

# TOWN OF SALISBURY

## Budget Committee Business Meeting Summary

November 9, 2015

Steve Wheeler, Chair	Present	Salvatore Morgani	Present
Marcia Murphy, Vice Chair	Present	Sandy Miller	Present
Karen Sheldon	Present	Ralph Downes	Absent
Ed Sawyer	Absent	Ken Ross-Raymond, BOS Ex-Officio	Present
Sara (Sally) Jones	Absent	Margaret Warren, Town Administrator	Present
Bill MacDuffie, Sr.	Present	April Rollins, Municipal Secretary	Present

**Other Selectmen Present:** Pete Ballou & Joe Schmidl

**Department Heads Present:** Gayle Landry, Kathleen Doyle, Rick Chandler and Fire Chief MacDuffie.

**General Public Present:** None.

Chair Wheeler opened the meeting of the Budget Committee at 7:00 p.m.

**Review & Approve Minutes of April 13, 2015** – Sandy Miller made a **motion** to approve the draft meeting minutes of April 13, 2015 with one addition/correction. Sal Morgani **seconded** the motion. The **motion passed unanimously**.

### **Review of 2016 Budget & Revenue Figures with Department Heads**

**4191 – Zoning Board & Planning Board** – Both budgets have been level funded. Karen Sheldon made a **motion** to accept this budget at \$7,700 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

**4195 – Cemeteries** – Rick Chandler stated this budget has been level funded. Sandy Miller asked who the Sexton is. Rick Chandler replied there is no Sexton at this time but the person that gets hired would receive a stipend (\$500 dollars total). Rick Chandler noted the cemetery trustees are covering in the interim. Bill MacDuffie made a **motion** to accept this budget at \$9,600 dollars for the purposes of discussion. Karen Sheldon **seconded** the motion and the **motion passed unanimously**.

**4240 - Building Inspector** - TA Warren stated this budget has been level funded. Sandy Miller asked if a raise was asked for and TA Warren replied yes. Sandy Miller made a **motion** to accept this budget at \$6,639 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**. Chair Wheeler suggested the committee look at the overall operating costs then make a decision regarding salary increases at the end. Selectman Ross-Raymond stated the Building Inspector has left the decision with the Board of Selectmen, just like some of the other Department Heads. Selectman Ross-Raymond stated the Town needs to put some policies in place for salaries because salaries for elected officials can only be changed during elections and the person starts without the same experience. Selectman Ross-Raymond used the appointment of the Fire Chief as an example. Selectman Ross-Raymond noted almost all of the Town's elected positions can be filled by inexperienced people but most are appointed with the expectation that they will take classes & become certified. Selectman Ross-Raymond noted people will take advantage of the opportunity and we trust, the person will get the education. Selectman Ballou noted the Town could vote to turn the position from elected to appointed. Chair Wheeler stated he has done some research

and they have bench mark pay rates. Bill MacDuffie stated it is hard enough to find people to fill some of these positions and if it is not the salary in the budget, they may not want to go for it.

**4520 - Recreation** - Kathleen Doyle explained the electricity line has increased due to the ice rink and the line has been increased by \$150 dollars. Kathleen Doyle stated recreation would also like to have the portable toilets at the Town Park year round, which is 12 months at \$85 dollars (\$1,020 dollars total). Kathleen Doyle informed the committee that the maintenance line would have some additional funds expended soon for clay on the ball field and a cultivator, which should be close to the \$1K. Kathleen Doyle noted that this is the 5th year for the ice rink and the liner will need to be replaced soon, so the line needs to stay at \$1K. Sal Morgani made a **motion** to accept this budget at \$3,195 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

**4600 - Conservation Commission** - Sandy Miller made a **motion** to accept this budget at \$500 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

**4140 - Elections, Registrations & Vital Statistics** - TC Rollins reported she is level funding this budget but would like to see the Deputy Town Clerk's stipend increased back to \$1,300 dollars per year because of the knowledge needed to fill the position, in her absence. There was a brief discussion regarding paying the Deputy hourly versus a stipend. Karen Sheldon made a **motion** to accept this budget at \$19,938 dollars for the purposes of discussion. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

