



Selectmen's Meeting Summary April 17th, 2013

Selectman Ken Ross-Raymond, Chair	Present
Selectman Pete Ballou	Present
Selectman Joseph 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
 - April 3rd, 2013 – **Selectman Ballou moved to accept the public and non-public meeting summaries as written, Selectman Schmidl seconded. Vote is affirmative.**
- Review Accounts Payable & Payroll registers: **Select board moved and voted to accept.**

Department Heads:

Eric Perry, Acting Fire Chief – monthly update:

- SVFRD Nomination for Chief: Announced that a vote was taken on Monday April 15th of the Fire Department Members and majority vote was for William MacDuffie, Jr.
- March stats – 2 fire calls and 3 EMS.
- Tahoe Update: Vehicle failed inspection – needing a serpentine belt and shocks. Department voted to use funds from auxiliary to allow for repairs to pass inspection and to make other necessary renovations. Selectmen emphasized there are no funds in Department budget for this vehicle and when preparing 2014 budget that will need to be addressed.

Fire Chief Nomination:

- Chairman Ross-Raymond announced that Selectmen need to act upon making appointment of William MacDuffie, Jr. as Fire Chief, effective immediately, April 17, 2013. Also, Chairman Ross-Raymond noted that the Department Bylaws require a two-thirds majority of the Department to waive the Department's requirement for Fire Chief's minimum certification standards for Mr. MacDuffie to become Fire Chief. If approved by the Department, Mr. MacDuffie could serve as fire Chief until courses are offered and can be completed, ideally by the end of 2013. Deputy Chief Perry suggested they might want to consider extending the date of completion as schedule for the courses may not allow for completion within 2013. 220 hours are required for the Firefighter I certification course. Selectmen and Chief will monitor progress toward his certifications during 2013 and address any schedule issues as needed.

Selectman Schmidl moved to appoint William MacDuffie, Jr. as Fire Chief with the above mentioned conditions; Selectman Ballou seconded. All voted in favor. Selectman Chair Ross-Raymond administered oath to MacDuffie.

- Selectmen urged officers to take necessary action to have SVFRD members vote on the waiver requirement as soon as possible. Selectmen thanked Deputy Chief Perry for his help as Acting Chief during the interim period and encouraged him to continue in his role as Deputy Chief. Deputy Chief Perry indicated he is contemplating taking a leave of absence but will help the new chief with the transition. He also noted that Ed Bowne has indicated he would like to step down as Emergency Preparedness Director. Town Administrator will speak with Mr. Bowne and Chief MacDuffie regarding this issue.

Fire Warden and Deputy Warden(s):

- Selectmen signed documents for the State Fire Warden – appointing Chief Bill MacDuffie, Jr. as Warden, and new appointment of Bill MacDuffie, III as a Deputy Warden. Deputy Warden Appointment for Todd Miller will be clarified by Chief MacDuffie before it is processed.

Cemetery Trustees – Forfeiture Proceedings: Selectmen and Trustee Chandler reviewed procedures to forfeit ownership of 2 cemetery plots at Mills Cemetery. These spaces have been unused and unimproved for a period of at least 50 years. Trustees will run a legal public notice in the Concord Monitor for three weeks asking for any information regarding ownership by June 30th. It was noted that the cost of this legal notice will be \$362.00 which will be taken from Cemetery Improvements line item.

Old Business:

- Meeting Updates
 - Education Committee met on 4/4/13. Dave Merwin resigned from committee. Discussion of goals for this year to address ongoing school budget and impact on town.
 - Budget Committee met 4/8/13 for an organizational meeting. Committee decided not to send message to level fund this year. Next meeting of budget committee is September 9th.
 - Zoning Board met 4/9/13 to hear an application for major home occupation – which was denied.
 - On 4/10/13 NH Representatives Ratzki and Karrick held an informational session for Salisbury citizens to discuss legislation (pending and passed); looking for any input from citizens to bring to legislature and discussed how things are working out as new legislators. Several town citizens attended and Selectman Ballou noted he asked that “state business be looked into to help the municipalities”.
- Meeting Reminders
 - OHD meet – 4/18 at 7 PM
 - C&I Byway – 4/22 at 6:30 PM – Hopkinton: Former Selectwoman Karen Sheldon will attend this meeting along with Paul Martin, member at large. Selectmen need to address appointment of someone to take over for Sheldon. Selectman Schmidl will take on this initiative.

- Conservation Commission Appointments: Three terms ending for regular members. Current members all interested in remaining on the Commission. No other responses. **Selectman Ballou moved to appoint Bill MacDuffie, Jr., Kathleen Doyle and Leon Riel to 3 year terms; Selectman Schmidl seconded. Vote in the affirmative.** Selectman Schmidl is to attend the next Conservation Commission meeting to swear in the reappointed members.
- Selectman Ballou reported he met with Scott Bickford re: the Library Roof and they found that a cross tie came loose. Scott Bickford indicated he will take care of fixing that problem. Also looked at the bathrooms in Town Hall and Bickford suggest making the two into one unisex – handicapped accessible bathroom and will draw up plans and a rough estimate for cost for budget purposes.

New Business:

- Scheduling Town Buildings for Meetings/Functions: AA Downes noted that recent inquiries to use Safety Complex for regular monthly meetings or special work sessions have us looking more closely at all town building usage. AA Downes noted that when scheduling for monthly meetings – she tries to first utilize the Academy Hall or Town Hall referring to the Safety Complex only as last resort. With the emphasis being that the Safety Complex should be used by SVFRD first and only booked for other meetings if absolutely necessary. The thought being that if there is an emergency and fire/rescue are called out or a command post is needed it would not only disrupt Fire Department but also those having a meeting. Selectmen asked AA Downes to continue with the scheduling process as has been the practice.
- Selectman Ballou noted that the old safe at the town hall takes up a lot of space and suggests looking into advertising it for sale or as scrape. Town Administrator Warren will check with locksmith re: getting it open and take necessary action to advertise.

Public Comments: None

Other: All business that shall legally come before the Board

Selectman Schmidl moved to adjourn at 7:20 PM; Selectman Ballou seconded. All voted in favor.

Respectfully submitted:

Kathie Downes, Administrative Assistant

Meeting Summary reviewed and accepted at the May 1st, 2013 Meeting.

Selectmen, Town of Salisbury