



Selectmen's Meeting Summary October 2, 2013

Selectman Ken Ross-Raymond, Chair	Present
Selectman Pete Ballou	Present
Selectman Joe Schmidl	Present
Town Administrator Margaret Warren	Present
Administrative Assistant Kathie Downes	Present

Visitors: see sign in sheet attached with original summary on file.

Chairman Ross-Raymond called meeting to order at 5:30 PM noting the early time is to allow Selectmen to attend an informational meeting at Salisbury Elementary School about the selection process for Superintendent.

Review and Approve Minutes of last meeting

- o September 18, 2013 – **Selectman Schmidl moved to accept the summary as written, Selectman Ross-Raymond seconded. All voted in favor.**
- o Review Accounts Payable & Payroll registers: **Select board moved and accepted with correction.**

Departments:

- Road Agent MacDuffie – Unable to attend tonight. He did send notice that Center Road Project – 2nd section to reclaim and pave will begin the second week of October.
- Police log – month of September: 31 calls – 1 – 911 Hang Up; 1 – Ambulance needed; 2 – Burglar Alarm; 2 – Civil Standby; 4 – Hazardous Operator; 2 – Motor Vehicle Accidents; 1 – Noise Complaint; 8 – Requests for Service; 1 – Sex Offender Registration; 1 – Suspicious Motor Vehicle; 2 – Theft; 3 – Traffic Stop; and 3 – Welfare Checks. Report is on file in office if anyone wants to see it.

Old Business:

- Meeting Updates
 - o PB – 9/23 – continued working on CPG – rounds 1 and 2. Both tabled for further review.
 - o Hazard Mitigation – Committee Meeting 2 – discussion of chapter 7.
- Meetings – Reminders
 - o Education Committee – 10/3/13 – Academy Hall – 7 PM
 - o Hazard Mitigation – 10/8/13 – work session – continuation of chapter 7 – 6:30 PM – Town Hall
- Community Neighborhood Watch signs: General discussion re: Community Neighborhood Watch Committee's proposed sign. Suggestions from BOS are to have it changed to say Salisbury Neighborhood Watch – Remove word warning – and add "Call" to 911. Karen Sheldon from the committee suggested the Selectmen attend the next meeting (October 9th) to discuss their concerns with the entire group. The question re: green color needs to be clarified with State DOT.
- Discussion of the fire arms belonging to police department – stored at Merrimack County Sheriff Department (MCSD). Board needs an inventory list from MCSD and also would like

recommendation from them on what should be done with these fire arms. Town Administrator to follow up with MCSD.

- Selectman Ballou ask that a list be prepared of all the pending projects so Board can review and prioritize to see that they are accomplished timely. To be discuss at next meeting.

New Business:

- DRA has delayed 2013e tax rate setting until adequacy aid calculations are completed by the Department of Education (DOE), which is expected to occur on November 7, 2013. This will delay the December 2013 (second billing) tax bills.
- Selectmen reviewed invoice submitted by Fire Dept for T shirt fundraiser. Town Administrator will return to Fire Dept.
- Next BOS meeting – 10/16 – Budget Process Starts
- RFP – Assessing Services: Selectman Ross-Raymond noted the Joint Shared Services group sent out RFP for Assessing Services requesting cost for single town and cost if shared with other towns. Four RFP received. Avitar Associated of NE, Inc.; Brett S Purvis & Associates, Inc.; Commerford, Nieder, Perkins, LLC and Cross Country Appraisal Group, LLC. A proposal summary was put together by Selectman Schmidl showing the costs. (summary attached to original minutes). Range for single town cost is \$95,585. To \$66,600. Avitar did not submit proposal for shared cost.

Mark Stetson from Avitar came in to give overview of their RFP noting comparing proposals could be difficult if they are not all based on same criteria. Avitar has been assessing Salisbury for a number of years and has tailored their proposal to Salisbury Needs. Proposal is all inclusive except for utility work.

Selectmen discussed several areas of concern that need clarification from the vendors. Selectman Schmidl will follow up with vendors re: questions of concern and Board will revisit this issue at next meeting to make a decision.

Public Comments:

Sandy Miller: Asked Avitar if costs are negotiable. Mark noted that is a decision for the CEO if asked.

Karen Sheldon: Feels asking if costs are negotiable is a good question for the CEO.

Karen Sheldon: Noted that the Education Committee is meeting tomorrow night at 7 PM – and Principal Jette will be there to discuss the senior project program.

Other: All business that shall legally come before the Board

Selectman Schmidl moved to adjourn at 6:25 PM; Selectman Ballou seconded. All voted in favor.

Respectfully submitted:
Kathie Downes
Administrative Assistant

Meeting Summary reviewed and accepted at the October 16, 2013 Meeting.

Selectmen, Town of Salisbury