**4149 - Financial Administration** - Bill MacDuffie made a **motion** to accept this budget at \$19,890 dollars for the purposes of discussion. Karen Sheldon **seconded** the motion and the **motion passed unanimously**. TC Landry stated she has budgeted for a salary increase. Sandy Miller asked if she conducts the mortgage searches and collects the funds from that line. TC Landry replied no, she hires a company to do the research. TC Landry stated she would like to clarify that an elected official has a deputy that needs to be able to perform all duties. TC Landry noted she has never looked into paying hourly versus a stipend but will look into it, even though she would be opposed. TC Landry stated the stipend is a reward because paying someone \$120 dollars wouldn't be worth it and longevity is a factor, so when she leaves the new person will not be making what she is now.

**4215, 4220 & 4290 - Ambulance, Fire Department & Forest Fire** - Fire Chief MacDuffie explained that dispatch has increased for both ambulance & fire by \$150 dollars. Sandy Miller asked how much the Secretary is getting paid hourly and Fire Chief MacDuffie replied \$15 an hour. Sal Morgani asked about the FD air pack lease/purchase. Selectman Ross-Raymond replied the lease has been paid off. Fire Chief MacDuffie stated the air pack's bottles will need to be replaced in about 10-15 years. Chair Wheeler asked if the funds could be taken out of one of the Capital Reserve Funds (CRF). TA Warren stated the current CRF wording would need to be looked at and a replacement value would be needed. Fire Chief MacDuffie noted the department has ten pack and twenty bottles. Karen Sheldon asked why there is no appropriation for foam and Fire Chief MacDuffie replied they still have some on a shelf. Fire Chief MacDuffie informed the committee that line 4215-60, defibrillator maintenance, can be removed because the company will not provide service for the old defibrillators. Creating a CRF for the defibrillators was also discussed. Fire Chief MacDuffie stated the Town of Andover just replaced all of theirs at a cost of \$32K. Sandy Miller asked how often they use them. Fire Chief MacDuffie replied defibrillators are used on  $\frac{3}{4}$  of the calls

received. Chair Wheeler asked if the \$1,500 dollars in that line could be encumbered for next year. TA Warren replied no but the funds could come out of the General Fund balance at the end of the year. Karen Sheldon suggested placing some funds in the Capital Improvements Program for the air packs & defibrillators. TA Warren replied the Town can but new accounts need to be set-up for things other than vehicles. Sandy Miller made a **motion** to accept the Ambulance budget at \$24,200 dollars, the Fire budget at \$33,950 dollars and the Forest Fire budget at \$8,400 dollars for the purposes of discussion. Karen Sheldon **seconded** the motion and the **motion passed unanimously**. Fire Chief MacDuffie asked if the committee would like to discuss the new tanker bids. TA Warren stated \$76K would come out of the Emergency Services CRF and \$186K would need to be raised by taxation. The debt for the safety building will be paid off in 2019 and the debt for the Pingree Bridge will be paid off in 2022. Sandy Miller asked what the trade-in value of the old tanker would be. Fire Chief MacDuffie replied not very much, it is 30 years old and still functions but is not trustworthy. Fire Chief MacDuffie stated he would get a value for trade and noted the new tanker will be plastic versus steel (rust).

**Update on Town Issues – Selectman Ken Ross-Raymond** – Selectman Ross-Raymond stated there have been some changes at the Transfer Station, a new backhoe was purchased (\$50K), the Town needs to look at appropriate housing for the equipment and a plug-in for its block heater. Selectman Ross-Raymond noted a warming hut needs to be discussed for the Attendants and a used camper has been discussed. TA Warren noted \$37K has been taken from the Recycling capital reserve fund and they are still deciding where to take the rest from.

**Other Business** – Memo from TA Warren Re: “Workplace Violence – Dealing w/ Difficult People” Seminar. Department Heads, Committee Chairs, Trustees & Staff have been asked to attend the seminar on Monday, November 30, 2015 from 6:30 p.m. to 7:30 p.m. at the Town Hall. Contact the Selectmen’s Office if you plan to attend.

**Adjournment** - made a **motion** to adjourn the Budget Committee meeting at 8:32 p.m. **seconded** the motion. The **motion passed unanimously**.

Respectfully submitted,  
April Rollins, Municipal Secretary