

# TOWN OF SALISBURY

## Budget Committee Business Meeting Summary

January 20, 2020

Marcia Murphy, Vice Chair	Present	Sandy Miller	Present
Bill MacDuffie, Sr.	Absent	Salvatore Morgani	Present
Dave Merwin	Present	Nancy Hayden	Present
Jason Hood, Chair	Present	Ken Ross-Raymond, Selectman Ex-Officio	Present
David Kelly	Present	April Rollins, Town Administrator	Present
Melinda Wasche	Present	Kate Wilson, Recording Secretary	Present

**Other Selectmen Present:** None

**General Public Present:** Ray Deary, Lenna Carlisle, James Zink-Mailloux, Louise Andrus

### **Handouts for Meeting:**

- 2020 Proposed Budget Figures through 12/31/2019
- Revenue 12/31/19 - draft
- 2020 Town Warrant
- Avitar VS Clerkworks breakdown

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

**Review & Approve Minutes of December 9, 2019** – Selectman Ross-Raymond made a **motion** to approve the meeting minutes of December 9, 2019 without corrections. Dave Kelly **seconded** the motion and the **motion passed unanimously**.

### **Budget Review 2020:**

#### ***4140 Elections, Registrations & Vital Statistics –***

**Avitar vs. Clerkworks** - James Zink spoke about the difference of Avitar and Clerkworks and provided a breakdown of the two different software options. Avitar was voted on at the past meeting (12/9/2019) and approved. Clerkworks is a second option. **4140-23 Equipment** increase of \$1,080. Include scanner to expedite process in office, signature pad to electronically sign all registrations and other paperwork, and credit card reader at the request of one of the Selectman. **4140-25 Training** - increase of \$600. **4140-32 Software installation** \$4,475 less in Clerkworks than Avitar. **Service Fee** - first 12 months included in installation and a recurring fee of \$660 for 2020 - \$600 is part of the software to include Kelly Bluebook value and keeps the software up to date. There is also a \$60 annual fee for the pinpad to assure working properly. This **decreases the cost by \$3, 515** compared to Avitar. \$1600 decrease in service fee plus no more \$100 credit card service fee because it is built into the software. Total **decrease** from Avitar to Clerkworks \$6,310.00.

Vote to approve Clerkworks budget 4140 at a new total of \$35,226 dollars. Selectman Ross-Raymond motion to approve. Chair Hood Seconded the motion and the motion passed **unanimously**.

***4155 Personnel Administration*** - Chair Hood noted that there is one item regarding payroll taxes between selectman and budget committee. Calculation issue and a difference of \$1,000 resulting in a total value of \$25,938.

Sal Morgani made a motion, Dave Kelly seconded the motion. **Unanimous** pass for personnel

administration.

**4324 Transfer Station** – Chair Hood asked if we heard anything regarding the transfer station. TA Rollins noted that the only change to these two budgets, recycling and transfer, was that the Selectmen voted to match the salary line \$10,150 to match budget committee line. TA Rollins will be working with bookkeeper to consolidate container lines.

Already voted on.

**4902/4909 Capital Outlay** - Zero dollar budget. Jason clarified that this is correct. Melinda made a **motion** to approve and Sandy **seconded** the motion, the **motion passed unanimously**.

**4919 Agency Funds** - TA Rollins said she went back a few years to double check and this is also at zero. Jason made a **motion** to approve, Dave Kelly **seconded** the motion, motion passed **unanimously**.

**5400 Transfers to Trust Funds** – TA Rollins confirmed these are at zero. Jason made a **motion** to approve, Sandy seconded a **motion** to approve, motion passed **unanimously**.

**5500 Capital Reserve Funds** – Sal asked about recycling and batteries transfer station. Selectman Ross-Raymond stated that money would be coming from a capital reserve fund for lighting at the transfer station. As well as rename the reserve for equipment and repair. There is no change to the budget for the transfer station. Current balance of that reserve is \$28, 800.34 - no interest yet from trustees.

#### **Warrant Articles - Draft Town Warrant -**

Reassessment of the capital reserve fund - Selectmen voted to put back \$7400 into the fund. Jason asked if we are catching up on the \$7400. Selectman Ross- Raymond said a lot of the funds are being caught up on. Jason noted one discrepancy on airpack equipment and maintenance of \$8700. TA Rollins said it is a typo and should not be \$2500.

Question raised about Cistern systems and the cost for the town to possibly replace them upon failure. TA Rollins stated it is a requirement in the Town's major subdivision regulations and the Town is moving towards fire ponds instead because sprinkler systems cannot be required. Vice Chair Murphy stated she never understood the difference between a cistern requirement for a major subdivision and someone developing four or five separate lots on the same street and suggested to have planning board research other options.

Question raised about \$25,000 for a new fire engine. Starting the funding now, and catching up now. Selectman Ross Raymond stated that the capital reserves are savings accounts for future needs. CRF Reassessment -The initial plan to put \$7400 for 5 years covers cost of reassessment - fund currently has \$11,483. Reassessment is estimated to be \$40,000.

Total to be put away for new fire engine is an estimate of \$500,000 with a replacement in 2027. Due to the tanker there is only \$3,803 in that account. Full appropriation would be \$71,000 a year to reach target in 7 years.

Chair Hood asked for additional questions, and suggested voting as one unit. Sal made a **motion** to approve and recommend Warrant Articles \$62,900. Dave seconded the **motion** and it passed **unanimously**.

**Selectmen's Report** - Selectman Ross-Raymond pointed out they are trying to catch up on a lot of the capital reserve funds. With the addition that Jim is proposing and all other changes the budget looks like is \$2500 over last years.

**Other Business** - None at this time.

**Next Meeting** – Public Hearing to be held on *Monday, February 10, 2020 at 7:00 p.m.*

Snow date set for *Wednesday, February 12, 2020 at 7:00 p.m.* Town Meeting is on *Tuesday, March 10, 2020* at the Town Hall from *11:00 a.m. to 7:00 p.m.*

Dave Kelly made a **motion** to adjourn at 7:26 p.m. Dave Merwin **seconded** the motion and the **motion passed unanimously.**

Respectfully submitted,  
Kate Wilson, Recording Secretary