



Selectmen's Meeting Summary September 1, 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: Marsha Murphy, Sandy Miller, Rick Sheldon, Kathleen Doyle, Gayle Landry, Bill MacDuffie, Sr.

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

- BOS public and non-public summaries for 8/18/10 reviewed. Non-public sessions with Chief Gilman and AA Warren were reviewed and no edits needed. **Selectman Laycox made a motion to accept the two 8/18/10 non-public sessions (Gilman & Warren), Selectwoman Sheldon seconded. All voted in favor.**
- BOS public session of 8/18/10 discussed and edits needed before they can be approved.
Page 1 – need better clarification regarding what was actually said during Selectman Laycox review of 8/4 meeting summary. Recording secretary will review notes/tapes.
Page 3 – edit: The 8/4/10 non-public session concerning AA Warren regarding an allegation forwarded by the Police Chief on behalf of Jen Rockett, Army Corps has been investigated and was determined unfounded.
Non-public session with Jones will need to be reviewed for discussion in the non-public session tonight.
Both of these summaries with edits will be reviewed and approved at the 9/15/10 meeting.
- Review Accounts Payable & Payroll registers. Selectboard motioned to accept.

Departments:

Road Agent MacDuffie – Monthly Update

- Been replacing culverts at Mill Brook, Center Road, 2 on Warner Road, W Salisbury Road, and Stonemetz driveway culvert on Hensmith Road. Also had crack sealing done.
- Selectman Ross-Raymond noted that he spoke with Road Agent today and suggested that he would raise road agent budget/compensation issues at this evenings meeting. There are times when the Road Agent is out to check on roads during storms, accidents, etc. and there is no compensation for his time. Selectmen concern this is an area to review and asked AA Warren to look at other communities who have elected Road Agents and who supply own equipment to see if they compensate the Road Agent. Chief Jones noted that he concurs with the Board and has found Road Agent MacDuffie extremely helpful, willingly coming out on a call at all times day or night. This will be discussed further in subsequent meetings.

Police Chief Jones – Monthly Update :

- August statistics report presented to Board of Selectmen. A total of 67 calls for service. (copy filed with original meeting summary).
- Additional information regarding police department discussed.
 - Copier donation: Chief Jones received a donated Konica high-speed color copier from Bow Police Department worth approximately \$2000. AA Warren reminded Chief Jones she still has not received paperwork regarding this donation. Selectmen asked about cost of maintenance and supplies and Chief Jones indicated his budget will allow for these. General discussion ensued about the need for a written policy for purchasing and donations – paper trail is necessary.
 - Speed Trailer: Chief Jones is still trying to get an estimate for repair of the vandalized trailer. He noted that he may be recommending returning the trailer because he has no way of knowing if after it is repaired vandals will not strike again. AA Warren has checked re: insurance coverage for repair and Town has a \$1000 deductible. Chief Jones noted depending on the severity of the damage it could cost as much as \$9000. Board would like to know what it will cost to repair, and follow up on if State would possibly insure it if it is on state roads before Chief Jones returns it.
 - There will be a DEA Neighborhood Drug Collection to allow local communities help in disposing old, expired or unwanted medications. The drop site for Salisbury is at the Webster Police Department on September 25th.
 - Salisbury and Webster Police Departments will be hosting the 1st Annual DARE Breakfast on Saturday, September 25th, 8 AM – 11 AM at the Webster Town Hall. The purpose of this event is to raise funds for the DARE program for the Webster and Salisbury elementary students. Principal Davis is helping with the project.
 - Chief Jones has started a new monthly program with the local media entitled “Crime of the Month”. This initiative will be used with criminal matters where more information is needed and features one crime each month asking input from the public. It works in conjunction with the Concord Regional Crimeline Program. There is no cost for this initiative.
- Selectwoman Sheldon requested the dispatch logs from January to the present. Chief Jones will get these for her, noting he will have to blank out sensitive information. She also asked about State Police dispatches for Salisbury area and was informed she would need to get this information from State Police.

