

TOWN OF SALISBURY

Budget Committee Business Meeting Summary

January 9, 2017

Marcia Murphy, Chair	Present	Sandy Miller	Present
Ralph Downes, Vice Chair	Present	Salvatore Morgani	Present
Dave Merwin	Present	Mary Heath	Present
Ed Sawyer	Present	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: Pete Ballou and Sam Tucker

General Public Present: Kathie Downes, Gayle Landry and Fire Chief, Bill MacDuffie

Handouts for Meeting:

- 2016/2017 Proposed Budget & Revenue figures through 12/31/16 (not final)
- 2017 Warrant Articles
- Capital Improvements Program 2017-2022

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

Review & Approve Minutes of December 12, 2016 – Sally Jones made a **motion** to approve the meeting minutes of December 12, 2016 without correction. Ed Sawyer **seconded** the motion. The **motion passed unanimously**.

Review 2017 Budget & Revenue Figures by Department

Executive (4130) – There was a brief discussion regarding the elected personnel being hourly versus salary. TA Warren reported the Bookkeeper and Administrative Assistant lines stay the same because an increase doesn't change next year's appropriation. Selectman Ross-Raymond noted her line shows an increase of 2.5%. Selectman Ross-Raymond explained that TA Warren did the research on all wages and her salary is quite away from other Town's Town Administrators, so she has agreed to lower than a 6% increase, which is the 2.5%. The Budget Committee and those in attendance discussed the disparity in salaries and percentage increases annually. Selectman Ross-Raymond noted the Selectmen's stipend shows an increase of 20% but that increase is divided by three. TA Warren stated her research showed the average Selectmen's stipend is \$3K. Selectman Ross-Raymond stated the Town needs a fair and equitable process to determine a solution for this issue. Selectman Ballou explained that the percentages take us down the wrong road until we all look at the dollars and cents. Ed Sawyer made a **motion** to accept this budget for the purposes of discussion at \$101,197 dollars. Sally Jones **seconded** the motion and the **motion passed unanimously**.

Elections, Registrations & Vital Statistics (4140) – TA Warren provided the Budget Committee with language for a Warrant Article to go before Town Meeting concerning the Town Clerk's proposed increase of hours. Selectman Ross-Raymond noted there would be an increase of ninety-six (96) hours a year and forty (40) hours a month. Chair Murphy stated the salary is more of a ratio for comparison reasons. Selectman Ross-Raymond explained that the legislative body votes on the Town Clerk's salary and the Town Clerk sets the hours, if the warrant article fails the salary will

default to the recommended 2% increase, which is noted in the budget as \$17,583 dollars. Sandy Miller made a **motion** to change the salary line to \$17,583 dollars (2% increase). Vice Chair Downes **seconded** the motion and the **motion passed unanimously**. Vice Chair Downes made a **motion** to approve the proposed warrant article and a prorated salary of \$21,533 dollars for the purposes of discussion. Sally Jones **seconded** the motion and the **motion passed unanimously**.

Financial Administration (4150) – Mary Heath made a **motion** to approve this section of the budget at \$56,262 dollars for the purposes of discussion. Selectman Ross-Raymond **seconded** the motion and the **motion passed unanimously**.

Legal (4153) – Ed Sawyer made a **motion** to approve this budget at \$12K. Vice Chair Downes **seconded** the motion and the **motion passed unanimously**.

Personnel Admin. (4155) – TA Warren explained that an accrued liability line has been added (\$4,800 dollars) at the recommendation of the Town’s Auditors, for unpaid accrued leave. TA Warren stated she has 5 weeks of vacation leave, 3 sick days, 2 personal days and paid holidays. Sandy Miller asked what percentage the Town pays for the health benefits. TA Warren replied the Town pays 90% and she pays 10%. Sandy Miller made a **motion** to approve this section of the budget at \$35,300 dollars. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

General Government Buildings (4194) – Selectman Ross-Raymond made a **motion** to approve this section of the budget at \$70,600 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion and the **motion passed unanimously**.

Insurance (4196) – Selectman Ross-Raymond made a **motion** to approve this section of the budget at \$16,560 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

Advertising & Assoc. Dues (4197) – Ed Sawyer made a **motion** to approve this section of the budget at \$4,800 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion and the **motion passed unanimously**.

Other General Government (4199) – Ed Sawyer made a **motion** to approve this section of the budget at \$70,600 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

Police (4210) - Selectman Ross-Raymond reported that the State Police want an agreement for a detail to be assigned to Salisbury for four hours during the week (\$12,500 dollars a year) and this is the seventh year they have provided coverage, which will not be free forever. Bill MacDuffie stated he feels this is money well spent. Sandy Miller made a **motion** to approve this section of the budget at \$20,000 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

Utilities & Street Lights (4316) - Selectman Ross-Raymond suggested this budget be tabled until a final cost could be determined due to additional lighting at the Town Park for the ice rink.

Solid Waste Clean-up (4325) – Sal Morgani made a **motion** to approve this section of the budget at \$4,750 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion and the **motion passed unanimously**.

Health Agencies (4415) – Vice Chair Downes made a **motion** to approve this section of the budget at \$3,000 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

Direct Assistance (4442) – Sal Morgani made a **motion** to approve this section of the budget at \$26,850 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

Patriotic Observations (4583) - Sal Morgani made a **motion** to approve this section of the budget at \$3,750 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion and the **motion passed unanimously**.

Debt Services – Principal (4711) & Interest (4721) – TA Warren stated the Pingree Bridge will be paid off in 2022 and the Safety Building will be paid off in 2019. Sal Morgani made a **motion** to approve the 4711 budget at \$60,483 dollars for the purposes of discussion and the 4721 budget at 7,061 dollars. Vice Chair Downes **seconded** the motion and the **motion passed unanimously**.

Interest -TANS (4723) – Bill MacDuffie made a **motion** to approve this section of the budget at \$500 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

Capital Budget (5500) 2017 Warrant Articles – The Budget Committee reviewed the draft Warrant for the Annual 2017 Town Meeting, which contains a total of thirteen articles. Chief MacDuffie discussed the possible need for outside ambulance services due to current staffing. Chair Murphy asked if the plans for 2017 are the status “quo”? Chief MacDuffie replied yes and noted that Penacook is in the process of restructuring but more officers are needed. Chief MacDuffie explained if the Town did not have an ambulance then those funds could be used to retrofit a new Tahoe or Suburban with gear. There was a brief discussion on changing the purpose of the capital reserve fund. Bill MacDuffie made a **motion** to approve this section of the budget at \$82,533 dollars for the purposes of discussion. Vice Chair Downes **seconded** the motion and the **motion passed unanimously**.

Capital Improvements Program 2017-2022 - Vice Chair Downes made a **motion** to approve the 2017-2022 CIP for the purposes of discussion. Mary Heath **seconded** the motion and the **motion passed unanimously**.

Update of Selectmen’s Issues – None at this time.

Term Expirations – Ed Sawyer, Marcia Murphy and Sally Jones all have 3-year terms expiring in 2017. Mary Heath was appointed to fill Karen Sheldon’s term until March, so there is a 1-year term also. The filing period is January 25th through February 2nd.

Budget Committee's next meeting – **Monday, February 13, 2017 at 6:30 p.m.**

Selectman Ross-Raymond made a motion to adjourn at 8:13 p.m. Ed Sawyer seconded the motion and the motion passed unanimously.

Respectfully submitted,
April Rollins, Municipal Secretary