



Selectmen's Meeting Summary September 15, 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: Marlena Dipre; Kathleen Doyle; Rick Sheldon; Sandy Miller; Gayle Landry; Jerry Lordon; Marsha Murphy.

Selectman Laycox called meeting to order at 6:30 PM. Chairman Ross-Raymond unable to be at meeting due to family emergency. Meeting is being recorded by Citizen Kathleen Doyle.

- BOS public and non-public summaries for 8/18/10 & 9/1/10 reviewed. **Selectman Laycox motioned to accept the non-public session of August 18th with Chief Jones with the edits as discussed at last non-public session; Selectwoman Sheldon seconded. Vote in favor. Selectman Laycox motioned to accept the regular meeting session of September 1, 2010; Selectwoman Sheldon seconded.**
- Selectman Laycox requested to table final review of the non-public session of 9/1/10 and public session of 8/18/10 until full board present for discussion as he has some issues for discussion.
- Review Accounts Payable & Payroll registers. Select board motioned to accept.

Department – Monthly Update:

Rick Gilman, Fire Chief reported fire department has had a total of nine calls since last month's report. Total of nine calls: 2 brush fires, 5 EMS, 1 MVA and 1 Miscellaneous (wires down).

AA Warren asked about the Department's By Laws which we do not have on file. Chief Gilman reported that these will be reviewed and finalized at the business meeting next Monday night.

Old Business:

- Pingree Bridge Project Update
 - Construction is progressing well and is ahead of schedule. The final abutment walls were poured Thursday and the steel girders will be delivered September 20 or 27th. Selectman Laycox asked where this puts us in the schedule. AA Warren will clarify with VHB and report back.
- Donations:
 - Issue has been tabled until next meeting – Chief Jones has indicated he is still working on putting together a list for his department. Selectman Laycox asked when was last list put together. AA Warren noted that she has researched back to 1992 when warrant article was established. Services rendered or volunteer time does not fall under RSA that were adopted for donations, gifts, etc. AA Warren and office staff are working on putting together as accurate list as possible beginning with January 1, 2010 to present. Police Chief Jones has been the one department head who has brought to the Board's

attention several tangible donations. Since we have received clarification from DRA re: Board officially accepting these donations/gifts once we have a complete list compiled it will be addressed at a BOS meeting for acceptance. From then on any donations/gifts will be reviewed on an individual basis.

- Perambulations:
 - All were due 2004. Franklin and Warner have been completed – will be due again in 2011. Andover was completed December 2007. Webster and Boscawen were walked but our records do not show completion – AA Warren following up on this issue
- Selectmen Office Keys: AA Warren asked if a decision could be made by the Board regarding the issue of Selectmen Office key – since the change of police department mail slot. Selectman Laycox tabled this item for full board discussion.

New Business:

- Requests for minutes/public documents process: Office staff would like clarification regarding the process as it relates to department staff versus general public. If the request is under 91-A – Right to Know a formal request is needed on town form and a charge is applied per sheet. If a request is by department head for department use versus private use then formal request is not needed and department can get copy of meeting summary once finalized off website or contacting office staff to request copy be left in mail slot. Clarification memo will be prepared and forwarded to department heads. General discussion of cost (which at present is 25 cent per page) was discussed. For property cards and town maps charge is \$1.00 each. For requests for public documents under RSA 91-A is 25 cents per page. Also under RSA 91-A there is a timeframe of five working days to provide the requested documents. At this time it was decided to leave the charge at 25 cent per page.
- Dept Budgets – Budget Committee requested that department heads come in with a zero base budget due to lacking available revenue and a slow economy. Selectmen asked AA Warren to remind department heads of upcoming budget meetings schedule with note re: zero base budgets. Also recommending department heads to review remaining unspent budget line items and consider not spending unless necessary. All proposed expenditures to be reviewed with Selectmen before final decision

Public Comments:

Marlena Dipre:

- Suggests emailing documents requested under 91-A. AA Warren to check into this with other towns and LGC.
- Pingree Bridge-Steel girders: Will there be flaggers when these are delivered. *AA Warren responded yes and the trucks will be coming in one at a time. As town has more details abutters will be notified.*
- Selectman Laycox asked if things are going okay with regards to the project and neighborhood day to day business. Ms. Dipre responded it is a construction zone but everything seems to be running smoothly. She did note that the trees discussed with Road Agent and Selectmen to be cut – some have been taken removed by Road Agent but there were some that were in wires and he could not take down. She had some of her other trees taken down and he was able to remove these as well. She would like to have the Town pay for that part of the tree removal. Selectman Laycox asked the cost and she responded \$200 although she did not bring in the bill tonight. Selectmen will clarify with Road Agent MacDuffie re: the cost and will revisit this issue at next meeting.

Gayle Landry:

- On behalf of election staff she thanked Kathie Downes for providing lunch and dinner at the State Primary Election.
- As tax collector she charges \$1. per page - and does not feel it is unreasonable to charge \$1 for documents requested under 91-A.

Kathleen Doyle:

- Will departments be penalized when preparing 2011 budget if they don't use all of 2010 budget.
- Were all department heads asked for donation list or just Chief Jones. *AA Warren noted that Chief Jones has received numerous donations and we need to ensure we have complete list for Selectmen. Office staff have reviewed other areas re donations to Town from January 1, 2010 to present.*

Correspondence:

- Correspondence from police chief re: town counsel – tabled until next meeting.
- Update letter will be sent confirming the Coop Representative is Ed Sawyer and Alternate member is Steve Wheeler.
- Conversation Dave Hodges had with Selectman Ross-Raymond re: if Town is thinking about renaming bridge – he would like to suggest naming it the Ray Prince Bridge. AA Warren will do some research regarding the name of the bridge.

Other: All business that shall legally come before the Board

- Non-Public Session:

Selectman Laycox made motion to adjourn at 7:10 PM; Selectwoman Sheldon seconded. All voted in favor.

Meeting Summary reviewed and accepted at the October 6th, 2010 Meeting.

Selectmen, Town of Salisbury