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**MINUTES OF THE
BUDGET COMMITTEE**

**MEETING OF
October 25, 2023**

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8

01) OPEN MEETING

9 The Municipal Budget Committee Meeting of Wednesday, October 25, 2023 was called to order
10 at 7:01 PM at the Knightly Meeting Room.
11

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02) PLEDGE OF ALLEGIANCE

14 Chairman Boyer opened the meeting with the Pledge of Allegiance and introduction of members.
15

16
17

03) INTRODUCTION OF MEMBERS

18
19

MEMBERS PRESENT:

20 Jeff Boyer, Chairman
21 Steven Goddu
22 Tanya Donnelly
23 Donna Loranger
24 John Stark
25 Sean Lewis
26 Brian Thornock

27
28

OTHER MEMBERS PRESENT:

29 Councilor Bob Bryant, Town Council Representative
30 Bernie Campbell, School Board Representative

31
32

OTHERS PRESENT:

33 Chris Dillon, Town Manager
34 Nicole McGee, Finance Director
35 Cindy Kenerson, Assistant Finance Director

36
37

01) CHAIRMAN COMMENTS

38 Chairman Boyer stated that he was impressed with how the Town Council reviewed the Town
39 Budget this year.

40
41

02) RECEIPT OF MINUTES AND CORRESPONDENCE

42 Mr. Stark stated that they had received the following correspondence from the Town:

- 43 • Town of Salem -
44 i. Revenue, Expenditure and Consolidated YTD Budget Reports for General Fund, Sewer Fund,
45 and Water Fund as of July 2023
46 ii. Revenue, Expenditure and Consolidated YTD Budget Reports for GF, SF and WF as of
August 2023

- 1 iii. Warrant Summary Sheet as of October 10, 2023
- 2 iv. Town Council Budget Review Slide of 2024 Estimated Tax Rate
- 3 v. 2023-2024 FINAL Budget Review / Town Meeting Calendar
- 4 vi. Invitation to the Salem Fire Open House on Sunday October 22, 2023
- 5 vii. Town of Salem summary schedule of Fund Balances as of various dates.
- 6 viii. NH State Rep Abare letter RE HB436 RE PD FD retirement system impacts.
- 7 ix. Question and Answer Requested from the Town Manager
- 8 x. Town Council Budget Votes

9 **MOTION by Mr. Stark to accept receipt of the correspondence.**

10 **SECOND by Mr. Lewis**

11 **VOTE: 9-0-0 in favor.**

12 **Motion passed unanimously.**

13
14 Mr. Stark stated that they had received the following correspondence from the School District:

15 • Salem School District /SAU57 –

16 i. September 12 Public Hearing Minutes

17 ii. September 12 Regular School board Meeting Minutes

18 iii. September 15 Enrollment Report

19 iv. August General Fund Expenditures and Revenue Report

20 v. October 10 Public Hearing Minutes

21 vi. October 10 Regular School Board Meeting Minutes

22 **MOTION by Mr. Stark to accept receipt of the correspondence.**

23 **SECOND by Mr. Lewis**

24 **VOTE: 9-0-0 in favor.**

25 **Motion passed unanimously.**

26
27 **03) APPROVAL OF MINUTES**

28
29 **MOTION by Mr. Stark to approve the Budget Committee Meeting minutes from**
30 **September 13, 2023.**

31 **SECOND by Mr. Lewis**

32
33 Mr. Campbell stated that he had some corrections. On page 7 there was a vote that reads 6-0-0
34 that should read 6-2-0. On page 11, it should say state building aid not CTE funding, and on page
35 12 line 2 the word 'hearing' should be 'heating.'

36
37 **VOTE: 9-0-0 in favor.**

38 **Motion passed unanimously as amended.**

39
40 **04) 2024 TOWN BUDGET REVIEW**

41 Chairman Boyer stated that they would start from the top.

42
43 Councilor Bryant stated that they would go through the presentation first. It had been updated
44 from the original presentation to include the changes made by the Town Council. The Budget
45 Impacts included proposed Fund Balance usage of \$1.5 million, which was down from the
46 previous year's usage. Property valuation growth was lower in 2023 than expected partially due

