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**MINUTES OF THE  
BOARD OF SELECTMEN**

**MEETING OF  
September 4, 2008**

7 The Board of Selectmen held a meeting on Thursday September 4, 2008, at the Knightly Room,  
8 Town Hall, 33 Geremonty Drive, Salem, NH.

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10 **PRESENT:** Chairman Elizabeth A. Roth, Vice-Chairman Arthur E. Barnes, Secretary Michael J.  
11 Lyons, Selectman Patrick M. Hargreaves and Town Manager Mr. Jonathan B. Sistare.

12  
13 **ABSENT:** Selectman Everett P. McBride.

14  
15 **CALL TO ORDER**

16 Chairman Roth began by calling the meeting to order at 7:04 p.m. She then joined the Board in  
17 the Pledge of Allegiance, and introduced members of the Board and the Town Manager.

18  
19 **1. 2009 Budget Review**

20 • **Tax Collector(a/c 20600, pages 83 – 85)**

21 This account was presented by Ms. Cheryl Bolouk, Tax Collector. Ms. Bolouk provided  
22 a status update, explaining that residents are paying their property taxes with 96.41%  
23 collected so far. She also provided an update of the number of liens in town, explaining  
24 there has been a reduction in 2007.

25 *Line item 4600 (Office Furniture & Equipment):* In response to a query about a  
26 replacement printer from Selectman Hargreaves, Ms. Bolouk stated they had purchased  
27 one this year (2007).

28  
29 • **Trustee of Trust Funds (a/c 10348, pages 46 – 47)**

30 Ms. Bolouk provided an update on fees for June/July 2008, and there was a discussion  
31 regarding this.

32  
33 • **Collections (a/c 205500, pages 80 - 82)**

34 Ms. Bolouk reported that a part time clerical position of 25 hours/week was eliminated  
35 this year, and line item 4090, Regular Pay is down in 2008 due to having a clerk out on  
36 disability for part of the year therefore no salary was drawn for that period. Mr. Sistare  
37 spoke about the hiring freeze and thanked Ms. Bolouk and the Town Clerk for helping to  
38 fill the gap.

39  
40 • **Town Clerk (a/c 20400, pages 75 – 77)**

41 Ms. Susan Wall, Town Clerk presented her budget. In response to a query from  
42 Selectman Hargreaves, she reported that the Town Clerk's convention would take place  
43 in Attitash next year.

44  
45 • **Elections (a/c 20500, pages 78 - 79)**

46 Selectman Hargreaves enquired as to whether the equipment problem encountered at the

1 last election had been resolved, and was informed it had been caused by a faulty  
2 keyboard which has now been fixed.  
3

4 • **Recreation (a/c page 189 – 198)**

5 ***Recreation Administration (a/c 60300, pages 190 – 194)***

6 Mr. Sistare explained about a proposal to reinvigorate the Revolving Fund which will be  
7 set up to pay for programs. Mr. Dillon, Recreation Director introduced himself,  
8 explaining the Revolving Fund will allow flexibility for the department to add programs,  
9 as the program resources will be taken out the fund instead of the budget. There followed  
10 a discussion with members of the Board to clarify how the fund would operate, and Mr.  
11 Sistare explained this does not impact the budget. Chairman Roth requested something  
12 be put in place so that a report is produced during budget time, or periodically, to update  
13 the Board of Selectmen on the fund status. It was clarified for Selectman Lyons that the  
14 Treasurer would authorize expenditure from the fund. In response to Selectman  
15 Hargreaves' query regarding funds for the skate park maintenance, Mr. Dillon explained  
16 those would not be part of the revolving fund, but included under a/c 60320, Facilities.  
17 He also explained that fund raising would be done to raise money for some things.  
18

19 ***Facilities (a/c 60320, pages 195 - 196):***

20 Mr. Dillon reported the largest increase was in line item 4452, Building Maintenance.

21 *Line item 4495 (Heat):* It was clarified that heat for the Palmer school was covered by  
22 revenues.

23 *Line item 4497 (Other Utilities):* Mr. Dillon explained pumping of the septic systems  
24 came out of this line, and that the 2009 decrease was due to Palmer school being pulled  
25 out.

26 *Line item 4452 (Building Maintenance):* It was pointed out that the total for this line can  
27 be reduced by \$4,900 as the structural study for the Palmer school will come out of the  
28 2008 budget.  
29

30 In response to Selectman Hargreaves' query as to when the Warming Shack is due to be  
31 torn down, Mr. Dillon stated 2011 and he explained there is a safety issue with the  
32 structure. In response to a query from Chairman Roth, Mr. Dillon agreed to investigate  
33 whether a repair is required immediately.  
34

35 ***Outside Programs (a/c 60330, pages 197 – 198)***

36 Mr. Dillon stated this account was level funded again for next year. Selectman  
37 Hargreaves provided some information about what the leagues pay for themselves.  
38 Selectman Hargreaves requested that the Board of Selectmen be given a report on what  
39 the leagues do to raise money on their own.  
40

41 ***Community Contributions (a/c 70200, pages 210 – 211)***

42 *Line item 4915 (Independence Day):* Mr. Dillon explained the slight increase is for  
43 fireworks and he wanted to do more of a celebration with day long activities, making this  
44 more of a community event. There was discussion about this idea by the Board, and the  
45 consensus was this was a good way to build community.

