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**MINUTES OF THE
BOARD OF SELECTMEN**

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**Budget Review Meeting of
September 3, 2009**

8 The Board of Selectmen held a meeting on Thursday, September 3, 2009 at Salem Town Hall, 33
9 Geremonty Drive, Salem, NH.

10
11 **PRESENT:** Chairman Arthur E. Barnes III, Vice-Chairman Michael J. Lyons, Secretary
12 Elizabeth A. Roth, Selectman Everett P. McBride, Selectman Patrick Hargreaves and Mr. Sistare
13 (Town Manager)
14

15 **CALL TO ORDER**

16 Chairman Barnes began by calling the meeting to order at 6:00 p.m. He joined the Board in the
17 Pledge of Allegiance Chairman Barnes introduced the Board and Town staff.
18

19 **1. VOTE – Amend SMC 302 – Regulations for Solid Waste Facility**

20 Mr. Sistare explained the Board could now vote on whether they wished to implement a fee
21 to dispose of electronic equipment at the transfer station as there had been two public
22 hearings on the topic. Selectman Lyons arrived at 7:05 p.m.

23 **MOTION:** by Selectman McBride

24 *Move to take the matter of amending SMC 302 off the table*

25 **SECOND:** Selectman Hargreaves

26 **VOTE:** 5-0-0

27 **The motion carried unanimously.**
28

29 **MOTION:** by Selectman McBride

30 *Move to amend Salem Municipal Code Chapter 302 – Regulations for Town of Salem*
31 *Solid Waste Facility as follows:*

32 *Section 302:3.A – Fees:*
33

34 *Insert Item 1 after the above referenced Section A as follows:*

- 35 **1. Fees for Video Devices - \$5.00 per device. Such fee shall apply to the following**
36 **devices:**

37 *“Video Display Device”: Means a visual display component of a television or a*
38 *computer, whether separate or integrated with a computer central processing*
39 *unit/box, and includes a cathode ray tube, liquid crystal display, gas plasma,*
40 *digital light processing or other image projection technology, greater than 4 inches*
41 *when measured diagonally and its case, interior wires and circuitry.*

42 **SECOND:** Selectman Hargreaves

43 **VOTE:** 5-0-0

44 **The motion carried unanimously.**
45

1 **2. 2010 Budget Review**

2 There was a discussion regarding the need for back-up information within the operating
3 budget and the Board agreed to make it a policy from now on that back-up information
4 would be required for items of \$5,000 and above.

5 **MOTION:** by Selectman Hargreaves

6 *Move that all items of \$5,000 and above in the operating budget have back-up material as*
7 *a matter of policy with immediate effect*

8 **SECOND:** Selectman McBride

9 **VOTE:** 5-0-0

10 **The motion carried unanimously**

11
12 Mr. Sistare clarified his position regarding CART and the other outside agencies, stating his
13 position is that they ought to be funded by petitioned articles and he does not dispute the
14 value of the services the agencies provide.

15
16 There was a discussion with members of the Board in which Selectman Roth commented
17 they would need to educate the voters regarding the ancillary benefits of CART, and
18 Selectman McBride supported putting CART and possibly the Red Cross back in at Town
19 Meeting but that all other agencies should come forward with petitioned articles.

- 20
21 • **Senior Services (pages 196 – 201)**
22 • **Administration (a/c 60400, pages 197 – 199)**
23 Ms. P. Drelick, Senior Services Director reported there were no new items this year in
24 this account, but that some items are showing cost of living increases. Mr. Sistare
25 clarified for Selectman Hargreaves that he had not eliminated the driver for the CART
26 van as the money for CART could be put back into the budget by the Board of Selectmen
27 or at Town Meeting and Chairman Barnes pointed out the driver was not dependent upon
28 CART.

29
30 *Line 4450 (Telephone):* Ms. Murray confirmed for Selectman Hargreaves the T1 line is
31 being budgeted for the whole year.

- 32
33 • **Ingram Senior Center (a/c 60430, pages 200 – 201)**
34 Ms. Drelick explained the minimal increases in this account are due to growth of the
35 center and increases in the cost of living. Selectman McBride suggested Ms. Drelick
36 present statistical information regarding the growth of the center at Town Meeting with
37 perhaps a brochure for the Budget Committee. He also suggested it would be good to
38 know how much the Council on Aging spends which the tax payer does not have to
39 spend, and how much money the Council has raised.

