 Budget Preparation:

Fire/Rescue/Forest Fire – More Discussion re: Ambulance Services: Chief Gilman and Deputy Chief Lorden in to discuss the need to contract with Penacook Rescue to do the transporting for Salisbury. Contract with Penacook to be from July, 2011 to December 2011 at cost of \$10,000 for half year. This increase brings the proposed 2011 for 4215 – ambulance to \$26,527. Deputy Chief Lorden noted that at this time the department does not have an EMS Captain so Salisbury will rely on Penacook as first responders. It was agreed that a committee will need to be formed after first of year to look at the EMS functions within the department.

Discussion regarding the need for lease agreement for the updated air packs. Sandy Miller questioned if air packs are serviced yearly – how could they become out of compliance. Marsha Murphy asked if department gets an inspection report to review. Chief Gilman noted that they will also look at possible grants. This is an expense that will need to be addressed in budget this year.

Marlena Dipre addressed the Board noting that at the last meeting Chief Gilman was recognized by the audience for a job well done as he steps down as Fire Chief at the end of the year and Chairman Ross-Raymond called Chief Gilman back to the table to reprimand him for not contacting Mr. Scott. She stated that this should not have taken place during a public forum and at the very least feels Selectman Ross-Raymond should publicly apologize to Chief Gilman.

Chairman Ross-Raymond thanked her for her comments and noted that it was not a reprimand.

Police: AA Warren noted that Dispatch is up by \$3,313 for 2011. She cut line items for phone, general expenditures, cruiser expenditure and is proposing \$59,363 for 2011.

Selectmen -Proposed 2011 Budget Discussion: General discussion and review of the following line items. The final proposed 2011 budget figures are as listed below.

4140 – Elections, reg & vital records - AA Warren	\$21,000
4150 – Financial Adm –AA Warren	\$77,070
4153 – Legal – AA Warren	\$16,000
4155 – Personnel Adm – AA Warren	\$29,164
4194 – General Gov’t Bldg – AA Warren	\$38,200
4196 – Insurance – AA Warren	\$20,780
4197 – Advert & Asso Dues – AA Warren	\$ 3,900
4199 – Other Gen Gov’t – AA Warren	\$ 800
4316 – Utilities & Street Lights – AA Warren	\$ 2,000
4414 – Animal Control – AA Warren	\$ 300
4415 – Health Agencies – AA Warren	\$ 2,749
4442 – Direct Assistance – AA Warren	\$31,712
4583 – Patriotic Observations – AA Warren	\$ 2,950
4711 – Debt Services – Principal – AA Warren	\$61,667
4721 – Debt Services – Interest – AA Warren	\$20,570
4723 – Interest – TANS – AA Warren	\$ 500

Capital Reserve Funds: to date only one known is - Reassessment - \$ 7,400

Departments:

- **Highway Dept Monthly Update:** Road Agent Bill MacDuffie reported everything is quiet. Selectman Ross-Raymond noted the new federal laws regarding road signs will need to be addressed by 2018. MacDuffie will do inventory of what will be needed for street and traffic signs. MacDuffie noted that he spoke with Sally Gunn re: West Salisbury Road and Pingree Bridge intersection and winter plowing. Final paving will be done in the spring. Once temporary bridge is removed he will take down the no thru traffic and extra stop signs.
- **Police Dept – Selectmen Update**
Chairman Ross-Raymond noted that the Board needs to address the resignations of Chief Jones and Sgt Shapiro. Selectman Laycox noted that he called Sheriff Hilliard (MCSO) and discovered both Ken and Karen and Margaret has called him about the filling of these positions. He just wanted to note that he is disappointed that the Board had not met as a team to discuss the issue before calling MCSO. Selectman Ross-Raymond noted that the process has not been started – was clarifying MCSO availability to help.