46 *Line item 70200 (Holiday Celebrations):* Selectman Hargreaves provided an update,

1 explaining that the Committee was thinking of stopping this celebration next year, as they  
2 are not receiving enough response to their request for donations. Selectman Hargreaves  
3 stated the theme for this year is 'Christmas for our Troops' and it will take place the  
4 Sunday after Thanksgiving.

5 *Line item 4913 (Sale Veterans' Association):* Ms. Savastano reported the association is  
6 asking for level funding for 2009.

7  
8 • **Community Development (Pages 90 – 104)**

9 Mr. Scott presented the budget for departments within Community Development.

10  
11 ***Community Development (a/c 30000, pages 91 – 93)***

12 *Line item 4400 (Contracted Services):* Mr. Scott explained a copier within the department  
13 needs to be replaced, and that they wish to use funds originally set aside for the  
14 Microfiche Conversion Project, as replacing the copier at approximately \$10,000 is  
15 currently a higher priority. He stated the Conversion Project has been deferred to 2009 to  
16 accommodate this. There followed a discussion about technology and moving towards  
17 the paperless office. In response to a query from Selectman Lyons regarding possibly  
18 reducing the amount of paper used by the Planning Board, there followed a discussion,  
19 with Mr. Scott explaining the Planning Board process and the difficulty in cutting back  
20 on paper within the process. It was agreed the printing cost in this area should be looked  
21 at.

22 *Line item 4894 (CART):* It was noted that the cost of participation in CART fell within  
23 this line item. In response to a query from Selectman Hargreaves, Mr. Scott provided  
24 information on CART and how the costs are divided among the towns participating in the  
25 program, and there was discussion regarding the effectiveness of the program.

26  
27 ***Planning (a/c 30200, pages 94 - 97)***

28 There were no unusual increases reported in this account.

29  
30 ***Inspections (a/c 30300, pages 97 – 100)***

31 *Line item 4405 (Membership & Publications):* Mr. Scott reported there were certification  
32 exams coming up, and that the inspectors do cross training so that they can cover for each  
33 other.

34 *Line item 4410 (Advertising):* Mr. Sistare reported this line item carries the cost of  
35 advertising building permits in the local paper, which is in the Zoning Ordinance. He  
36 explained they would like to eliminate the need to post these in the local paper and post  
37 them to the web instead, which would require going through Town meeting for  
38 authorization. A discussion on this took place.

39  
40 ***Health (a/c 30310, pages 101 – 104)***

41 Mr. Scott reported they are looking at a realignment of time as a result of a member of  
42 the Engineering department retiring. He spoke about replacing this position with an EIT  
43 (Engineer-in-Training), and how they proposed to deal with the loss of expertise in the  
44 department which would result with this retirement. He also explained a new program to  
45 charge back septic inspections to residents.

1            *Line item 4810 (West Nile/Mosquito Control):* Selectman Hargreaves stated he would  
2 like to see more bids for this contract and there was discussion on what has been spent so  
3 far, and what is being budgeted for 2009.  
4

5            Mr. Sistare spoke about the new plan for septic inspections, clarifying that the necessity  
6 to increase the budget to pay a consultant to do the work would be offset by the revenue  
7 from the new fees. Selectman Barnes spoke about maintaining some local review and  
8 control due to the potential impact on the Town's water source. There followed a  
9 discussion which included the pros and cons of relying on the State for this service like  
10 other communities, and Mr. Scott spoke about the advantages of maintaining local  
11 control over this process. There was also discussion about including this as part of the  
12 building permit process and the fact that the retirement would also mean losing someone  
13 with expert knowledge in wetlands.  
14

15            • **Senior Services (Pages 199 – 206)**

16            Ms. Patti Drelick, Senior Services Director presented this budget.  
17

18            *Administration (a/c 60400, pages 200 – 202)*

19            Ms. Drelick highlighted that they were adding revenue in two forms –

- 20            ○ From the non resident fee, and
- 21            ○ Reimbursement from participating in CART (\$43,000 approximately).

22            *Line item 4210 (Operating Supplies):* Ms. Drelick explained the increase in this line is  
23 due to subscribing to ASCAP insurance, which provides a license to play music.

24            *Line item 4237 (Gas & Oil):* She explained the increase in costs in this line are offset by  
25 the revenue from CART.