40
41 Selectman Hargreaves queried line item 4201, Maintenance Supplies.

42
43 In response to a query from Selectman Roth regarding the increase in meals served Ms.
44 Drelick agreed to obtain figures for this.

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

2 Ms. S. Wall, Town Clerk presented her budget, reporting that Office Supplies has
3 increased due to the number of reminders sent out for motor vehicle registration renewal,
4 as well as the increase in the number of dogs in town resulting in an increase in dog
5 licenses.

6
7 *Line item 4090 (Regular Pay):* In response to a query, Ms. Murray clarified the increase
8 in the deputy's salary is due to the fact the employee will get a step increase next
9 September and she will begin at the bottom of her pay grade.

10
11 • **Elections (a/c 20500, pages 78 – 79)**

12 *Line item 4210 (Operating Supplies):* A reduction of \$750 was offered in this line as a
13 result of being able to obtain briefcases for less. This resulted in a new total of \$5,750 for
14 this line.

15
16 • **Fire Department (pages 125 – 145)**

17 • **Administration (a/c 40200, pages 126 – 129)**

18 Chief Breen presented his budget, joined by Assistant Chief Parisi and Fire Marshal
19 Emanuelson. He provided the following information:

- 20 ▪ 1.21% increase over last year.
- 21 ▪ Summary of staffing levels (currently four vacancies which they are working with
22 HR to fill; working with fewer persons than in 1989).
- 23 ▪ Increases over the whole department amount to \$99,000.
- 24 ▪ *Line item 4603 (Emergency Management):* Increase of \$10,674 for the code red
25 software
- 26 ▪ Contractual step increases and an increase in the retirement line and workers
27 compensation.
- 28 ▪ He and his staff worked hard to level fund or reduce other lines.
- 29 ▪ They initiated a program to chase outstanding ambulance revenue and can report
30 an increase for the first time in collection.
- 31 ▪ A new revenue stream of \$80,000/year from alarm monitoring fees
- 32 ▪ Offsetting revenue in account 3215(Other Governmental Revenue) relating to the
33 two SAFER grants in 2007 and 2008. He pointed out they had to reject the
34 SAFER grant this year.
- 35 ▪ The Deputy Fire Chief position became vacant due to retirement and remains
36 vacant to help offset costs.

37 Chief Breen thanked his staff and deputies for their assistance.

38
39 There was a discussion between Selectman McBride and Chief Breen on how the
40 department intends to address the issue of the Deputy Chief vacancy. Chief Breen
41 reported the Town Manager proposed converting the position to a mid level administrator
42 at a reduction of \$30,000. Selectman McBride requested information on the total amount
43 associated with the Deputy Chief position, and Selectman Hargreaves requested
44 information on the total salary and benefits of the administrator position.
45

1 *Line 4182 (Clothing Allowance):* Responding to questions from the Board, Chief Breen
2 confirmed he has 72 uniformed personnel who are eligible for clothing allowance and it
3 was suggested the clothing allowance for the vacant Deputy Chief position could be
4 eliminated.

5
6 *Line item 4232 (Ambulance Supplies):* An updated expenditure figure of \$21,621 was
7 confirmed and Chief Breen provided an explanation of how the figures for next year were
8 calculated.

9
10 *Line item 4406 (Printing and Binding):* Chief Breen stated he needed the amount
11 budgeted in this line as there has been an increased need for stationery due to the new
12 program they have implemented.

13
14 *Line item 4409 (Test Services):* The Chief explained that they can save the cost of
15 promotional exams if there are no candidates, but pointed out they will be hiring within
16 the next month.

17
18 *Line item 4603 (Emergency Management):* Fire Marshal Emanuelson explained they
19 implemented a new emergency communications system, providing information on the
20 benefits of the new system and the results of the testing which was recently carried out.
21 He confirmed the contract is for an annual fixed cost \$15,000/year and also explained
22 about how residents can update their information. The Chief highlighted that eight lines
23 are no longer required and they eliminated the cost of these.

