

TOWN OF SALISBURY

Budget Committee Business Meeting Summary

December 10, 2018

Marcia Murphy, Chair	Present	Sandy Miller	Present
Bill MacDuffie, Sr., Vice Chair	Present	Salvatore Morgani	Present
Dave Merwin	Present	Nancy Hayden	Present
Jason Hood	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: Pete Ballou and Joseph Schmidl

General Public Present: Gayle Landry, Katherine Bollenbach and Jen LeClaire.

Handouts for Meeting:

- 2018 Budget & Revenue figures through 11/30/18

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

Review & Approve Minutes of November 19, 2018 – Selectman Ross-Raymond made a **motion** to approve the meeting minutes of November 19, 2018 without corrections. Dave Kelly **seconded** the motion and the **motion passed unanimously**.

Meeting with Departments Re: Proposed 2019 Budget

4210 Police - TA Warren explained that pistol permits have decreased because the Town is receiving less requests. Bill MacDuffie Sr. made a **motion** to approve budget 4210 at \$19,800 dollars. Sal Morgani **seconded** the motion. Discussion; Selectman Schmidl explained that other states require a pistol permit from the person's home state. TA Warren noted that it costs \$37.50 per permit. Chair Murphy called the question, the **motion passed unanimously**.

4550 Library - Director Bollenbach provided the Budget Committee with a breakout of the Library's operating expenditures. Director Bollenbach explained that they would like to provide for double coverage over the summer and increase the Aide's hourly wage by twenty-five cents. There was a brief discussion regarding the software licensing & hosting. Director Bollenbach noted that the amount is at its maximum, which was increased over time. Sandy Miller asked how many employees are full-time versus part-time? Director Bollenbach replied all of the positions combined add up to 40 hours per week and they are only open four days a week. Dave Merwin made a **motion** to approve budget 4550 at \$41,017 dollars. Dave Kelly **seconded** the motion and the **motion passed unanimously**.

Sal Morgani made a **motion** to approve the 2% COLA increase proposed by the Board of Selectmen. Dave Kelly **seconded** the motion and the **motion passed unanimously**. Selectman Ross-Raymond noted that the total increase to the budget for the COLA is under \$3,500 dollars.

4130 Executive Administration - TA Warren provided the proposed increases for each employee in the Executive Administration budget. Sandy Miller asked what the starting rates were for the two new hires? TA Warren replied the new Municipal Assistant (changed from Administrative Assistant) is receiving a lower rate of pay. TA Warren stated the new Bookkeeper is highly qualified and may receive another increase in six months because she will be working less hours. Selectman Ross-

Raymond informed the board that the Town Administrator will become hourly versus salary at \$24.50 an hour and overtime can only be worked with approval but he doesn't suspect there will be any overtime needed plus the Selectmen's Office will open an additional day (Monday or Friday) starting in April of 2019. Sal Morgani made a **motion** to approve budget 4130 at \$102,753 dollars Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

4140 Elections - Sal Morgani made a **motion** to approve budget 4140 at \$1,300 dollars and Bill MacDuffie Sr. **seconded** the motion, the **motion passed unanimously**.

4150 Financial Administration - Dave Merwin made a **motion** to approve budget 4150 at \$62,700 dollars and Dave Kelly **seconded** the motion, the **motion passed unanimously**.

4153 Legal Expenses - Dave Merwin made a **motion** to approve budget 4153 at \$14,000 dollars. Melinda Wasche **seconded** the motion, the **motion passed unanimously**.

4155 Personnel Administration - Sal Morgani made a **motion** to approve budget 4155 at \$35,600 dollars. Dave Kelly **seconded** the motion, the **motion passed unanimously**.

4194 General Government Buildings - Dave Kelly made a **motion** to approve budget 4194 at \$68,850 dollars. Melinda Wasche **seconded** the motion, the **motion passed unanimously**.

4196 Insurance - Dave Merwin made a **motion** to approve budget 4196 at \$18,239 dollars. Selectman Ross-Raymond **seconded** the motion, the **motion passed unanimously**.

4197 Advertising & Association Dues - Sal Morgani made a **motion** to approve budget 4197 at \$4,800 dollars. Sandy Miller **seconded** the motion, the **motion passed unanimously**.

4199 Other General Government - Dave Merwin made a **motion** to approve budget 4199 at \$1,000 dollars. Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

4316 Utilities & Street Lights - Bill MacDuffie Sr. made a **motion** to approve budget 4316 at \$2,500 dollars. Dave Kelly **seconded** the motion and the **motion passed unanimously**.

4415 Health Agencies - Dave Kelly made a **motion** to approve budget 4415 at \$3,000 dollars. Bill MacDuffie Sr. **seconded** the motion. Discussion: TA Warren stated the VNA is scheduled to come before the committee in January. Sal Morgani suggested tabling a decision until after that meeting because he would like for them to answer a questionnaire, to be sure they are serving the Town. Dave Kelly withdrew his motion and Bill MacDuffie Sr. withdrew his second. Sal Morgani made a **motion** to table this section of the budget. Selectman Ross-Raymond **seconded** the motion, the **motion passed unanimously**.

4442 Direct Assistance - Sandy Miller made a **motion** to approve budget 4442 at \$22,000 dollars. Bill MacDuffie Sr. **seconded** the motion and the **motion passed unanimously**.

4583 Patriotic Observations - Dave Kelly made a **motion** to approve budget 4583 at \$4,000 dollars. Selectman Ross-Raymond **seconded** the motion, the **motion passed unanimously**.

4711 Debt Service Principal - Dave Kelly made a **motion** to approve budget 4711 at \$86,912 dollars. Dave Merwin **seconded** the motion, the **motion passed unanimously**.

4721 Debt Service Interest - Selectman Ross-Raymond made a **motion** to approve budget 4721 at

\$8,085 dollars. Sal Morgani **seconded** the motion, the **motion passed unanimously**.

4723 TAN Interest - Dave Kelly made a **motion** to approve budget 4723 at \$100 dollars. Bill MacDuffie Sr. **seconded** the motion, the **motion passed unanimously**.

Selectmen's Report - Selectman Ross-Raymond stated the Annual Volunteer Appreciation Night will be held on Wednesday, December 19, 2019 immediately following a brief Selectmen's meeting. Chair Murphy stated the School Districts' budget is up by 1.02% without warrant articles, totaling \$41,202,571 dollars. Selectman Ross-Raymond noted that the Town's payments were down after the tax rate setting.

Other Business - None at this time.

Next Meeting – Will be held on Monday, *January 14, 2018 at 7:00 p.m.* at the Academy Hall. Public Hearing to be held on *Monday, February 11, 2018 at 7:00 p.m.*

Dave Kelly made a **motion** to adjourn at 8:13 p.m. Nancy Hayden **seconded** the motion and the **motion passed unanimously**.

Respectfully submitted,
April Rollins, Municipal Secretary