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 instillation 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