

TOWN OF SALISBURY

Budget Committee Business Meeting Summary

December 9, 2019

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

Other Selectmen Present: None

General Public Present: Sharon MacDuffie, Bill MacDuffie Jr. and James Zink-Mailloux.

Handouts for Meeting:

- 2020 Proposed Budget figures through 11/30/19.

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

Review & Approve Minutes of November 18, 2019 – Chair Hood made a **motion** to approve the meeting minutes of November 18, 2019 without corrections. Selectman Ross-Raymond **seconded** the motion and the **motion passed unanimously**.

4140 Registrations & Vital Statistics – Town Clerk Zink-Mailloux provided the Budget Committee with a detailed handout of his proposed increases to purchase Avitar software (\$9,650 dollars) and an annual maintenance contract (\$4,175 dollars), in order to provide for on-line motor vehicle registration **renewals only**. Town Clerk Zink-Mailloux explained the proposal would also increase postage, supplies and training. Town Clerk Zink-Mailloux explained that there will be an on-line transaction processing fee for credit/debit cards of 2.95% and \$0.95 cents for ACH/Electronic checks. Town Clerk Zink-Mailloux explained that everything would be converted to a “one check” system which would include the State’s portion of the motor vehicle fees. Town Clerk Zink-Mailloux noted he has estimated 2300 registrations per year and approximately 1000 would be renewals with most being multiple transactions per property owner (cars, trucks, trailers, etc.). Vice Chair Murphy asked if other companies were researched? Town Clerk Zink-Mailloux replied he was unaware there were others. Vice Chair Murphy stated some municipalities use “Interware” and others use “Clerk Works/EB2”. Town Clerk Zink-Mailloux replied he would look into both of the other options for the next meeting. Vice Chair Murphy noted the Budget Committee could still add the funds to this budget, as a place holder. Sandy Miller asked if this would reduce the office hours? Town Clerk Zink-Mailloux replied he was not sure yet because it would be a different reconciliation process. Sal Morgani stated the maintenance costs are 30% of the installation fee which seems steep. Town Clerk Zink-Mailloux explained that the maintenance costs also include technical support from Avitar and software updates that would be mandated by the State. Sal Morgani replied he would like to know how many times per year the technical support is utilized. Town Clerk Zink-Mailloux offered to track those calls. Selectman Ross-Raymond noted that residents were surveyed over the past month, if they would be in favor of on-line renewals and out of fifty responses only one person said no. Nancy Hayden stated she does on-line renewals as part of her job and feels the interest rate is high, so if someone was to have a registration that costs \$500 dollars they would be charged an additional \$15 dollars. Vice Chair Murphy asked what would happen for residents that are trying to register before the end of the month because some municipalities have a disclaimer of 7 to 10 days

for processing. Town Clerk Zink-Mailloux replied he is not sure if the police would know if the vehicle is registered and he may decide to come in to the office on the off/closed Fridays to process renewals. Town Clerk Zink-Mailloux stated Selectman Hoyt had also asked about a credit card machine and "Invoice Cloud" has the ability to provide one, so he has requested an estimate. Vice Chair Murphy stated the costs associated in this proposal are considered a convenience fee. Sal Morgani made a **motion** to approve budget 4140 at \$40,136 dollars and Vice Chair Murphy **seconded** the motion. *In favor; Morgani, Ross-Raymond, Kelly & Merwin. Opposed; Hood, Miller & Hayden.* The **motion passed**.

4130 Executive Administration - Selectman Ross-Raymond explained that the Town Administrator line has been increased from \$50,953 dollars to \$66,500 dollars because the Municipal Secretary's duties (\$11,800 dollars) plus the Fire Department Secretary (\$4,256 dollars) have been moved to the TA's position with the exception of a newly created Recording Secretary position (\$1,500 dollars). Selectman Ross-Raymond explained that the TA position was negotiated with the help of Municipal Resources Inc.'s Consultant. Selectman Ross-Raymond stated the Bookkeeper has increased from 10,400 dollars to \$10,920 dollars but is projected to be under budget and the Municipal Assistant line has decreased from \$20,600 dollars to \$19,000 dollars, making this year's total budget \$106,920 dollars. Dave Merwin made a **motion** to approve budget 4130 at \$106,920 dollars Nancy Hayden **seconded** the motion and the **motion passed unanimously**.

4140 Elections – This budget has been based on four elections for 2020. Selectman Ross-Raymond made a **motion** to approve budget 4140 at \$4,900 dollars and Sandy Miller **seconded** the motion, the **motion passed unanimously**.