Selectman Laycox asked if the Board would be open to negotiating with Chief Jones and Sgt. Shapiro regarding withdrawing resignations. Also have a letter from a town citizen about this issue. Selectwoman Sheldon noted that they voluntarily resigned and Mr. Jones already has another job. **Roll Call vote taken re asking that they withdraw letters of resignation:**
Laycox: Yes Ross-Raymond: No Sheldon: No

Chairman Ross-Raymond made motion to formally accept the resignations of Chief Jones and Sgt. Shapiro; Selectman Sheldon seconded.

Roll Call vote taken re formally accepting the two resignations:

Laycox: No Ross-Raymond: Yes Sheldon: Yes

Vote in affirmative. Letters of resignation accepted.

Chairman Ross-Raymond would like to see the recruiting process begin quickly. LGC has a program to help with recruiting; MCSO has agreed to discuss the process and helping with the recruitment. Also received a call from former Chief of Police Don Nason who has a consulting business and has offered to help and a letter was received from MRI. Selectmen asked AA Warren to contact all for more details and set up a meeting ASAP to start to move forward. AA Warren will put together a draft recruitment ad for Board to review and be ready for discussion at a meeting to be set for December 8th or 22nd.

Public Comments:

Jerry Lorden: Do we have mutual aid agreement with other towns? *Not in effect without police department. Selectmen can negotiate new agreements with towns in the interim.*

Kathleen Doyle: She did speak with Frank Jones and he said he would entertain idea to discuss issues of resignation – other employment has always been on going.

Sandy Miller: Is Webster police department full time? Could cost town more to go with shared services. *Webster is not 24 – 7.*

Old Business:

- Pingree Bridge Update
 - Selectman Ross-Raymond noted that the new bridge is open to traffic. Temporary bridge has been removed - weekly update from VHB is attached to original summary.
 - AA Warren noted that Gracia Snyder spoke to her about the renaming of the bridge and feels if it is to be renamed that it be the Dunlap-Prince Bridge. Board is considering doing a survey and discussing at town meeting.
- Committee Update
 - Heritage – no candidates have come forward for vacant position – it was decided to not have any Heritage Commission meetings until spring 2011.
 - Energy – No meeting was held in November. Email was sent to all members re: Button of NH workshop for December 7th.
- Donations – None to report
- Reminders:
 - Button Up NH Workshop – 12/7/10
 - Holiday Craft Fair – 12/4/10
 - Budget Committee – 12/13/10

New Business:

- Town Hall Rental – Discussion re: not renting hall out for private use if alcohol will be on the premises as police coverage is required. This can be reinstated once we have a police chief. It was agreed that Office Staff will monitor requests and will rent if no alcohol at the function.
- Visit with Santa – Sponsored by Salisbury Historical Society – 12/11/10 – 1 PM – 3 PM – Town Hall
- Caroling at the Crèche by Congregational Church – 12-12-10 at 4 PM
- Second Meeting in December – changed from 12/15 to 12/29 for end of year issues.
- Transfer Station – Closed 25th open 26th - January 1st - -
- BOS will not meet 12/15/10 but on 12/29/10 to take care of end of year issues.

Public Comments:

Kathleen Doyle: Question on budget – 3% COL increase – with this economy would suggest not having any salary increases in 2011. Also had general questions re: benefits package for full time staff.

Correspondence:

- Report from CLD – vegetation on cover and moss issue – needs to be addressed. Will be addressed in spring. Brush to be cut this year.
- Dispatch – cost up this year. – AA Warren to follow up why.

Other: All business that shall legally come before the Board

Non-Public Session: (as necessary): At 8:03 PM Chairman Ross-Raymond motioned for non-public session under 91-A:3, II (a) - Personnel Issues. **Roll Call vote taken and all voted to go into non-public session.**

Returned to public session at 9:05 PM.

Chairman Ross-Raymond announced motion was made and voted by the Board to seal the non-public session minutes due to personnel issues.

Executive budget will be reviewed at next public meeting.

Selectman Laycox made motion to adjourn at 9:10 PM; Selectwoman Sheldon seconded. All voted in favor.

Meeting Summary reviewed and accepted at the December 29th, 2010 Meeting.

Selectmen, Town of Salisbury