

TOWN OF SALISBURY

Budget Committee Business Meeting Summary

November 14, 2016

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

Other Selectmen Present: Pierre Ballou and Samantha Tucker

General Public Present: Gayle Landry, Jim Minard, Rick Chandler, Kathie Downes, Fire Chief MacDuffie, Doug Greiner, Kathleen Doyle, Mark Fuller and Taylor Gilman.

Handouts for Meeting:

- 2016/2017 Budget & Revenue figures through 10/31/16
- Revenue Sheet dated 10/31/16
- Updates Budget Committee Member's listing

Chair Murphy opened the meeting at 7:00 p.m. and announced that Ed Sawyer would not be present this evening.

Appointment of Mary Heath to the Budget Committee – Sandy Miller made a **motion** to appoint Mary Heath a member of the Budget Committee with a term ending March 2017. Bill MacDuffie **seconded** the motion. The **motion passed unanimously**. Selectman Ross-Raymond swore-in Mary Heath.

Review & Approve Minutes of September 12, 2016 – Sal Morgani made a **motion** to approve the meeting minutes of September 12, 2016 without corrections. Bill MacDuffie **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 is proposing two additional shifts a month, the 1st & 3rd Fridays, an increase of \$3,978 dollars. TC Rollins stated she is hoping to alleviate some of the off hours traffic and provide a day later in the week. TC Rollins stated she is proposing a \$200 dollar increase in the Deputy TC's stipend because he is now certified through the State and has been trained on the ElectionNet program. Mary Heath asked what it was before. TC Rollins replied it was \$1,200 but was decreased to \$1K until he could be certified and half of this year's stipend was used towards those training costs. Postage was also increased by \$50 dollars to cover the additional days budgeted. Selectman Ross-Raymond noted the Town is planning to meet with Health Trust to ask some questions and get answers, to proceed the right way. Sandy Miller replied she wouldn't be in favor of benefits for the position and asked Mary Heath what the county does. Mary Heath replied they operate under the State's retirement guidelines. Mary Heath asked TC Rollins how many hours she would be working. TC Rollins replied 35+ hours weekly between Town Clerk and Municipal Secretary. Sal Morgani stated the Town may need to offer benefits, to keep

people. Bill MacDuffie made a **motion** to table this section of the budget. Vice Chair Downes **seconded** the motion. The **motion passed unanimously**.

Financial Administration (4150) - Tax Collector (TC) Landry stated her budget has the recommended 2% increase. Bill MacDuffie made a **motion** to accept this section of the budget at \$20,205 dollars for the purposes of discussion. David Merwin **seconded** the motion. The **motion passed unanimously**.

Zoning Board & Planning Board (4191) - TA Warren presented no increase. Vice Chair Downes made a **motion** to accept this section of the budget at \$7,700 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion. The **motion passed unanimously**.

Cemeteries (4195) - Cemetery Trustee, Rick Chandler explained that the maintenance & mowing line has been increased by \$2K and they will have bids to open the first week of December but feel the funds may not be enough. Sal Morgani suggested waiting until after the bid opening and a figure is established. Bill MacDuffie made a **motion** to table this section of the budget. David Merwin **seconded** the motion. The **motion passed unanimously**.

Building Inspection (4240) - TA Warren presented no increase. Sandy Miller asked how the Building Inspector is paid and TA Warren replied hourly plus fees. Sal Morgani made a **motion** to accept this section of the budget at \$6,717 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion. The **motion passed unanimously**.

Recreation Department (4520) - Kathleen Doyle stated there is an increase to the porto-potties for year round coverage. Selectman Ross-Raymond made a **motion** to accept this section of the budget at \$2,565 dollars for the purposes of discussion. David Merwin **seconded** the motion. The **motion passed unanimously**.

Conservation Commission (4600) - Kathleen Doyle presented no increase. Selectman Ross-Raymond made a **motion** to accept this section of the budget at \$500 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion. The **motion passed unanimously**.

Ambulance (4215) - Chief MacDuffie explained he would be purchasing a tablet for the ambulance and all of the ambulance bills since July are being billed through ComStar. Selectman Ross-Raymond made a **motion** to accept this section of the budget at \$27,401 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion. The **motion passed unanimously**.

Fire Department (4220) - Sandy Miller asked how often the Secretary works. Chief MacDuffie replied on average she works 5 hours a week but sometimes it's 8 hours, if needed and she will be doing the Temsis reporting which is an increase in hours for 2017. Selectman Ross-Raymond made a **motion** to accept this section of the budget at \$35,651 dollars for the purposes of discussion. David Merwin **seconded** the motion. The **motion passed unanimously**.

Selectman Ross-Raymond stated April would be taking grant training classes soon, which will be invaluable to the Town.

Emergency Management/ Forest Fire (4290) - Chief MacDuffie presented a small increase to the dispatch fees. Selectman Ross-Raymond made a **motion** to accept this section of the budget at \$8,601 dollars for the purposes of discussion. David Merwin **seconded** the motion. The **motion passed unanimously**.

Update of Selectmen's Issues – Selectman Ross-Raymond stated the Town is not sure what it is looking at for the School District increase but we have heard they will be \$600K short because of State Aid. Selectman Ross-Raymond noted there were a string of break ins last week and the State Police have a person of interest. Selectman Ross-Raymond regretfully reported the passing away of John Kepper. Sandy Miller noted the State's retirement rate for municipal will be increasing forty cents.

Budget Committee's next meeting – Monday, December 12, 2016 at 7:00 p.m.

Vice Chair Downes made a **motion** to adjourn at 8:26 p.m. David Merwin **seconded** the motion and the **motion passed unanimously**.

Respectfully submitted,
April Rollins, Municipal Secretary