4149 Financial Administration - Sal Morgani made a **motion** to approve budget 4149 at \$21,355 dollars. Sandy Miller **seconded** the motion, the **motion passed unanimously**.

4150 Financial Administration - Sal Morgani made a **motion** to approve budget 4150 at \$61,400 dollars and Sandy Miller **seconded** the motion, the **motion passed unanimously**.

4153 Legal Expenses – Legal for the Zoning Board has been decreased by \$1K. Dave Merwin made a **motion** to approve budget 4153 at \$13,000 dollars. Sal Morgani **seconded** the motion, the **motion passed unanimously**.

4155 Personnel Administration – TA Rollins explained that payroll taxes has been left at \$16K until the salary line increases have been approved then the Bookkeeper will adjust this line. Retirement has increased from \$5,600 dollars to \$7,500 dollars, Health & Life Insurance has decreased from \$11,000 dollars to \$150 dollars (TA Rollins will not be taking the Health Insurance) and Accrued Liability has decreased from \$3,000 dollars to \$1,288 dollars. This budget is on hold at \$24,938 dollars.

4194 General Government Buildings - Selectman Ross-Raymond made a **motion** to approve budget 4194 at \$68,900 dollars. Nancy Hayden **seconded** the motion, the **motion passed unanimously**.

4196 Insurance - Sal Morgani made a **motion** to approve budget 4196 at \$19,844 dollars. Selectman Ross-Raymond **seconded** the motion, the **motion passed unanimously**.

4197 Advertising & Association Dues - Sal Morgani made a **motion** to approve budget 4197 at \$6,100 dollars. Dave Merwin **seconded** the motion, the **motion passed unanimously**.

4199 Other General Government - Dave Merwin made a **motion** to approve budget 4199 at \$1,000

dollars. Sal Morgani **seconded** the motion and the **motion passed unanimously**.

4220 Fire Department – The Secretary line has decreased to \$1 dollar. Selectman Ross-Raymond made a **motion** to approve budget 4220 at \$34,901 dollars. Sal Morgani **seconded** the motion and the **motion passed unanimously**.

4316 Utilities & Street Lights – Dave Merwin made a **motion** to approve budget 4316 at \$2,800 dollars. Sal Morgani **seconded** the motion and the **motion passed unanimously**. Selectman Ross-Raymond stated all of the lights were changed to LEDs, so he would like to know why this is more than last year. TA Rollins to investigate and contact Unitil.

4325 Solid Waste Clean Up - Sal Morgani made a **motion** to approve budget 4325 at \$7,600 dollars. Nancy Hayden **seconded** the motion, the **motion passed unanimously**.

4415 Health Agencies - Selectman Ross-Raymond made a **motion** to approve budget 4415 at \$3,000 dollars. Sandy Miller **seconded** the motion, the **motion passed**. *Sal Morgani was opposed.*

4442 Direct Assistance - Sal Morgani made a **motion** to approve budget 4442 at \$22,000 dollars. Dave Merwin **seconded** the motion and the **motion passed unanimously**.

4583 Patriotic Observations - Dave Merwin made a **motion** to approve budget 4583 at \$4,000 dollars. Sal Morgani **seconded** the motion, the **motion passed unanimously**.

4711 Debt Service Principal - Selectman Ross-Raymond made a **motion** to approve budget 4711 at \$50,245 dollars. Dave Merwin **seconded** the motion, the **motion passed unanimously**.

4721 Debt Service Interest – Sandy Miller made a **motion** to approve budget 4721 at \$6,882 dollars. Dave Merwin **seconded** the motion, the **motion passed unanimously**.

4723 TAN Interest - Sal Morgani made a **motion** to approve budget 4723 at \$1 dollar. Merwin **seconded** the motion, the **motion passed unanimously**.

Selectmen's Report - Selectman Ross-Raymond stated TA Rollins has provided him with a 5-year tax rate comparison and the Local Education has decreased by \$52K and the State Education has decreased by \$1K, which is the first year in many this has happened and is due to a decrease in student population.

Other Business - None at this time.

Next Meeting – Will be held on Monday, *January 20, 2019 at 7:00 p.m.* at the Academy Hall. Public Hearing to be held on *Monday, February 10, 2019 at 7:00 p.m.*
Snow date set for *Wednesday, February 12, 2020 at 6:30 p.m.*

Dave Kelly made a **motion** to adjourn at 8:16 p.m. Nancy Hayden **seconded** the motion and the **motion passed unanimously**.

Respectfully submitted,
April Rollins, Town Administrator