

TOWN OF SALISBURY

Budget Committee Business Meeting Summary

November 18, 2019

Marcia Murphy, Vice Chair	Present	Sandy Miller	Present
Bill MacDuffie, Sr.	Present	Salvatore Morgani	Present
Dave Merwin	Present	Nancy Hayden	Present
Jason Hood, Chair	Present	Ken Ross-Raymond, Selectman Ex-Officio	Present
David Kelly	Present	April Rollins, Town Administrator	Present
Melinda Wasche	Present	Vacant, Recording Secretary	n/a

Other Selectmen Present: None.

General Public Present: Katherine Bollenbach, Stephen Wheeler, Bill MacDuffie, Jr. and Sharon MacDuffie.

Handouts for Meeting:

- 2020 Proposed Budget & Revenue Sheet

Chair Hood opened the meeting at 7:00 p.m.

Review & Approve Minutes of October 21, 2019 – Bill MacDuffie Sr. made a **motion** to approve the meeting minutes of October 21, 2019 without corrections. Nancy Hayden **seconded** the motion and the **motion passed unanimously**.

Budget Review by Department

Police Department - 4210 – Selectman Ross-Raymond stated the proposed Police Department budget has been level funded. Chair Hood made a **motion** to approve the Police Department budget at \$19,800 dollars. Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

Library – 4550 – Director Bollenbach explained that the main increases to the Library's budget is for salaries which are modest increases of twenty-five to fifty cents and additional hours on Saturday with the exception of one a month. Director Bollenbach stated they have also hired someone to process payroll & accounts payable, in the amount of \$500 dollars. Vice Chair Murphy replied the increase to the budget is 10.85%, which is much more than any other department. Selectman Ross-Raymond noted the majority of the increase is for the additional hours. Director Bollenbach explained that is an additional five hours per week for her position. Vice Chair Murphy noted that is one hundred eighty-four hours for the year. Sal Morgani made a **motion** to approve the Library budget at \$45,468 dollars. Dave Merwin **seconded** the motion and the **motion passed**. Vice Chair Murphy was opposed.

Highways Streets & Maintenance – 4312 - Selectman Ross-Raymond made a **motion** to approve the Highway Streets & Maintenance budget at \$300,322 dollars. Dave Kelly **seconded** the motion and the **motion passed unanimously**.

Highways & Streets – Projects - 4910 – Selectman Ross-Raymond stated a shim overlay is being proposed for West Salisbury Road but the Board has requested a quote (\$188K est. provided originally). Road Agent MacDuffie Jr. replied he now has a verbal quote of \$125K and the road really needs the overlay or we'll be back to square one. Selectman Ross-Raymond made a **motion** to approve the Highway Streets - Projects budget at \$125,000 dollars. Dave Kelly **seconded** the motion and the **motion passed unanimously**.

Recycling – 4323 & Transfer Station – 4324 – Manager Wheeler explained that there was a discussion at the last Selectmen's meeting about increasing the Transfer Station's hours of operation and utilizing funds from the capital reserve funds (CRF) to provide lighting. Selectman Ross-Raymond stated Manager Wheeler is proposing operating figures to keep the Transfer Station open for half the year (summer hours) on Wednesday plus every Saturday, a full year open every Wednesday and Saturday or go to a 3-day a week schedule. Manager Wheeler noted the increase would be modest for labor and there will be problems with operations in the winter months but an operator would also be needed to pack the materials. Manager Wheeler explained vehicle maintenance is down and there has also been discussion of establishing a CRF for equipment. Chair Hood asked if there has been a "big push" from residents to increase the hours of operation? Manager Wheeler replied almost every day. Sal Morgani asked if the Board has decided on the figures in the spreadsheet provided? Selectman Ross-Raymond replied no, the Board hasn't decided on a figure yet because the comparison was requested and the Board will also be looking to rename the CRF so it can be used for other things. Selectman Ross-Raymond explained that the Town is required to store tires, so they will be looking to move some of the funds from the existing CRF to a new CRF to build a storage shed for the tires. Sal Morgani asked how many tires the Transfer Station collects because usually the place that gives you new tires, takes the old ones. Manager Wheeler replied it is an unknown number because the tires go to the incinerator and a small fee is charged as a recovery cost. Manager Wheeler stated the storage shed would be approximately 300 square feet for the tires plus used batteries, which would be placed on pallets. Vice Chair Murphy asked if there would be an impact on plowing? Selectman Ross-Raymond replied yes because it is the who and when, so this is more complicated than just increasing the hours. Dave Merwin asked if there was an estimate to get power at the Transfer Station? Selectman Ross-Raymond replied they have an estimate from Unitil from a few years ago that was \$20K but the Hannon's property now has power, so there may be some savings. Sal Morgani asked what the hours of operation would be? Manager Wheeler replied 2 p.m. to 6 p.m. which seems to be the best option. Selectman Ross-Raymond noted the plan is to light the entire area. Bill MacDuffie Sr. stated the Transfer Station could close on snow days. Manager Wheeler replied they have only had to close once for snow 5-6 years ago. Sal Morgani made a **motion** to approve the Recycling (\$10,275) & Transfer Station (\$98,290) budgets at \$108,565 dollars total. Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

Ambulance – 4215 – Marcia Murphy made a **motion** to add \$3,600 dollars to line #4215-07 and reapprove the budget at \$101,200 dollars. Selectman Ross-Raymond **seconded** the motion and the **motion passed unanimously**.

Elections, Registrations & Vital Records – Vice Chair Murphy asked about the proposed increases for the Town Clerk's budget. TA Rollins replied Town Clerk Zink-Mailloux will be asked to present a new budget.

Selectmen's Report - Selectman Ross-Raymond reported that the tax rate has been set as follows; Municipal \$4.94, County \$2.66, Local Education \$13.44 and State Education \$2.10 = \$23.14 total tax rate for 2019. Selectman Ross-Raymond noted that no monies from the Town's general fund were used to offset the tax rate. Selectman Ross-Raymond informed the Budget Committee that Volunteer Appreciation Night will be held on Wednesday, December 18, 2019 immediately following the Selectmen's meeting.

Other Business - None at this time.

Next Meeting – Will be held on *Monday, December 9, 2019 at 7:00 p.m.* at the Academy Hall.

Dave Merwin made a **motion** to adjourn at 7:59 p.m. Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

Respectfully submitted,
April Rollins, Municipal Secretary