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**MINUTES OF THE
BOARD OF SELECTMEN**

**MEETING OF
November 10, 2008**

7 The Board of Selectmen held a meeting on Monday November 10, 2008, at Salem Town Hall, 33
8 Geremonty Drive, Salem, NH.

9
10 **PRESENT:** Chairman Elizabeth A. Roth, Vice-Chairman Arthur E. Barnes, Secretary Michael J.
11 Lyons, Selectman Everett P. McBride, Selectman Patrick Hargreaves and Town Manager Mr. J.
12 Sistare.

13
14 **CALL TO ORDER**

15 Chairman Roth began by calling the meeting to order at 7:02 p.m. She then joined the Board in
16 the Pledge of Allegiance, and introduced members of the Board and the Town Manager.

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18 **1. Meeting Minutes**

19 There were no minutes available for approval.

20
21 **2. Chairman Comments**

22 Chairman Roth welcomed Mr. Sistare back from medical leave and thanked Mr. Kevin Breen
23 for stepping in to assist.

24
25 **3. Public Hearing - Accept Donation from Council on Aging for Senior Center Addition**

26 Mr. Sistare handed over to Ms. Patti Drelick, Senior Services Director who introduced
27 members of the Council on Aging who were in the audience. She explained they were in
28 attendance to present a check for \$50,000 to the Town for construction of the addition to the
29 Ingram Senior Center. Ms. Drelick provided a status report of the work, stating they would
30 be breaking ground within the next week or two with a projected end date of January 17,
31 2009. She reported they had received a donation of \$25,000 from the Kiwanis Club which
32 they will use to add energy efficiencies to the building. Chairman Roth commented on the
33 work done by the Council on Aging and Ms. Drelick and her staff, expressing the Board's
34 appreciation of their efforts.

35
36 **MOTION:** by Selectman McBride

37 *Move in accordance with RSA 31:95(b) that the Salem Board of Selectmen does hereby*
38 *accept a donation in the amount of \$50,000 from the Salem Council on Aging to begin the*
39 *construction of the planned 1,500 sq. ft. addition at the Russell & Roberta Ingram Senior*
40 *Center.*

41 **SECOND:** Selectman Hargreaves

42 **VOTE:** 5-0-0

43 The motion carried unanimously.

4. Steven Lewis Inc – Access Road for Castle Ridge & Braemoor Woods

Mr. Sistare introduced Mr. Lewis and briefly explained why he had come before the Board. Mr. Lewis stated he represented Braemoor Woods. Referring to his letter of November 6, 2008 to the Board he explained he had come before the Board because the Town will not take on and plow roads which have no property of value on them, explaining how the connection of Castle Ridge Road to Braemoor Woods, as requested by the Board for safety purposes, has led to the current problem. He then went on to explain about the road being blocked off in winter as it was not possible to gain access due to it not being plowed. He further stated he himself does not need to have the street open, but the reason for his request was due to comments received from residents living in the area and from the police who feel there is a safety issue. He provided information for the Board on the assessed value to the Town of the properties on the street, many of which are occupied, and handed out photos to the Board showing the gates he had installed.

Discussion:

Chairman Roth clarified from whom Mr. Lewis had received comments regarding closing off of the street. In response to a query from Selectman Barnes, Mr. Sistare reported he is still awaiting input from other Town departments on this matter. Selectman Barnes noted that Mr. Russell, DPW Director had recommended against opening the road for a number of reasons. Mr. Lewis reported he had spoken with the Police Safety Officer who stated it is a safety issue. Mr. Sistare made the point that the Board of Selectmen has no legal authority to respond to Mr. Lewis' request. Mr. Lewis pointed out there are other streets in town which are plowed by the Town for safety reasons, but which have not been accepted by the Town because they are unfinished, and Selectman McBride confirmed this is true. Selectman Barnes suggested the Board accept Mr. Russell's recommendation. There followed further discussion between the members of the Board debating the situation. Mr. Sistare recommended the Board hold the development responsible for finishing the road to Town standards and then they could plow it. Chairman Roth stated she would like more information from other departments and wanted to find out what the Board has the legal authority to do, and Selectman Lyons suggested the department representatives involved should attend when the Board discussed the matter next. It was agreed Mr. Sistare should clarify the Board's responsibility and legal authority. Chairman Roth stated they would be in touch with Mr. Lewis to resolve the matter.