26            *Line item 4450 (Telephone):* Ms. Drelick stated this line has been reduced due to the  
27 expectation that fiber is coming online.  
28

29            Ms. Drelick spoke about an increase in participation and assistance from the Council on  
30 Aging. Ms. Murray, Finance Department referred to a number of items which will  
31 receive revenue from the Trust Fund.  
32

33            In response to a query from Selectman Hargreaves, there followed a discussion about  
34 CART and an explanation of the cost and revenue received.  
35

36            *Ingram Senior Center (a/c 60430, pages 205 – 206)*

37            *Line item 4496 (Electricity):* This line item has decreased and there followed a  
38 discussion regarding some of the things which have been done at the Senior Center to  
39 reduce electricity usage recently.  
40

41            Selectman Barnes provided feedback he received, that suggested an increase in fees for  
42 out of town residents to \$50 might be acceptable to residents, and Ms. Drelick provided  
43 input that she has received similar feedback.

1       • **Capital Improvements (a/c 80100, pages 212 – 214)**

2       *Line item 4994 (Site Remediation):* Mr. Sistare explained what this involves, and that it  
3       would include all Town buildings with underground storage tanks. There followed  
4       discussion between the Board and Mr. Sistare who clarified the cost would be partially  
5       offset by revenue from the State.  
6

7       • **Employee benefits (a/c 10330, pages 35 - 36)**

8       Ms. Savastano, Finance Director presented this account.

9       *Line item 4108 (Sick Leave Buyback):* Ms. Savastano explained why this cost will no  
10      longer be segregated. Selectman Hargreaves received clarification that new employees  
11      will not receive this benefit.  
12

13      • **Financial Services (Pages 63 – 89)**

14      Ms. Savastano presented these budgets.

15      **Finance Department (a/c 20100, pages 64 – 66)**

16      *Line item 4176 (Health Insurance):* Ms. Savastano offered a cut in the overall increase in  
17      this line by \$4,110 due to a change in health insurance.

18      *Line item 4404 (Audit):* In response to Selectman Hargreaves' about going out to bid for  
19      this service, Ms. Savastano explained a new contract has been awarded which is lower  
20      than the one offered by the current auditors.  
21

22      **Debt Services (a/c 20700, pages 86 – 88)**

23      Ms. Savastano reported that this account has decreased for 2009 overall, due to the  
24      interest rate for the Arterial Road bond dropping. She also stated line 4571 (TANS  
25      Interest) has been reinstated, and provided a status report of debt services.  
26

27      **Insurance (a/c 20800, pages 88 – 89)**

28      Ms. Savastano reported they have signed an additional three year contract with their  
29      current insurance provider. There followed a discussion on pooling insurance with other  
30      communities.  
31

32      • **Revenue (Pages 3 - 14)**

33      Ms. Savastano reported revenue was up 1%, but voiced her concern regarding the drop in  
34      auto permits, meals and rooms. She pointed out that the proposed fee increases on  
35      permits is reflected in the figures.  
36

37      **Water & Sewer (Page 3)**

38      Ms. Savastano reported Water and Sewer revenues are doing quite well, stating she is  
39      comfortable they will meet the estimates.  
40

41      In response to Selectman Hargreaves' query on Veterans' Exemptions, Ms. Savastano  
42      clarified she had included this information in her presentation at the Board of Selectmen  
43      meeting the previous week. A discussion followed, in which Overlay was explained.  
44

45      Mr. Sistare confirmed the meeting schedule for the presentation of the CIP and the  
46      Warrant Articles.

1 Fire Chief Breen presented himself to answer questions from Selectman Hargreaves  
2 pertaining to the SAFER grant for four new firefighters. He provided information on  
3 when he might expect to hear about the Town's application. There was also a discussion  
4 on the implication of turning down the grant should it be awarded this year, and the effect  
5 on the budget of four new employees on the payroll.  
6

7 Mr. Bill Scott, Community Development Director re-introduced himself to provide a  
8 correction to information he previously provided regarding the waiting period for  
9 building permits.  
10

## 11 2. Old Business Tabled/Pending

12 There was none.  
13

### 14 • Additions/Requests by the Public

15 There was none.  
16

### 17 • Upcoming Meetings

- 18 ○ September 8, 2008 (2009 Budget/Warrant Articles) – Media Center, High School
- 19 ○ September 11, 2008 (2009 Budget/Warrant Articles – Knightly Room
- 20 ○ September 15, 2008 (2009 Budget/Warrant Articles – Knightly Room
- 21 ○ September 22, 2008 (Regular Meeting) – Knightly Room
- 22 ○ September 24, 2008 (2009 Budget Presentation to Budget Committee)  
23

### 24 • Upcoming Events

25 There were none announced.  
26

27 **MOTION:** by Selectman Hargreaves

28 *Move to adjourn the meeting*

29 **SECOND:** Selectman Lyons

30 **VOTE:** 4-0-0

31 The motion carried unanimously.  
32

33 Without further business, the meeting adjourned at 9:15 p.m.  
34

35 Notes/Minutes Taken by: Sandra Maxwell

36  
37 Approved: Board of Selectmen

38  
39 Date: September 22, 2008