MINUTES OF THE
BOARD OF SELECTMEN

Regular Meeting of
February 3, 2020

The Board of Selectmen held a meeting on Monday, February 3, 2020 at Salem Town Hall, 33 Geremonty Drive, Salem, NH.

PRESENT: Chairman Jim Keller, Selectman Michael J. Lyons, Selectman Arthur Barnes, Selectman Robert Bryant, and Chris Dillon (Town Manager).

ABSENT: Selectwoman Lisa Withrow

CALL TO ORDER:
Chairman Keller began by calling the meeting to order at 7:00 p.m. He joined the Board in the Pledge of Allegiance.

1. Meeting Minutes:
MOTION: by Selectman Lyons
Move to approve the sealed Board of Selectmen Meeting Non-Public Session Minutes from January 13, 2020.
SECOND: by Selectman Barnes
VOTE: 4-0-0
The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the Board of Selectmen Meeting Public Minutes from January 6, 2020.
SECOND: by Selectman Bryant
VOTE: 4-0-0
The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the Board of Selectmen Meeting Public Minutes from January 13, 2020.
SECOND: by Selectman Bryant
VOTE: 4-0-0
The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the Board of Selectmen Meeting Public Minutes from January 16, 2020.
SECOND: by Selectman Bryant
VOTE: 4-0-0
The motion passed unanimously.

2. Chairman Comments:
Chairman Keller stated that he wanted thank everyone who attended the Deliberative Session.
3. Introduction Public Hearing – Accept $245,000 in Community Development Block Grant funds from the NH Community Development Finance Authority for the Salem Housing Authority Millville Arms Project

Chairman Keller opened the Public Hearing at 7:04 PM.

Manager Dillon stated that last July there was a public hearing regarding a grant application submittal. The packet had a memo from the Community Development Coordinator.

Karri Makinen, Community Development Coordinator, stated that the grant was for roof repairs, insulation, ceiling repairs, and thirty-five new refrigerators at the Millville Arms which was a Salem Housing Authority Property.

Chairman Keller asked if there was any public input. There was none.

Chairman Keller closed the Public Hearing at 7:05 PM.

MOTION: by Selectman Bryant

Move in accordance with RSA 31:95(b) that the Board of Selectmen hereby accepts a grant from the NH Community Development Finance Authority in the amount of $245,000; such sum representing Community Development Block Grant funds for the Salem Housing Authority as part of the Millville Arms building and electrical upgrade project; and further to authorize the Town Manager to sign any and all documents necessary to effectuate this grant.

SECONd: by Selectman Barnes

Selectman Lyons asked if they did one of these grants already this year for a job program.

Ms. Makinen stated that they had discussed an application for Freedom Drive in the past few months.

Chairman Keller stated that Selectman Lyons was thinking of different workforce grant from the State.

VOTE: 4-0-0

The motion passed unanimously.

4. Public Hearing - Accept $47,500 in Grant funds from the NH Department of Environmental Services as part of the Diesel Emissions Reduction Act (DERA) Program

Chairman Keller opened the Public Hearing at 7:06 PM.

Manager Dillon stated that this was a grant that the Community Development Coordinator worked with Municipal Services to apply for.

Ms. Makinen stated that this grant was through the DES. They applied for funds to cover 25% of the cost to replace a six-wheel dump truck. They were replacing the old vehicle with a newer, more efficient vehicle. The remaining amount to purchase the truck was in the 2020 Budget.
Manager Dillon stated that the Governor and Council still had to approve the awarding of the grant. He asked to have language that the grant was contingent upon Governor and Council approval included in the motion.

Selectman Bryant asked if this was supposed to have been addressed with the Operating Budget at Deliberative Session.

Manager Dillon stated that he had informed the Board about it for Saturday but the Town still had to wait for the Governor and Council to approve it before the Town knew for certain that it would be received.

Chairman Keller asked if there was any public comment. There was none.

Chairman Keller closed the Public Hearing at 7:08 PM.

MOTION: by Selectman Bryant

Move in accordance with RSA 31:95(b) that the Board of Selectmen hereby accepts a grant from the NH Department of Environmental Services in the amount of $47,500; such sum representing funds made available through the Diesel Emissions Reduction Act (DERA); contingent on the operating budget passing on March 10, 2020 and approval from the Governor and Council; and further to authorized the Town Manager to sign any and all necessary documents and contracts to effectuate acceptance of this grant.

SECOND: by Selectman Barnes

VOTE: 4-0-0

The motion passed unanimously.

Selectman Lyons asked about hearing at a future meeting about the Town’s plans for solar power at the Transfer Station now that net metering had passed.

Ms. Makinen stated that they were looking into the Town’s options.

5. Meisner Brem – Request to Work in Right-of-Way to Extend Water Line to Duston Road

Manager Dillon stated that this was a request from Meisner Brem regarding the extension of a water line on Duston Road.

Kurt Meisner, Meisner Brem, stated that they had been in about eighteen months ago to ask for permission to extend a water line for a development project. This request was for the second phase of the project. The twelve-inch main would close out the loop from Atkinson Road and North Main Street which was a benefit to the Town. They were just looking for permission to do the work.

Selectman Lyons asking if they would be cutting the road since it said they were working in the right-of-way.

Mr. Meisner stated that they would be cutting the road but the road was in design for being redone.
Roy Sorenson, Municipal Services Director, stated that the road was in the Road Program for 2023. The cut would be dealt with using a trench patch.