5. Establish Hedgehog Park Private Purpose Trust Fund

Mr. Sistare reported the Recreation Director has been offered a donation as part of the redevelopment of Hedgehog Park. Mr. Chris Dillon, Recreation Director introduced himself, explaining he was present to ask that the Board establish an expendable trust fund for the purpose of accepting donations for Hedgehog Park, as public and private funds cannot be co-mingled. Selectman Barnes clarified that the Board would be the agents to expend from the fund.

MOTION: by Selectman Hargreaves

Move that the Salem Board of Selectmen as authorized by NH RSA 31:19 do hereby establish a private purpose trust fund known as the Hedgehog Park Expendable Trust Fund, with such trust fund being established for the purpose of accepting donations for

1 *the development of Hedgehog Park's facilities and programs for the Town of Salem, and*
2 *authorize the Board of Selectmen to be agents to expend*

3 **SECOND:** Selectman McBride

4 **VOTE:** 5-0-0

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6 **6. ITS, Municipal, and Media Networks**

7 Mr. Sistare explained this topic has been carried over from last week's meeting and that he
8 had discussed the matter further with Ms. Savastano and Mr. Scott. As this item had been
9 tabled at the last meeting, Chairman Roth asked whether the Board would agree to this matter
10 being taken off the table and raised as new business.

11 **MOTION:** by Selectman Lyons

12 *To remove the ITS, Municipal and Media Networks item from the table*

13 **SECOND:** Selectman McBride

14 **VOTE:** 5-0-0

15 The motion carried unanimously.

16 Mr. Scott, Community Development Director introduced himself. Referencing his memo
17 dated October 29, 2008 to Mr. Sistare, he went on to explain its content. He reported he is
18 working with the utility companies regarding the fiber extension and is scheduled to discuss
19 implementation with them and the contractor.

20
21 ***Discussion:***

22 Selectman Hargreaves asked whether the School District should be paying for some of this as
23 the fiber is being run from the high school, and Mr. Scott provided information on the cost
24 for SCTV. He also provided an explanation of what will happen in future phases, and spoke
25 of the advantage to the Town of having departments like police fire, and DPW connected by
26 fiber. He explained it is a cable project. There followed a discussion between members of
27 the Board regarding whether there is a need for the School District to contribute.

28 Selectman Barnes pointed out that one of reasons the Board had held this matter over was to
29 get input from Mr. Sistare, who stated he was in agreement with the project and that they
30 need to move forward as soon as possible on this.

31 **MOTION:** Selectman McBride

32 *Move that the Board of Selectmen understanding the advantages of project coordination*
33 *hereby vote to authorize the use of funds as outlined in the memorandum dated October*
34 *29, 2008 from William J. Scott to Jonathan Sistare regarding the allocation of funds for*
35 *the ITS, Fiber and Media project. Specifically the authorizations are as follows:*

36
37 *\$400,000 from Traffic Impact Fees*

38 *\$300,000 from Depot Trust Fund*

39 *\$150,000 from Public Safety Impact Fees*

40 *\$300,000 from Cable Trust Funds*

41
42 **SECOND:** Selectman Barnes

43 **Chairman Roth requested that Mr. Scott's memo be permanently fixed to the minutes**
44 **of the meeting.**

1 ***Discussion:***

2 Mr. Scott explained about reimbursement of funds for Selectman Hargreaves, stating they are
3 anticipating the project will be complete and will have received full reimbursement by mid
4 summer 2009. Selectman Barnes confirmed the full amount to be reimbursed will be
5 \$734,000, with Mr. Scott referring the Board to page three of his memo for details of the
6 reimbursement schedule. Selectman Hargreaves requested that the Board be provided with
7 regular updates on what has been reimbursed and when.

8
9 **VOTE:** 5-0-0

10 The motion carried unanimously

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12 **7. Board of Selectmen Appointed Committees – Membership Policy**

13 Chairman Roth explained she wished to discuss the establishment of a policy for Boards;
14 Committees etc. with the Board of Selectmen. She stated there is a need for standardized
15 policies and consistent bylaws for all Boards and Committees in Town and asked Mr. Scott
16 to provide some history on the subject. Mr. Scott explained the policies should include a
17 mission statement; how often the group will meet; the hierarchy; and establish
18 communication to the Board with recommendations and appointments being made to them.
19 He referred the Board to the example bylaws in their packets.

