

TOWN OF SALISBURY

Budget Committee Business Meeting Summary

December 12, 2016

Marcia Murphy, Chair	Present	Sandy Miller	Present
Ralph Downes, Vice Chair	Present	Salvatore Morgani	Present
Dave Merwin	Present	Mary Heath	Present
Ed Sawyer	Present	Pete Ballou, Selectman Ex-Officio Ken Ross-Raymond (absent)	Present
Sara (Sally) Jones	Present	Margaret Warren, Town Administrator	Present
Bill MacDuffie, Sr.	Present	April Rollins, Municipal Secretary	Present

Other Selectmen Present: None

General Public Present: Rick Chandler, Kathie Downes, Fire Chief MacDuffie, .

Handouts for Meeting:

- 2016/2017 Budget & Revenue figures through 11/31/16
- Revenue Sheet dated 11/31/16
- Annual Volunteer Appreciation Night flyer

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

Review & Approve Minutes of November 14, 2016 – Sally Jones made a **motion** to approve the meeting minutes of November 14, 2016 without corrections. Ed Sawyer **seconded** the motion. The **motion passed unanimously**.

Meeting with Department Heads for the 2017/2018 budget year

Registrations, etc. (4140) - Town Clerk (TC) Rollins explained that she did the research and does not qualify for benefits but she wanted to be sure the Town was compliant. TC Rollins noted what she has proposed stays the same. There was a discussion of the annual salary based on the hours the Town Clerk's office is open (8 hours) and the hours of administrative time, which are hard to determine. There was also discussion of the previous Town Clerk's hours based on the annual salary and administrative time, plus elections. Sandy Miller asked what is done during the administrative hours. TC Rollins replied she does bank deposits, answers emails, opens the office for special situations, updates forms, does paperwork, reports, etc. Mary Heath asked if the other departments are being held to a 2% increase. Chair Murphy replied it was the Budget Committee's recommendation. Mary Heath asked if the hours worked could be tracked. TC Rollins replied yes, she could track her hours. Sandy Miller asked what percentage the increase totals and TA Warren replied 23%. Sal Morgani stated the amount of increased hours proposed is a 20% increase, so it makes sense. Chair Murphy stated this year there were five elections and next year there is only one. TC Rollins replied there are two elections the Town and the School District, in which she verifies voter information. There was a brief discussion on when the new hours (1st and 3rd Fridays 10 a.m. to 2 p.m.) would become effective. Bill MacDuffie made a **motion** to accept this section of the budget at \$23,866 dollars for the purposes of discussion. Sal Morgani **seconded** the motion. The **motion passed**. Mary Heath, Chair Murphy and Sandy Miller were opposed.

Cemeteries (4195) - Cemetery Trustee, Rick Chandler explained that the maintenance & mowing bid has been awarded to Poulin, in the amount of \$7,250 dollars. TA Warren noted the contract is

not just for mowing but maintenance as well. Sally Jones made a **motion** to accept this section of the budget at \$11,600 dollars for the purposes of discussion. Sal Morgani **seconded** the motion. The **motion passed unanimously**.

Police Department (4210) - TA Warren presented no increase. Sandy Miller made a **motion** to accept this section of the budget at \$7,000 dollars for the purposes of discussion. Sally Jones **seconded** the motion. The **motion passed unanimously**.

Highway (4312) - Bill MacDuffie recused himself to present the highway budget, which is level funded. Vice Chair Downes made a **motion** to accept this section of the budget at \$268,945 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion. The **motion passed unanimously**.

Highway projects (4910) - Vice Chair Downes made a **motion** to accept this section of the budget at \$140,000 dollars for the purposes of discussion. Sally Jones **seconded** the motion. The **motion passed unanimously**.

Recycling (4323) - Steve Wheeler explained that the tipping fees have not been finalized yet and there is a problem with the fees being collected for electronics, which is a problem in every municipality. Steve Wheeler stated paper prices are up to \$95 dollars per ton and he is hoping this budget breaks even. Sandy Miller made a **motion** to accept this section of the budget at \$9,270 dollars for the purposes of discussion. Sal Morgani **seconded** the motion. The **motion passed unanimously**.

Transfer Station (4324) - Steve Wheeler reported that they have been crushing the glass at the Transfer Station and it has been saving the loader some work, plus it has reduced the number of hauls. Chair Murphy asked if the salary increase is due to the Transfer Station being open on Wednesdays? Steve Wheeler replied yes, \$1,600 dollars. Selectman Ballou noted the opening of the Transfer Station on Wednesdays was a success but lights will be needed down the road. Sandy Miller made a **motion** to accept this section of the budget at \$75,408 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion. The **motion passed unanimously**.

Library (4550) - Gail Henry stated there is a zero percent increase to the salaries because there has been a lot of changes in personnel and there is a \$784 dollar increase overall due to the software contract with Bywater Solutions. Gail Henry stated the new Library Director is changing the hours and they will open on Mondays starting February 1st, plus an additional 3 hours a week. Ed Sawyer made a **motion** to accept this section of the budget at \$39,191 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion. The **motion passed unanimously**.

Update of Selectmen's Issues – Selectman Ballou stated he has nothing to report except that the **Annual Volunteer Appreciation Night** will be held on **December 21, 2016 at 5:30 p.m.**

Budget Committee's next meeting – Monday, January 9, 2016 at 7:00 p.m.

Vice Chair Downes made a **motion** to adjourn at 7:53 p.m. Sandy Miller **seconded** the motion and the **motion passed unanimously**.

Respectfully submitted,
April Rollins, Municipal Secretary