



Selectmen's Meeting Summary December 4, 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

- November 20, 2013 – **Selectman Ballou moved to accept both the public and non-public summaries as written, Selectman Schmidl seconded. All voted in favor.**
- Review Accounts Payable & Payroll registers: **Select board moved and accepted with correction.**

Departments:

- Road Agent MacDuffie – Monthly Update:
 - Summer work has been completed.
 - Winter to date – have had to sand and salt.
 - Road signs and posts were picked up yesterday and 10 posts for neighborhood watch have been put up as requested.
 - TA Warren reported that John Kepper informed the office that the Town line sign and post – going north is missing.
 - Selectman Schmidl noted that the dead end sign is down at Loverin Hill Rd.
 - General discussion re: using funds from Flood Control Road Maintenance CRF for overage of summer maintenance for work done in flood control area. RA MacDuffie will get the final total to TA Warren and BOS will take appropriate action at next meeting.
- Police log – month of November: 30 calls – 1 – Abandoned Vehicle; 2 – Ambulance needed; 1 – Assist motorist; 5 – Burglar Alarm; 1 – Domestic in progress; 1 – Hazardous Operator; 4 – MV Accident; 9 – Requests for Service; 1 – Road Obstruction; 3 – Suspicious MV / person; 1 – Stolen vehicle; 1 – Traffic Stop. Report is on file in office if anyone wants to see it.

Old Business:

- TDS – Tom Murray - Franchise Agreement Negotiations. Discussion of draft agreement continued reviewing questions and concerns being addressed by town counsel and TDS counsel. Once BOS gets final draft – they will set day for public hearing.
- Meeting Updates:
 - Planning 11/25 – 12/2: Public Forum – Community Planning Grant held 11/2. 12/2 changes were made and moving forward with setting date for public hearing.
- Meetings – Reminders
 - Education – 12/5 – 7PM

- Budget Committee – 12/9 – 7PM
 - Shared Services – Accessing contract: After general discussion re: final cost for one year (\$9720.) and clarifying no performance bond needed (only for year of reval), BOS signed letter of intent for one year with Cross Country. TA Warren to send contracts (one year and five year) to Town Counsel and DRA for review.
- Pre-Bid meeting RFP for Town Hall has been rescheduled – Dec 11th at 9 AM.

New Business:

- Board expressed sympathy to the family of Harriet Lucier who recently passed away. Harriet was town's Boston Post Cane holder so Board will be presenting the cane to the oldest citizen in the near future.
 - Holiday Hours – Town offices will observe the following holiday season hours: Closed December 24th, 25th, 31st and January 1st. Regular hours will resume after the first of the New Year.
 - Selectman Ballou suggested checking with surrounding towns re: recent county increase – and looking at attending Merrimack County Commissioners meetings to let our voices be heard regarding keeping costs down. Board agreed and Ballou will get a schedule of county meetings.
- 2014 Proposed Budget Figures – Selectmen line items:

Line Item – Department	Discussion
4130 – Executive	TA Warren requesting a 4% COLA for office staff. Also have corrected the number of hours to reflect job descriptions of municipal assistant and administrative assistant. Selectman Ross-Raymond noted he is ready to support 3% for everyone. After general discussion Proposed 2014 figure is \$97,085. – increase over last year of \$9,774.
4140 – Elections, reg & vital records	TA Warren noted there are three elections this year. Increasing pay rate from \$150 to \$175 per election for workers. Proposed 2014 figure is \$4,150.
4150 – Financial Adm	Proposed 2014 figure \$53,548. Down from 2013 by \$5,364.
4153 – Legal	Same as 2013 - \$12,000.
4155 – Personnel Adm	\$31,567. – up from 2013 by \$251.
4194 – General Gov't Bldg	Still looking at projects for 2014 – total of \$38,550 without projects. Increase of \$500 in ground mowing/maintenance – to help cover fuel and equipment maintenance.
4197 – Advert & Asso Dues	Same as 2013 - \$4,100.
4199 – Other Gen Gov't	Same as 2013 - \$800.
4316 – Utilities & Street Lights	Same as 2013 - \$2,000.
4414 – Animal Control	Nothing requested for 2014 – if get billed can take from police budget.
4415 – Health Agencies	Same as 2013 - \$2,800.
4442 – Direct Assistance	Same as 2013 - \$31,712.
4583 – Patriotic Observations	Selectman Ross-Raymond suggests increasing OHD budget by \$500. Has been same for several years – and this would help with cost of fireworks which was a hit in 2013. Proposed 2014 figure is \$3,450.
4711 – Debt Svcs – Principal	Same as 2013 - \$60,483.
4721 – Debt Svcs – Interest	Proposed figure for 2014 is \$13,028.
4723 – Interest – TANS	Same as 2013 - \$500.

Public Comments:

- Sandy Miller – Would rather see administrative staff go along with 2% raise – and if person did not request raise none should be given.
- Gayle Landry: What was increase for library? Also agree if others did not ask – don't get. Longevity – does make a difference in service town gets from employees. Another item is that again this year the Andover Snowmobile Club donated 2 thanksgiving baskets to town families.

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Selectman Ballou moved to adjourn at 7:50 PM; Selectman Schmidl seconded. All voted in favor.

Respectfully submitted:
Kathie Downes
Administrative Assistant

Meeting Summary reviewed and accepted at the December 18th, 2013 Meeting.

Selectmen, Town of Salisbury