Selectman Lyons asked if it would be mill and overlay.

Mr. Sorenson answered that it would be a reconstruction because the road was in rough shape.

**MOTION:** by Selectman Bryant

*Move that the Board of Selectmen hereby approves the request of Meisner Brem to work within the Town’s right-of-way to extend approximately 1,100 feet of waterline (12” pipe) on Duston Road from Whiteneck Way to Timber Woods Drive as part of the Duston Farm Phase II subdivision project; and further that all work performed be overseen by the Municipal Services Department.*

**SECOND:** by Selectman Barnes

**VOTE:** 4-0-0

The motion passed unanimously.

**6. Review February 1, 2020 Deliberative Session Results**

Chairman Keller thanked the public who attended and discussed the Warrant Articles. There were no modifications made to the Articles.

Manager Dillon stated that there were 142 people in total who attended.

**7. Announce Polling Hours for February 11, 2020 Primary and Assign Inspection of Polls**

Chairman Keller stated that this was the first of a series of elections to be held this year.

Manager Dillon stated that this was the first election of four, the Primary on February 11th. The Board designates people to review the polling places. The Board also announces the polling hours.

Chairman Keller announced the hours as 7 AM to 7 PM and the polling locations as the Fisk, Soule, Barron, and North Salem Schools and the Ingram Senior Center. Information was on the Town website as to which location to vote at. Selectwoman Withrow would be assigned to do the inspection at the Barron School.

Selectman Lyons stated that he would do the inspections at the Fisk and Soule Schools.

Chairman Keller asked Selectman Bryant which location he wanted to inspect.

Selectman Bryant stated that he would take the North Salem School.

Chairman Keller stated that Selectman Barnes would take the inspection of the Ingram Senior Center. The locations will be more crowded for this election. He welcomed everyone to please vote.
8. Request from School District to Withdraw $200,000 in School Impact Fees for Bond Debt Offset

Manager Dillon stated that the packet had a letter from the Superintendent requesting to withdraw $200,000 from the School Impact Fee Fund to offset bond debt. They currently had $1,141,879.29 in the fund of December 31, 2019. They wanted to use them toward bond payments.

MOTION: by Selectman Bryant
Move that the Board of Selectmen hereby authorizes the release of $200,000 in School Impact fees to be used by the School District to offset the bond debt for School District renovation projects.
SECONDO by Selectman Barnes
VOTE: 4-0-0
The motion passed unanimously.

9. Municipal Services Department – Update on Route 28 Infrastructure Project

Mr. Sorenson stated that the work was proceeding pretty well. He covered the completion percentages as Defelice was at 76% and Underwood Engineering was at 74% complete. The contract time was at 87%. Punch list work would be what was left once the culvert was done. He stated that the base pieces were in. They were hoping to set the top pieces this week. Mr. Sorenson showed pictures of the fiber duct banks. The old culvert has been demoed. Once the tops were on then would have the fiber lines put back down and finish up.

Selectman Barnes asked how the cables would run.

Mr. Sorenson stated that the fiber duct banks previously went through the culvert. These banks will be laying flat over the top of the culvert then enclosed in concrete. There would be enough room for them before they hit the actual pavement.

Selectman Lyons asked about if the contract time was related to the substantial completion date.

Mr. Sorenson answered yes.

Selectman Lyons stated that he just wanted to know when they would be done.

10. Town Manager’s Report/Questions from Board of Selectmen

Manager Dillon stated that the latest Town Hall Times came out today. It talked about the Warrant. SCTV had a rundown that they had taped with Department Heads talking about the different articles. He stated that Chris Ruel, Town Assessor, would do a taping on the Elderly Exemption Warrant Article. Mr. Ruel was also streamlining the application form. He felt that based on the discussion at the Deliberative Session that it would be good to get the information out about the exemption process. There was an e-mail sent about the ribbon-cutting at the cinema.

Chairman Keller requested to have the Town Clerk Susan Wall do a spot on SCTV about the timeframes and process for absentee ballots and post on the website what the dates were as well.
Manager Dillon stated that he could do that.

Chairman Keller stated that he would ask Mr. Sorenson to give a presentation after the March election on all of the projects Municipal Services was working on.

Mr. Sorenson answered okay.

11. Old Business/Tabled and Pending

12. Additions and/or Requests by Public or Board by Vote:
None.

13. Upcoming Meetings
- February 10, 2020
- March 2, 2020
- March 16, 2020

Chairman Keller stated that he would be unable to attend the next meeting and that they would probably have another meeting in February.

Selectman Bryant asked how many Town Hall Times copies were printed.

Manager Dillon stated that they generally directed people to the Town website.

Selectman Bryant spoke about people asking about a guide to the Warrant Articles.

Manager Dillon stated that they did print a voter’s guide which had all of the Warrant Articles. The guide had the background of every one of the Articles as well.

Selectman Bryant stated that they should drop some off at the Senior Center and the Library. He wanted people to vote on all items and the guide would help inform people about the Articles.

ADJOURNMENT AT 7:30 P.M.
MOTION: by Selectman Bryant
Move to adjourn at 7:30 PM.
SECOND: by Selectman Barnes
ROLL CALL VOTE: 4-0-0
The motion passed unanimously.

Notes/minutes taken by: Jeremiah Lamson
Approved: Board of Selectmen
Date Approved: February 10, 2020