



Selectmen's Meeting Summary November 6, 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 6:30 PM.

Review and Approve Minutes of last meeting

- October 16, 2013 – **Selectman Schmidl moved to accept the summary as written, Selectman Ross-Raymond seconded. All voted in favor.**
- September 18th, 2013 and October 22th, 2013 – Non-Public Sessions: **Selectman Schmidl moved to accept the both non-public summaries as written, Selectman Ross-Raymond seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers: **Select board moved and accepted.**
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Departments:

- Planning Board –2014 budget proposal. – Selectman Schmidl gave PB decision to go with level funding – keep budget same as 2013.
- Road Agent MacDuffie –
 - Monthly Update: Center Rd project complete; culvert on Greenough Pond complete; and engineering has begun for culvert work on Warner Rd at Smith's Corner. Patching of areas that washed out on Warner Road has begun.
 - In spring CLD asked that the monitoring wells be kept clear – did all but one that could not find at the time – has now been cut. It would be helpful to use a gate instead of rocks to help with the keeping it mowed.
 - Selectmen noted the Neighborhood Watch group has ordered signs and requested his help to put signs up. Town will need to order sign posts. Question was raised re: placing signs on State Highways and TA Warren said the response from DOT in Enfield is be sure not to block state signs and do not use their posts.
 - Sandy Miller asked about road side mowing. RA MacDuffie indicated – other side of Route 4 has been done. Nothing more this year.
 - Selectman Ross-Raymond reported he checked into an inquiry regarding gravel being hauled on Searles Hill Rd. Review of the area indicates it is maintain work on the Class VI road by the property owners who abut the road.
- Police log – month of October: 18 calls – 3 – 911 Hang Up; 1 – Burglary – past tense; 2 – Domestic in progress; 1 – Hazardous Operator; 2 – Motor Vehicle Accidents; 6 – Requests for Service; 1 – Suspicious Motor Vehicle; and 2 – Welfare Checks. Report is on file in office if anyone wants to see it.

Old Business:

- Karen Sheldon on behalf of the Neighborhood Committee in to discuss the watch sign looking for BOS approval to their recommendation. Committee will take care of cost of signs but would like town to install signs. **Selectman Ballou moved to accept the recommendation of Neighborhood Watch Group, seconded by Selectman Schmidl – all voted in favor.**
- Meeting Updates
 - OHD – Met – 10/17/13 – wrap up meeting – will meet in January to begin preparing for 2014 Old Home Day.
 - PB – Met – 10/21/13 & 11/4/13: On the 21st had site visit re: subdivision on Flaghole Road; wetlands not too far from main road – cut down to two lots. Looks like it will work. 11/4 – worked on zoning ordinance – warrant articles issues. Will be meeting on 11/11 in preparation for the Community Planning Grant's Public Forum on November 25, 2013 at 7:00 PM.
 - Recycling – Met – 10/28/13.
 - Hazard Mitigation – Met – 10/22 & 11/5 – moving forward and should meet deadline.
- Meetings – Reminders
 - Education – 11/7/13 – 7 PM – Academy Hall
 - PB – 11/11- 7 PM – Academy Hall
 - Hazard Mitigation – Committee Mtg #4 - 11-19-13 – 6:30 PM – Town Hall
 - Budget Committee – 11/18/13 – 7 PM – Academy Hall
- SOP – 13-001 – Discussion: Selectman Ross-Raymond would like to see the policy updated to include family plan. BOS to review before having further discussion about revising the SOP.
- BOS to review TDS draft franchise proposal before next BOS meeting (11/20)
- Perambulations – need to be updated. TA Warren to follow up to set something with appropriate towns.
- Board will invite Salisbury School Board members to their Dec 18th for discussion re: budget and cost to town.
- Projects: Selectman Ross-Raymond has repaired the door at library; has removed the broken collar tie from library roof and will get Scott Bickford to repair the roof as necessary before replacing the collar tie; and has pruned the lilac bush by Academy Hall.
- Draft RFP – for town hall bathrooms and removal of safe reviewed. TA Warren will prepare and post. In the meantime Selectman Ballou will work on getting the safe open.
- RFP for four towns who wish to contract for legal services jointly in an effort to reduce legal costs has been sent out with November 15th deadline. Proposals to be submitted in writing or electronically to Selectman Ross-Raymond.
- Board is continuing to work on the Coordinated Assessing RFP. Selectman Schmidl has compiled, and the Select Board has reviewed assessing services in three towns. Salisbury, Webster and Andover are all looking to go with Cross Country Assessing proposal (each to have their own individual contract but with the lower rate). Problem is that Andover cannot contract at this time as they still have one year on current contract. Selectman Schmidl has drafted a Letter of Intent to Cross Country, which is being reviewed by Andover Town Counsel for compliance with the RSA. The Letter of Intent will support Cross Country's revision of their Proposal for one-year contracts at reduced rate for Webster and Salisbury in 2014, and then five-year contracts for each Town in 2015-19, when Andover can sign a five-year contract, ensuring that all three Towns are committed to the contracting plan.

- Board has received requested info from Sheriff's Department re: Police Firearms and all agree to keep the firearms and leave them stored with Sheriff's office
- Board will be reviewing and updating the Emergency Operations Plan. Selectman Ross-Raymond noted needs to be done yearly.

New Business:

- Open House 100th Birthday Party for Harriet Lucia - 11/10th – 1 PM – 4 PM
- Board agreed with concept of Newsletter to citizens – for January 1st. AA Downes and TA Warren will work up a final draft.
- Currier and Ives – Open House event - November 14th 5:30 – 7:00 PM – Contoocook Train Depot.
- Three letters of interest have been received re: Ad for snow shoveling (part time position) for town buildings. Selectmen authorized TA Warren to do the hiring for this position.
- Tax rate setting info reviewed by Board. Without using any of fund balance the rate would be \$24.946. By using \$100,000 from fund balance the final rate would be \$24.30 - .15 cents increase from last year. **Selectman Schmidl moved to use \$100,000 from fund balance to help offset the final tax rate; Selectman Ballou seconded. All voted in favor.**

Public Comments:

- Karen Sheldon: Neighborhood Watch Group use town hall for meeting and since she will be unavailable for next meeting – another member will pick up key for town hall.
- Marcia: General discussion re: school portions of tax rate – one down – one up.

Other: All business that shall legally come before the Board

Selectman Ballou moved to adjourn at 7:40 PM; Selectman Schmidl seconded. All voted in favor.

Respectfully submitted:
Kathie Downes
Administrative Assistant

Meeting Summary reviewed and accepted at the November 20, 2013 Meeting.

Selectmen, Town of Salisbury