Old Business:

- Correction to July 7th BOS Meeting Summary: Dick Fisher, who addressed the Board at the 7/7/10 BOS meeting and Janice Boynton, from the NH Wildlife Federation have brought to our attention an error in the summary of the 7/7/10 meeting. There was a typing error. Motion by Selectmen to correct the 7-7-10 meeting summary under section referencing building permit for hunting preserve as follows: Also has letter of endorsement from Michael Lynch from Natural Resources Conservation Service [not Wildlife Federation] – letter to be attached to the 7-7-10 summary.
- Pingree Bridge Project Update
 - Amendment for additional \$16,000 for the overseeing of the steel work. Both VHB and DOT did not have this in the original project costs. Of the \$16,000 the town’s portion will be \$3,200.
 - All project work is on schedule.

- AA Warren noted that she needs to get approval to lock into propane costs for 2011. Two quotes - Irving \$1.688 and Huckberry \$1.95. Board approved going with Irving.
- Perambulations: Selectman Ross-Raymond asked if all perambulations are up to date. AA Warren will review but believes we still need final reports on some. She will bring this info to the Board at the September 15th meeting.

New Business:

- Proposed CIP 2011 – Selectmen Input: Planning Board needs Selectmen portion of the CIP to be able to accept the 2011 proposed schedule. This document is a work tool for the budget process and town officials when looking at what is needed for capital improvement projects. After general discussion the Board agreed to go with proposals for next six years of \$5000 for Town Bldg and Grounds CRF; \$2,500 for Land Acquisition CRF; and \$7,400 for Revaluation CRF. This information will be forwarded to the Planning Board for their next meeting.
- Policy for BOS Meeting Summary: Municipal Office Assistant Downes requested adding to the current SOP on public meetings (SOP 92-004) a bullet regarding the BOS meeting summary drafts under Section 2 as follows:

BOS Meeting Summaries will be drafted within the scope of RSA 91-A:2. Draft meeting summaries will be emailed or distributed via hard copy to all selectmen for review. Any edits or changes to finalize the meeting summary will be done at the next scheduled BOS public meeting. Such changes will be presented to recording secretary in written form.

Selectwoman Sheldon motioned to add this to the SOP, Selectman Laycox seconded. All voted in the affirmative. Revised SOP will be prepared for BOS signatures.
- ETAP program meeting will be scheduled for September 27th with Energy Commission per request from CNHRPC. This program is being looked at to see how it may help Town of Salisbury save energy.
- Town received a \$188 check from Currier and Ives but we don't know why. AA Warren will clarify with CNHRPC.
- AA Warren noted that budget will show overages under the line items for forest fires and welfare. Selectman Ross-Raymond asked about the town guidelines – wanting to ensure we are watching for welfare abuse. AA Warren noted that we have our own adopted guidelines and work in conjunction with state and local community action.
- Selectman Laycox gave an update of recycling committee meeting – they have reviewed and made edits to the SOP and recycling flyer. These will be again reviewed at the September meeting and then presented to BOS for necessary action.
- Selectman Laycox also noted that there has not been a formal recreation meeting but he has reviewed the repairs to the fence and safety guard and fine the work very professional and safety for the children has been addressed.

Public Comments:

- **Bill MacDuffie:** Asked for clarification re the \$16,000 for bridge steel. AA Warren noted that it is an add on because neither VHB nor DOT had it in the project and it is a requirement for steel girder inspection
- **Sandy Miller:** Does Merrimack County Sheriff Department charge for doing the DARE program at the schools. AA Warren replied that they do not charge the schools/towns for the course but towns are responsible for providing supplies needed for the program.
- **Kathleen Doyle:** Noted that the Little League Assn provided the safety guard free of charge and requested a letter of thank you be sent.

Correspondence:

- Board signed the MS 1.

Other: All business that shall legally come before the Board

- Non-Public Session: RSA 91-A:3,II – Personnel Issues.

Chairman Ross-Raymond motioned to go into non-public session per RSA 91-A:3, II personnel issue. Roll call taken and all voted to go into non-public session at 8 PM.

Returned to public session at 9:12 PM.

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

Selectman Laycox made motion to adjourn at 9:15 PM; Selectwoman Sheldon seconded. All voted in favor.

Meeting Summary reviewed and accepted at the September 15th, 2010 Meeting.

Selectmen, Town of Salisbury