20
21 ***Discussion:***

22 Each Board member provided their opinion and additional input as follows:
23 Selectman McBride stated he agreed in principle with the suggestion. Mr. Scott stated he
24 could provide Mr. Sistare with a template with descriptions for consideration of the Board.

25
26 Selectman Hargreaves agreed the call for candidates should go through the Board of
27 Selectmen but felt they should improve representation on some committees.

28
29 Selectman Barnes stated it makes sense to have generic bylaws and will be especially helpful
30 to committees and sub-committees who are only in existence for a short period of time. He
31 stressed the Board of Selectmen needs to be the appointing authority, and spoke about
32 needing flexibility depending on the type of Committee

33
34 Selectman Lyons stated he agreed with the comments of the other Board members.

35
36 Chairman Roth stated it was the consensus of the Board that they wish to maintain control
37 over how the body of membership of Committees is made up, and they need to address when
38 they expect a Committee to report back to the Board.

39
40 **8. Town Manager's Report**

41 Mr. Sistare provided a status report on the effect of the 2009 Operating Budget on the tax rate
42 to date. He asked whether the Board wished to discuss an increase in the Roadway
43 Stabilization Program warrant article, and spoke about the advantages of having looked at
44 everything including warrant articles up front which provided the bigger picture.

45
46 Chairman Roth praised Mr. Sistare and his departments for taking the direction of the Board

1 while maintaining the Town infrastructure. She thanked Selectman Barnes for his work with
2 the Budget Committee and for representing the Board at its meetings. She then asked the
3 Board to consider Mr. Sistare's point regarding the Roadway Stabilization Program and to
4 bear in mind the news report suggesting the DOT will have to make cuts in funding regarding
5 transportation. She stressed she would like the Town to be knowledgeable regarding where
6 this leaves the Town before spending more money on bridges and roads.

7
8 ***Discussion:***

9 Selectman McBride stated he would not support spending any more due to the economic
10 situation.

11
12 Selectman Hargreaves spoke about losing some of the commercial tax base in Town due to
13 closure of some large stores and requested information from Selectman Barnes.

14
15 Selectman Barnes clarified the only thing the Board of Selectmen can affect at this point in
16 the budget process is warrant articles and the Budget Committee had stated it would look at
17 articles in its normal time frame of January.

18
19 Selectman Lyons agreed they should not be spending more on roads this year.

20
21 Mr. Sistare reported the street light on Wheeler Avenue should be installed next week. He
22 also announced the winter parking ban would be in effect from November 15 through April
23 15 2009 between the hours of midnight and 06:00 hours. There followed a brief discussion
24 for clarification that the ban would still be in force even if there was no snow.

25
26 **9. Selectmen Reports/Correspondence**

27 Selectman Hargreaves asked for Mr. Sistare to check with the Town's oil supplier to see
28 whether there is a clause in the contract which penalizes the Town if they break the contract.
29 Selectman Hargreaves announced details about the Veterans' Day Ceremony. He also
30 provided an update on the Holiday Parade, stating they will be selling the new ribbons at the
31 Veterans' Day Ceremony.

32
33 Selectman Hargreaves asked Mr. Sistare to check when the trees which were deemed unsafe
34 in Hedgehog Park would be cut down.

35
36 Selectman Hargreaves asked whether the Board would entertain three separate bond warrant
37 articles for the bridges which need to be rebuilt, providing justification for his suggestion. At
38 the end of the discussion which followed it was the consensus of the Board that it should not
39 change the current warrant articles for the bridges.

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41 **10. Old Business Tabled/Pending**

42 There was none.

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44 **• Additions/Requests by the Public**

45 There were none.
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1 **Upcoming Meetings**

- 2 ○ November 17, 2008
- 3 ○ December 1, 2008
- 4 ○ December 8, 2008

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6 • **Upcoming Events**

- 7 ○ Veterans' Day Ceremony, Tuesday November 11, 2008 at 11:00 a.m. at the Salem
8 Veteran Cemetery located at Main and Bridge Streets.

9
10 **MOTION:** by Selectman McBride

11 *Move to adjourn the meeting*

12 **SECOND:** Selectman Hargreaves

13 **VOTE:** 5-0-0

14 The motion carried unanimously.

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16 Without further business, the meeting adjourned at 8:35 p.m.

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18 Notes/Minutes Taken by: Sandra Maxwell

19

20 Approved: Board of Selectmen

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22 Date: December 8, 2008