



Budget Committee

Meeting Minutes
Monday, December 14, 2020

Approved

Jason Hood, Chair (2021)	Present	Marcia Murphy, Vice Chair (2023)	Present
David Kelly (2021)	Present	Bill MacDuffie, Sr. (2022)	Present
Dave Merwin (2022)	Present	Sandy Miller (2022)	Present
Salvatore Morgani (2021)	Present	Velvet Sweeny (2023)	Present
Brett Walker, Selectman Ex-Officio	Present	Kate Wilson, Recording Secretary	Absent
April Rollins, Town Administrator	Present	Kimberley Edelmann, Municipal Asst.	Present

Present in the Room Included: Pete Ballou, Jen Hoyt, Sharon MacDuffie, Clinton Morgani, Marcus Zuech

Present via Zoom Included: Michele Carr, Christine Dixon, Gayle Landry, Pam Monaghan

Handouts for the Meeting:

- 2021 Salisbury Free Library Proposed Budget
- Budget Sheet through November 30, 2020
- Draft Meeting Minutes of November 9, 2020

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

Budget Committee Vacancy

Chair Jason Hood noted that since Nancy Hayden had resigned a few weeks prior, a vacancy needed to be filled. The opening was posted for public viewing. Interest was expressed by four individuals: Marcus Zuech, Clinton Morgani, Tammy Hamilton, and Pete Ballou. Questions were asked of each candidate and all appeared qualified.

Pete Ballou withdrew noting that there were three other good candidates.

Questions asked:

1. *What is the most important financial issue facing our Town?*
2. *Do you have any experience working with a municipal budgets?*
3. *Why are you interested in being on the budget committee?*
4. *Are there any changes you would like to see regarding our Town finances or the committee itself?*

Marcus Zuech was the first to address the committee. Mr. Zuech felt the burden of the school tax was the biggest issue. He acknowledged that was not part of the municipal budget. He felt the budget committee was good as scrutinizing all aspects of the Town budget. He was satisfied with the budget committee operations. While not having municipal budget experience, he did have experience in State and Federal government budget processes. He had a degree in business and understands basic accounting.

Clinton Morgani was next. Mr. Morgani felt road repairs and the road agent contract were important issues. He had been on budget committees for multiple large businesses. He had also worked with government budgets through various large projects. He did not foresee any large changes. He wanted to maximize the taxpayer's dollars.

Tammy Hamilton was not present.

Members of the budget committee did not have further questions for the candidates.

The committee voted to accept Marcus Zuech, effective at the next meeting. Chair Hood thanked Mr. Morgani for his participation.

Review & Accept Draft Minutes Minutes

Dave Kelly made a **motion** to accept the meeting minutes of November 9, 2020 as written. Salvatore Morgani **seconded**. The **motion passed unanimously**.

Budget Recommendations

4130 - Executive, \$107,420 - Level funded with exception to the Town Administrator's salary. Chair Hood a **motion** to accept the Executive budget at \$107,420. Salvatore Morgani **seconded**. The **motion passed unanimously**.

4140 - Elections, \$27,184 - Down \$8,042 due having only one election in 2021. Chair Hood made a **motion** to accept the Elections budget at \$27,184. Salvatore Morgani **seconded**. The **motion passed unanimously**.

4150 - Financial Administration, \$83,480 - \$725 increase in the audit line, matching the contract in place with the Auditor. There was a decrease in assessing, offset by an increase in assessing for the Tax Collector; both budget lines are part of "Financial Administration". Chair Hood made a **motion** to accept the Financial Administration budget at \$83,480. Salvatore Morgani **seconded**. The **motion passed unanimously**.

4153 - Legal, \$13,000 - Level funded. The actual expenditures for some lines showed \$0; some expenditures had not yet been posted. Chair Hood asked for a motion to accept Legal expense at \$13,000. Salvatore Morgani made the **motion**. Marcia Murphy **seconded**. The **motion passed unanimously**.

4155 - Personnel Administration, \$28,852 - Town Administrator April Rollins noted that the Retirement and Life Insurance figures were provided by Primex. The Accrued Liability line of \$6,002 was for potentially unclaimed vacation time for four employees and represents maximum exposure. TA Rollins and Selectman Walker explained how that aspect of personnel management currently worked. Selectman Walker noted that the associated Personnel Policy was also going to be adjusted, likely completed before Town Meeting. Chair Hood asked for a motion to accept Personnel Administration expenses at \$28,852. Salvatore Morgani made the **motion**. Dave Kelly **seconded**. The **motion passed unanimously**.

4194 - General Gov't Buildings, \$68,900 - Level funded. Salvatore Morgani made a **motion** to accept the GGB budget at \$68,900. Dave Kelly **seconded**. The **motion passed unanimously**.

4196 - Insurance, \$19,644 - Down \$200. TA Rollins noted that the Primex provided a reduced figure for Workman's Compensation. Salvatore Morgani made a **motion** to accept the Insurance budget at \$19,644. Dave Kelly **seconded**. The **motion passed unanimously**.

4197 - Advertising & Association Dues, \$6100 - it was noted that the actual expended amount for ARA Association Dues were high. The reason would be investigated. The Chair recommended skipping 4197 until more information was available.

4215-07 - Ambulance, \$77,250 - TA Rollins shared the new quote provided by Penacook, increased from \$75,600 to \$77,250. The contract was started in January 2019 and is open ended. The bill is calculated annually based on Penacook's budget which is shared with other Towns. The bill is not based on the number of incidents. Salvatore Morgani made a **motion** to increase the ambulance line to \$77,250. Dave Kelly **seconded**. The **motion passed unanimously**.