24
25 There was a discussion about the new administrator position and the Chief stated he was
26 unsure how he envisaged the Deputy Chief duties fitting in with the new position. He
27 stressed he did not think the change would be beneficial for the department, explaining
28 for the Board in detail what the duties of a Deputy Chief are.

29
30 Selectman McBride requested information on the revenue projections.

31
32 • ***Fire Suppression/Prevention (a/c 40210, pages 130 – 135)***

33 Chief Breen highlighted increases and decreases in the various line items.

34 In response to a request from Selectman Hargreaves for what the additional cost is in
35 benefits for station officers, Chief Breen reported this is offset by savings to the
36 community and stressed the officers also work on the fire trucks and ambulances. He
37 also explained that by contract the firefighters have the option to sell back their vacation
38 to the town and therefore holiday pay fluctuates.

39
40 *Line item 4223 (Academic Reimbursement):* There was a discussion with Selectman
41 Hargreaves who pointed out this line has not been used this year to date. Chief Breen
42 pointed out the bargaining agreement sets a maximum amount, and there is currently one
43 person requesting this and the department is down two people.

44
45 • ***Communications, (a/c40220, pages 136 – 139)***

46 Chief Breen highlighted increases and decreases in the various line items.

1 In response to a query about the radio box fees which amount to \$85,000 approximately,
2 the Chief talked about using the money and setting up an expendable trust fund which
3 they would like to draw upon for completing additional projects.
4

5 *Line item 4092 (Temporary Pay):* Fire Marshal Emanuelson explained they were short
6 one full time Dispatcher for a large part of the year and had used a three year average to
7 calculate this, excluding the 2009 figure. It was clarified that the collective bargaining
8 agreement limits the amount a part time dispatcher can earn per hour.
9

10 • **Fire Stations (pages 140 – 145)**

11 Chief Breen pointed out the overall reduction of over 16% for the stations, as well as
12 highlighting the fact that building maintenance has been level funded since 2002 but it
13 has been necessary to make an increase for next year.
14

15 *Account 40232 (North Station #2):* The Chief stated they have transferred the radio
16 equipment to the newest station and maintain the building at a minimum temperature due
17 to the assets which are stored there.
18

19 **3. Any Other Business**

20 Mr. Sistare spoke about the balance in the fund for outside details, stating he had checked
21 with legal counsel and the Attorney General that it would be acceptable to transfer money
22 from the fund to pay for police details on town projects, rather than charge the fund itself.
23 He confirmed for the Board that the unencumbered balance in the fund is \$425,000 and the
24 amount for Shore Drive is approximately \$160,000 and they could transfer this amount out
25 of the fund. There was a discussion in which it was clarified that only two cars are
26 regularly used for outside details and Mr. Sistare stated he could come back with a formal
27 number for Shore Drive at a future meeting.
28

29 It was confirmed the next meeting would be on Wednesday at 6:00 p.m. at the Media
30 Center.
31

32 Reading from a publication from the regional Round Table, Selectman Hargreaves quoted
33 employment/income statistics in Salem and surrounding communities, pointing out Salem
34 has the highest unemployment for the area.
35

36 Chairman Barnes requested Mr. Sistare write a letter to ascertain whether the school system
37 received federal funding to offset part of the special education funding the state has not paid
38 over the years. Mr. Sistare confirmed for Selectman Roth that the town is also waiting to
39 hear whether it will receive stimulus funding for Canobie Phase 2. Selectman McBride
40 stated he had read an article which stated the school district had received more funding but he
41 was unsure what it was for and whether it would affect the tax rate.
42

43 • **Upcoming Meetings**

- 44 ○ September 9, 2009 – Budget Review - Media Center
- 45 ○ September 10, 2009 – Budget Review
- 46 ○ September 14, 2009 – Budget Review

- 1 ○ September 21, 2009
- 2 ○ September 28, 2009

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5 **MOTION:** by Selectman Hargreaves

6 *Move to adjourn*

7 **SECOND:** Selectman McBride

8 **VOTE:** 5-0-0

9 **The motion carried unanimously.**

10 Without further business, the meeting adjourned at 7:45 p.m.

11

12 Notes/minutes taken by: Sandra Maxwell

13

14 Approved: Board of Selectmen

15

16 Date: September 28, 2009