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**MINUTES OF THE  
BUDGET COMMITTEE**

**MEETING OF  
May 27, 2009**

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**01) OPEN MEETING**

9 The Municipal Budget Committee Meeting of Wednesday, May 27, 2009 was called to order at  
10 7:00 p.m. at Salem Town Hall, 33 Geremonty Drive, Salem, New Hampshire.  
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**02) PLEDGE OF ALLEGIANCE**

14 Chairman Rayno opened the meeting with the pledge of allegiance and introduction of members.  
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**03) INTRODUCTION OF MEMBERS**

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**MEMBERS PRESENT:**

20 Peter Rayno, Chairman  
21 Michael Carney, Jr., Vice-Chairman  
22 Russell Frydryck, Secretary  
23 Ann Marie David  
24 Stephen Campbell  
25 James Randazzo  
26 Jim Ribaldo  
27  
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**OTHER MEMBERS PRESENT:**

31 Arthur Barnes, Board of Selectmen Representative  
32 Patrick Hargreaves, Salem School Board Representative  
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**04) RECEIPT OF CORRESPONDENCE & MINUTES/APPROVAL OF MINUTES:**

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**MOTION** by Mr. Frydryck to receive the following items:

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- Budget Committee Minutes of March 25, 2009 and April 22, 2009
  - Proposed 2009-2010 Budget Committee Calendar

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**SECOND: Mr. Carney**

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**VOTE: 8-0-1**, Selectman Hargreaves abstained.

1 **MOTION** by Mr. Frydryck to accept the following items:  
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- 3 • Salem School Board Minutes of April 21, 2009, April 14, 2009
- 4 • Salem Board of Selectman Minutes dated April 13, 2009 and April 20, 2009
- 5 • Memo from Maureen Witley dated April 24, 2009 to the Budget Committee pursuant to  
6 the Town Meeting Warrant Article up-date
- 7 • Memo from Salem School Board member, Bernard Campbell dated May 27, 2009  
8 regarding staff reductions
- 9 • Salem School District General Fund Budget as of April 30, 2009

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11 **SECOND: Mr. B. Campbell**

12 **VOTE: VOTE: 8-0-1**, in the minority Selectman Hargreaves  
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15 **05) TOWN BUDGETARY MATTERS:**

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17 Selectman Hargreaves opened the floor to questions.  
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19 Mr. S. Campbell asked for copies of the contracts for the twelve non-union employees that  
20 received raises. Selectman Hargreaves commented that the contracts were not available yet.  
21 Mr. S. Campbell commented that he felt all contracts should be in writing and stated that he  
22 would continue to ask. Selectman Hargreaves stated that he would have the answer sent to the  
23 Budget Committee chair tomorrow.  
24

25 Mr. S. Campbell asked if the audit for 2007 was available. Selectman Hargreaves stated he had  
26 not seen it yet. Mr. S. Campbell also inquired about the 2008 audits.  
27

28 Chairman Rayno commented that Ms. Savastano had informed that the board at an earlier  
29 meeting that the 2007 audit would be completed by June 2009. Selectman Hargreaves to follow  
30 up.  
31

32 Mr. S. Campbell stated that when Canobie II was discussed the DRA ruling was not available, he  
33 added that since then he had found out from a representative at the DRA that if there was no  
34 funding for the water or sewer, that this project could not be done.  
35

36 Mr. Carney requested that Mr. S. Campbell provide a copy of the email he received relative to  
37 this funding issue so the board members could see it.  
38

39 Ms. David stated that we had an Economic Development Committee in town and asked how  
40 many members there were. Selectman Hargreaves replied that there were nine members and  
41 added that Ms. Roth was the chair. Ms. David commented that she thought it would be a good  
42 idea to have a Budget Committee member appointed to this committee as this affects revenue.  
43 Selectman Hargreaves commented that he would inform Ms. Roth about this request.  
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**06) SCHOOL BUDGETARY MATTERS:**

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3 Mr. B. Campbell stated that this was a very busy time of year for school activities and named  
4 some of the events occurring. He also commented that the Salem School Board would be  
5 meeting on Saturday June 06, 2009 to discuss School Board goals. He added that the  
6 Kindergarten roll out continues and noted that the enrollment figures that were projected had not  
7 been reached. Mr. B. Campbell also added that there was joint meeting between Windham and  
8 Salem, which included a tour of the school by the site manager, Glenn Davis.

9  
10 Mr. B. Campbell commented that he had provided summary information relative to staff  
11 reductions that Mr. S. Campbell had requested. Mr. B. Campbell commented that as of now the  
12 number of positions being eliminated at Salem High School was 9.5.

13  
14 Mr. Frydryck asked if the staff reductions would affect the Honors or Advanced Placement  
15 classes for the students at the High School. Mr. B. Campbell stated that he thought not, and  
16 added that he would check. He commented that most staff reductions would come at the  
17 freshman/sophomore level.

18  
19 Mr. S. Campbell referenced the information received about the positions and asked if anything  
20 had changed since the Eagle Tribune article as this information was different. Mr. B. Campbell  
21 stated that the article was inaccurate and the information provided this evening was correct.

