

TOWN OF SALISBURY

Budget Committee Business Meeting Summary

October 21, 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	Absent	Ken Ross-Raymond, Selectman Ex-Officio	Present
David Kelly	Present	Margaret Warren, Town Administrator	Present
Melinda Wasche	Present	April Rollins, Municipal Secretary	Present

Other Selectmen Present: None.

General Public Present: Bill MacDuffie, Jr., Kathleen Doyle, Doug Greiner, Velvet Sweeney and Gayle Landry.

Handouts for Meeting:

- 2020 Proposed Budget & Revenue Sheet

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

Review & Approve Minutes of April 8, 2019 – Sandy Miller made a **motion** to approve the meeting minutes of April 8, 2019 without corrections. Dave Kelly **seconded** the motion and the **motion passed unanimously**.

Budget Review by Department

Planning/Zoning - 4191 - TA Warren explained that the \$4K in the consulting line is to be removed because the grant is offsetting, so this budget is level funded. Bill MacDuffie Sr. made a **motion** to approve the Planning Board budget at \$2,300 dollars. Dave Kelly **seconded** the motion and the **motion passed unanimously**. Dave Merwin made a **motion** to approve the Zoning Board budget at \$400 dollars. Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

Building Inspection 4240 - TA Warren stated this budget has a 2% salary increase with a total budget of \$6,878 dollars. Bill MacDuffie Sr. asked if the lines with zeros in them will have funds taken out? TA Warren replied no, there have been no expenses. Sandy Miller asked about the fees. TA Warren replied the fees are paid to the Building Inspector and the funds go in & out of the Town's books, so he gets the fees plus his salary. Chair Murphy asked if the position gets an hourly rate? TA Warren replied yes, \$32 dollars an hour, he works Tuesday nights and does inspections on Saturday mornings. Sandy Miller asked if the homeowner pays the fees and TA Warren replied yes. Sal Morgani made a **motion** to approve the Building Inspector budget at \$6,878 dollars. Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

Conservation Commission - 4600 - Bill MacDuffie Sr. made a **motion** to approve the Conservation Commission budget at \$500 dollars. Sandy Miller **seconded** the motion and the **motion passed**

unanimously.

Elections, Registrations and Vital Statistics - 4140 - TC Rollins stated she had originally budgeted for a 2% increase but will now be budgeting for a 53-week year, which will be close to the same amount but if the increase is not in there the salary would be decreased for 2020. Bill MacDuffie Sr. made a **motion** to approve the Elections, Registrations and Vital Statistics budget at \$24,065 dollars. Sal Morgani **seconded** the motion and the **motion passed unanimously.**

Financial Administration - 4149 - TC Landry reported that she has decreased the postage line by \$300 dollars but she will be sending out a certified mailing soon, so the line may be reduced even more. Bill MacDuffie Sr. made a **motion** to place the Tax Collector's budget on hold. Dave Kelly **seconded** the motion and the **motion passed unanimously.**

Ambulance/Fire Department/Emergency Management/ Forest Fire - 4215/4220/4290 - Sal Morgani asked about the transport contract with Penacook being good for another year. Chief MacDuffie replied if there were problems with the contract it wouldn't drastically affect the Town. TA Warren noted that the amount is paid quarterly. Dave Merwin asked if other communities are paying the same amount. Selectman Ross-Raymond replied the rate is based on population, so the others are paying more and the agreement is year to year because there are other Towns involved. There was a brief discussion regarding the agreement being based on a fiscal year versus a calendar year. Chief MacDuffie stated Penacook Rescue is in great shape and other than the cost, it has been working out great. Dave Merwin asked if there have been any complaints and Chief MacDuffie replied no, plus usually one of our volunteers is on the scene. Sal Morgani made a **motion** to approve the Ambulance (4215) budget at \$97,600 dollars. Dave Kelly **seconded** the motion and the **motion passed unanimously.** Melinda Wasche made a **motion** to approve the Fire Department budget (4220) at \$39,156 dollars. Selectman Ross-Raymond **seconded** the motion and the **motion passed unanimously.** Chief MacDuffie informed the committee that the vehicle repairs line #4290.30 is already over the budgeted amount and the vehicle repairs line in the fire budget may go over as well, bills are still coming in. Chief MacDuffie noted he will be waiting until the end of the year to spend any additional funds, in case anything else breaks. Dave Kelly made a **motion** to approve the Emergency Management/ Forest Fire (4290) budget at \$8,700 dollars. Sal Morgani **seconded** the motion and the **motion passed unanimously.**

Selectmen's Report - Selectman Ross-Raymond reported that the State budget has included money for municipalities in the form of property tax relief in the amount of \$21K for 2020 and the Town has received a check for \$17K, so he will be checking on the amount but the funds will be used to offset the tax rate. Selectman Ross-Raymond noted in 2021 the Town is projected to receive \$97K. Sandy Miller asked if the Town is in good shape this year? Selectman Ross-Raymond replied yes but he is unsure about the School portion. Sandy Miller asked who would be determining raises. Selectman Ross-Raymond replied the BoS will have those discussions with department heads and then discuss the potential raises with the Budget Committee. Selectman Ross-Raymond stated tonight will be TA Warren's last budget meeting, as she will be retiring on November 1st and thanked TA Warren for her 33 years of service. Selectman Ross-Raymond informed the committee that interviews for the Town Administrator were conducted tonight and April Rollins has been appointed. Selectman Ross-Raymond noted that the Town has hired a consultant through Municipal Resources Inc. (MRI) that is helping with the transition and the funds will come from the legal

budget. Vice Chair Murphy asked if there was any idea of a figure? Selectman Ross-Raymond replied he is not sure because the Town has not been billed yet for the year but the consultant is being paid \$75 dollars an hour. Vice Chair Murphy stated MRI did some work earlier in the year and feels there should've been a bill before now. Selectman Ross-Raymond offered to look in to this further.

Other Business - None at this time.

Next Meeting – Will be held on ***Monday, November 11, 2019 at 7:00 p.m.*** at the Academy Hall.

Dave Merwin made a **motion** to adjourn at 7:49 p.m. Dave Kelly **seconded** the motion and the **motion passed unanimously.**

Respectfully submitted,
April Rollins, Municipal Secretary