



Selectmen's Meeting Summary December 2nd, 2015

Selectman Ken Ross-Raymond, Chair	Present
Selectman Joe Schmidl	Present
Selectman Pete Ballou	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 5:30 PM.

- o Review and Approve Minutes of the last meeting – November 18th, 2015. **Selectman Ballou moved to accept the summary as written, Selectman Schmidl seconded. Motion passed.**
- o Review Accounts Payable & Payroll registers. **Selectman Schmidl moved to accept, Selectman Ballou seconded, motion passed.**

Departments

- Road Agent MacDuffie – Monthly Update:
 - o Handed out corrected budget – noted the project appropriation left to encumber will be \$46,500. TA Warren will take care of that encumbrance.
 - o MacDuffie contacted by two Loggers re: Class VI road – Quimby Road and Robie Road. Reviewed areas and feel their plans for the roads are good. Referred them to TA Warren before proceeding.
 - o Had some icing on roads Tuesday evening and did treat.
- Police log – month of December- report will be available at next meeting.

Old Business:

- Meeting Updates:
 - o Planning Board meet Saturday, November 21st – site walk at Oak Hill and Raccoon Hill roads to review proposed 12-lot major subdivision. Public Hearing for this subdivision will be continued at the December 7th meeting.
- Meetings/Events – Reminders
 - o December 5th Holiday Craft Fair – 9AM – 2 PM – Town Hall
 - o December 7th Planning Board – 7 PM – Academy Hall
 - o December 10th Senator Ayotte Office – 10 AM – 11 AM – Academy Hall – Posted at Post Office, Academy Hall and Library.
 - o December 12th Visit with Santa – hosted by SHS – 1 PM – Town Hall
 - o December 14th Budget Committee – 7:00 PM – Academy Hall
 - o December 16th Selectmen's Meeting – 5:30 PM – Academy Hall
- **Holiday Greetings and recognizing volunteers**
 - December 30th End of Year Selectmen's Meeting – 5:30 PM – Academy Hall
- Disorderly Residence Ordinance draft will be ready for review of final draft at the December 16th meeting. State Police have no changes.

New Business:

- Reminder – TA Warren will be out week of December 14th – AA Downes will cover open hours.
- TA Warren noted the Panic buttons have been tested.

- Selectman Ross-Raymond noted there was a missing person incident in town this weekend – State Police response was quick and efficient. They also responded to an accident on Saturday.

2016 Budget Schedule: Board of Selectmen noted that they will hear and entertain all proposed budgets – with a hold on finalizing salary line items until all budgets are heard. TA Warren presented the following proposed figures for 2016. She will finalize the selectmen line items at the January 6th meeting and be ready to present to Budget Committee at the January 11th meeting.

Line Item – Department	
4130 – Executive	Includes a 2% pay increase - \$98,233 – up by \$1,556.
4140 – Elections, reg & vital records	In 2016 there are four elections - \$4,900 – up by \$3,600.
4150 – Financial Adm	4150 accounts total \$58,262 this year and added to the 4149 (tax collector line items the total is \$78,152 – down by \$490. Amount includes pay increase for 4149 accounts.
4153 – Legal	Same as 2015 - \$12,000.
4155 – Personnel Adm	Increase in health insurance – total figure 30,400 – up by \$800.
4194 – General Gov’t Bldg	Includes a 2% pay increase and increase in supplies, fuel and building projects. \$69,300 for 2016 – down by \$150.
4196 – Insurance	Tentative figure \$26,699 – need to firm up municipal insurance co. – will have more definite amount January 6 th meeting.
4197 – Advert & Asso Dues	\$4, 800 – up by \$200.
4199 – Other Gen Gov’t	Same as 2015 - \$800.
4316 – Utilities & Street Lights	\$2,500 – increased by \$500.
4325 – Solid Waste Clean-up	Will have figures January 6th
4414 – Animal Control	Delete this line item
4415 – Health Agencies	VNA increased - \$3,000 for 2016 – up \$500.
4442 – Direct Assistance	Same at 2015 - \$26,712.
4583 – Patriotic Observations	Same as 2015 - \$3,450. * encumber \$679.46 from 2015 for 2016 fireworks
4711 – Debt Services – Principal	Same as 2015 – 60,483.
4721 – Debt Services – Interest	Down by \$1,966 – 2016 figure is \$9,073.
4723 – Interest – TANS	Same as 2015 - \$500.
Review of previous figures for following department line items	
4210 – Police	Change name of line item 4210-15 to Pistol Permits and budget \$500; and change outside details to \$3,500. 2016 total still remains at \$7,000.
4323 – Recycling	Add line item plastic processing fee of \$810. Bringing total up to \$9,760.
4324 – Transfer Station	Change line item 4324-25 tipping fee down to \$32,340. Bringing total for transfer station to \$73,674. Down from 2015 by \$10,861.

4324-05 – TS Operator Salary	Discussion regarding TS Operator submitting separate invoice for labor work at transfer station. Talked about salary pay verses hourly pay. Discussed keeping it as salary and basing salary on 10 hrs. per week – 520 hrs. yearly at \$16.42 = \$8,538 for yearly salary. Will bring up again at the Dec 30 th meeting – will have TS Operator in for discussion. For the present time will leave the salary line item with amount brought in on 11/18/15.
Transfer Station General Issues	• Letter of interest for the part time attendant position received today from Walter Scott. Board and TS Operator will need to review and get back to Mr. Scott. • Need for Generator for Transfer Station this year discussed. Selectman Ross-Raymond will get info on costs to allow for purchase from 2015 appropriation.
Warrant Articles	TA Warren has drafted proposed warrant articles for BOS to review. Included is one for bonding for purchasing of fire tanker. General discussion re: holding off for another three years or moving forward with the CIP Proposal to purchase in 2016. TA Warren has put together figures documenting both ways to proceed. This will be discussed in more depth with Fire Chief at the 12/30 meeting before bringing proposal to Budget Committee.

Public Comments:

Sandy Miller – requested TA Warren put together 2015 payroll details by employees for budget committee meeting.

Marcia Murphy – inquired how much more added to electricity for ball field with the light being on for night activities. Recreation requesting \$800 for 2016 budget \$650 2015 and to date have gone over that amount by \$128 and still have December bill to come in.

Other: All business that shall legally come before the Board

- Non-Public Session – if warranted:

Selectman Schmidl moved to adjourn at 6:50 PM; Selectman Ballou seconded. All voted in favor.

Respectfully submitted:
Kathie Downes
Administrative Assistant

Meeting Summary reviewed and accepted at the December 16th, 2015 meeting.

Selectmen, Town of Salisbury