22  
23 Mr. S. Campbell asked if the financials would be received via hard copy now rather than email.  
24 Mr. B. Campbell explained that a hard copy of the financials was more relative for tonight's  
25 meeting and offered to send a copy electronically. Mr. S. Campbell commented that he did not  
26 receive a copy of the March 2009 financials. He then asked if there was a more detailed version  
27 of the financials available. Mr. B. Campbell stated that there was, and added that the more  
28 detailed version would be provided at the end of the fiscal year in June 2009

29  
30 Mr. S. Campbell referenced the audit, and asked about the student activity fund, noting that he  
31 could not see any comments. Mr. Carney clarified that the ins and outs of the fund needed to be  
32 tightened up. Mr. B. Campbell stated that this comment may have been received by letter and  
33 may not actually be in the audit report. Mr. S. Campbell requested a copy of the letter relative  
34 to the student fund activity process. Mr. Carney stated that this may have been in regard to the  
35 Woodbury School. There was some discussion about what the actual issue was, the numbering of  
36 receipts etc. Mr. S. Campbell stated that this was a procedural issue that should not continue to  
37 re-occur. Mr. B. Campbell stated that this issue may be due to turnover. Mr. Carney stated that in  
38 his experience, the bank would be more than willing to train new staff members when they come  
39 in.

40  
41 Mr. S. Campbell referenced Facilities Planning and asked what was discussed. Mr. B. Campbell  
42 responded that Trident Properties had been screening design firms regarding permanent facility  
43 needs for K-8. He stated that the Salem School Board Minutes would indicate the company  
44 chosen. Mr. S. Campbell asked what the initial fee would be. Mr. B. Campbell stated that he  
45 thought the figure was around \$90 thousand, and added that the next proposal was due in  
46 September 2009, and would address capacity issues, waste water issues, etc. Mr. S. Campbell

1 asked if there were more phases. Mr. B. Campbell stated that the School Board appointee, Mr.  
2 Morgan, informed him that this would not be in the March 2010 request. Mr. S. Campbell asked  
3 what years budget the \$90 thousand would be expensed to. Mr. B. Campbell stated that this  
4 would come out the school impact fee money.

5  
6 Mr. Ribaudo asked what position was being eliminated at the elementary level. Mr. B. Campbell  
7 replied that he was not sure, but added that it may be a Grade One teacher.

8  
9 Ms. David asked Mr. B. Campbell if he toured the Windham High School. Mr. B. Campbell  
10 replied that he did. Ms. David asked if there was anything there that he thought we could bring to  
11 Salem High School to enhance the learning process. Mr. B. Campbell stated that more space  
12 could be used for Special Education, Physical Therapy and larger Science Labs.

13  
14 Chairman Rayno asked if the School District was assembling a CIP committee this year. Mr. B.  
15 Campbell responded that the superintendant anticipated forming a CIP Committee, as he felt this  
16 was important.

17  
18 Mr. S. Campbell asked why this question was asked. Chairman Rayno commented that the Town  
19 was not putting together a CIP Committee this year, and was curious about the School District's  
20 plans. Mr. S. Campbell asked if a CIP Committee was required to be convened by law, in order  
21 to charge impact fees. Mr. Carney stated that this was required every three years. Chairman  
22 Rayno asked to be informed when this committee was formed.

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25 **07) UNSCHEDULED MATTERS:**

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27 Ms. David asked what was done at the Courthouse to cause such a large expense in April 2009.  
28 Selectman Hargreaves replied that this expense was for the replacement of the furnace.

29  
30 Ms. David also referenced the voting machines, and asked if this budget line was over expended.  
31 Selectman Hargreaves stated he could ask the Town Manager to check with Susan Wall.  
32 Chairman Rayno stated that this information would be in the May 2009 financials, and stated that  
33 Selectman Hargreaves did not have to follow up.

34  
35 Mr. Rayno stated that he would like to take a vote on the proposed Budget Committee calendar.  
36 Mr. S. Campbell commented that he could not find that date that the School Budget would be  
37 due. Mr. B. Campbell stated that the School Budget would be due the day before Thanksgiving,  
38 and added that it would be available for pick up at the Police Station as in previous years.

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40 **MOTION** by Mr. Carney to accept the Municipal Budget Committee 2009-2010 Calendar as  
41 printed.

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43 **SECOND: Ms. David**

44 **VOTE: 9-0-0**

1 Selectman Hargreaves reviewed the Budget Committees request for information and noted some  
2 upcoming events.

3  
4 Mr. B. Campbell referenced the June 16, 2009 joint meeting and asked if all Budget Committee  
5 Members would be attending. Chairman Rayno stated that everyone would be attending.

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8 **08) ADJOURN 08:45 PM**

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10 **Mr. Rayno asked the Board to entertain a motion to recess until Monday, June 8, 2009 at**  
11 **7:00 PM.**

12

13 **FIRST: Mr. B. Campbell**

14 **SECOND: Selectman Hargreaves**

15 **VOTE: 9-0-0**

16 **MOTION PASSED**

17

18 Minutes recorded by: Catherine Kupa, Recording Secretary

19

20 Approved: Budget Committee

21

22 Date: July 22, 2009