4199 - Other General Gov't, \$1000 - Level funded. Salvatore Morgani made a **motion** to accept the Other General Gov't budget at \$1,000. Dave Kelly **seconded**. The **motion passed unanimously**.

4316 - Utilities & Street Lights, \$2800 - Level funded. Salvatore Morgani made a **motion** to accept the Utilities & Street Lights budget at \$2,800. Dave Kelly **seconded**. The **motion passed unanimously**.

4325 - Solid Waste Clean Up, \$7600 - Level funded. Salvatore Morgani made a **motion** to accept the Solid Waste Clean Up budget at \$7,600. Sandy Miller **seconded**. The **motion passed unanimously**.

4414 - Animal Control, \$1 - A place holder to keep the line item open. Salvatore Morgani made a **motion** to accept the Animal Control budget at \$1. Dave Kelly **seconded**. The **motion passed unanimously**.

4415 - Health Agencies / Hospitals - Level funded at \$3,000. Salvatore Morgani shared his opinion about the Health VNA. He appreciated the work they did. However, he believed they were sitting on \$2,000,000 cash aside from their operating budget. They also received funding from insurance. He did not support giving the organization money when Salisbury taxpayers were struggling. Marcia Murphy believed the \$2,000,000 was assets, not cash. Discussion led to a decision to invite the organization to a meeting to talk about their budgets. The committee tabled 4415 until the next meeting.

4442 - Direct Assistance - Level funded at \$22,000. Sandy Miller made a **motion** to accept the Direct Assistance budget at \$22,000. It was pointed out that the amount expended varied each year. The funds could be applied for any assistance if the need was there. Conversely, the CAP program only assisted with fuel. TA Rollins provided stats for 2020 for the CAP area which includes Andover, Bradford, Danbury, Henniker, Hopkinton, Newbury, New London, Salisbury, Sutton, Warner, Webster, and Wilmot.

- ◆ Fuel assistance program, 21 applications with \$19,000 in value
- ◆ Electricity assistance for 18 households with \$3,616 in value
- ◆ Emergency food pantry, 1615 meals provided with \$875 in value

David Kelly **seconded**. The **motion passed unanimously**.

4550 - Library - Level funded at \$45,468. The Library Trustees provided budget information to the Budget

Committee, including year to date expenditures. Payroll and book purchases would continue through December. It was pointed out that while the Library Building was closed to the public, online services were open, including pickup and delivery. Also, the summer reading program continued online. The Library has books, magazines, DVDs and more available to borrow.

The library has 4 employees, all part time. Everyone was being paid for their usual hours throughout the pandemic. It was noted that two Windows 7 computers were upgraded. Any unexpended budget funds provided by the Town to the Library would be returned to the Town.

Salvatore Morgani made a **motion** to accept the Library budget at \$45,468. Dave Kelly **seconded**. The **motion passed unanimously**.

4583 - Patriotic Observations - Level funded at \$4,000. Salvatore Morgani made a **motion** to accept the Patriotic Observations budget at \$4,000. Dave Kelly **seconded**. The **motion passed unanimously**.

4711 - Debt Service - Principal - Level funded at \$50,245. TA Rollins pointed out the two areas of debt were the Fire Pumper and the Pingree Bridge. Salvatore Morgani made a **motion** to accept the Debt Service - Principal budget at \$50,245. Dave Kelly **seconded**. The **motion passed unanimously**.

4721 - Debt Service - Interest - Due to amortization, decreased from \$5,227 to \$3,768. Salvatore Morgani made a **motion** to accept the Debt Service - Interest budget at \$3,768. Dave Kelly **seconded**. The **motion passed unanimously**.

4723 - Interest - TANS - Level funded at \$1. TA Rollins pointed out that the line was a place holder in case the Town needed to apply for a Tax Anticipation Note. Chair Hood made a **motion** to accept the TANS budget of \$1. Sandy Miller **seconded**. The **motion passed unanimously**.

4910 - Highway & Streets - Projects. Bill MacDuffie Jr. noted the H&S Raccoon Hill Road Overlay line was not going to be an overlay project, but actually a reclaim. Selectman Walker noted that the Board of Selectmen had not yet reviewed this aspect of the budget as the information was new. The project was a two-year project but is being addressed in one year, so it will save the Town money. Dave Kelly made a **motion** to approved the Highway & Streets - Projects budget at \$185,000. Sandy Miller **seconded**. The **motion passed unanimously**.

Chair Hood asked Mr. MacDuffie Jr. about the increase in Summer & Winter maintenance budgets. Mr. MacDuffie noted that material costs were increasing. He also noted that summer maintenance invoices were not all submitted yet.

Recycling

TA Rollins and Selectman Walker noted that figures for recycling were still being worked. Most of the numbers were in, but tipping fees were still not known. Chair Hood noted that the budget committee would look forward to hearing more in January.

Public Comment

Gayle Landry commented that she was happy to see Sandy Miller back at the table.

Speaking as the Salisbury Tax Collector, Mrs. Landry noted that the December Tax Warrant was for approximately \$1,900,000. To date, only \$920,000 had been collected. More than half was still outstanding. She felt the Town finances were not in very good shape. The outstanding tax dollars were payments from mortgage companies / banks and individual property owners. She added that it was unusual for banks to not send in the escrow tax payments on a timely basis.

Marcia Murphy noted that the school district was talking about a 1.4% increase. Also, there was talk about having third graders go to Webster in 2021 / 2022.

Next Meeting - Monday, January 11, 2021 at 7:00 p.m.

Dave Kelly made a **motion** to adjourn at 8:45 p.m. Salvatore Morgani **seconded** the motion and the **motion passed unanimously**.

Respectfully Submitted,
Kimberley Brown Edelmann
Sitting in for Kate Wilson