1 to some abatement cases that were resolved this year. The budget impact of the Transfer Station
2 contract continued to grow with a \$192,000 increase. General Fund Revenue was down by \$3.77
3 million. Capital included the second year of the Fleet Replacement Program. It also included an
4 ambulance, a large six-wheel J Hook Truck, document scanning, and money for putting utility
5 lines underground. Councilor Bryant spoke about the project to put poles underground around
6 the Main and Pleasant Street intersection. There were two new positions proposed in the budget
7 which were a Chief Technology Officer and a Support Services Clerk for the Police Department.
8 He went over things that were reduced from the Budget including Police software which should
9 be funded through a grant. The concern was that there was no approved Federal budget so this
10 could be an issue in the future. Reductions made prior to the Budget reaching the Town Council
11 included money for a cemetery culvert that was failing and needed to be replaced, engineering
12 for the Millville Street Culvert, new software requests including a program for the Police
13 Department, some carpeting and office furniture requests, two positions proposed by the Town
14 Manager, and some facility studies. The tax rate calculations were using an anticipated rate for
15 the current Town portion. The estimated increase is \$.20 for a new rate of \$5.68. Councilor
16 Bryant stated that they were looking at possible Warrant Articles for the Road Program, OPEB, a
17 possible land purchase, Millville Dam repairs, a winter weather trust fund contribution, a new
18 police station, and a new fire union contract. Budget assumptions included a 4% increase over
19 the three-year weighted average for electricity, gasoline at 3-year weighted average at \$2.88 per
20 gallon, and natural gas based on 3-year weighted average plus 20% among other assumptions.
21 Health insurance rates decreased by 4% for next year. The increase was 3.65% including the
22 estimated Warrant Articles and Overlay. A chart showing the use of fund balance was presented.
23 He covered the tax rate history which showed the impacts to a \$500,000 home. The Capital
24 Budget line had an increase. The Sewer Fund Budget was down about 50% while the Water
25 Fund Budget had a small increase of .42%. The Library Budget had a minimal increase. The
26 Revenues had a slight decrease in taxes, not including property taxes, and decreases in licenses
27 and permits and charges for services. The largest decrease was the removal of fund balance
28 usage. The removal of the Bond Article funds for the cleanup affected the Sewer Fund revenues.
29 The Water Fund had a slight decrease.

30
31 Ms. Donnelly asked if the calculation last year was based on a \$500,000 home.

32
33 Ms. McGee stated that the tax impacts shown were all based on a \$500,000 home.

34
35 Ms. Loranger asked what positions were cut by the Town Council.

36
37 Manager Dillon stated that the two positions were for a deputy health officer and a grant writer.

38
39 Ms. Loranger asked if they had someone in Community Development doing grant writing.

40
41 Manager Dillon stated that grant writing was mainly handled department by department with the
42 Community Development staff assisting. The thought had been to have someone just dedicated
43 to grant writing so that they could find and apply for grants that they had not been aware of
44 before.

1 Ms. Loranger spoke about the nonprofit she was involved with and the impact they had seen
2 from having an experienced grant writer. She felt that there would be an opportunity for the
3 Town to be successful in grant opportunities beyond what they did now.

4
5 Mr. Campbell asked about getting a copy of the presentation.

6
7 Manager Dillon stated that it would be uploaded tomorrow, and he could email it to everyone
8 then.

9
10 Chairman Boyer asked for a hard copy as well.

11
12 Mr. Stark asked what the process for the evening was.

13
14 Chairman Boyer stated that this was a review of the budgets with the departments and a time for
15 asking questions. They would not be voting tonight.

16
17 **Revenues**

18 Mr. Lewis asked if they had resolved the outstanding tax liens from years prior to 2019 because
19 they were not shown there.

20
21 Ms. McGee stated that they still had liens from prior years, but they were not expecting any
22 significant revenues from those liens.

23
24 Chairman Boyer asked about whether or not there would be any sales of town parcels.

25
26 Manager Dillon stated that there was one parcel that was potentially going to be sold although he
27 was not sure when that would happen.

28
29 Chairman Boyer asked if that was where the interest was recorded.

30
31 Ms. McGee stated that the Town would sell tax deeded property then the sale price goes under
32 sale of town property. The interest was accounted for under the lines for property tax liens
33 already.

34
35 Ms. Loranger asked why the increase in Line 3207 – Meals and Rooms over the Town
36 Manager's recommendation.

37
38 Councilor Bryant stated that the line was increased because of what they found out from the
39 State what the new number was.

40
41 Chairman Boyer asked when the Town found out the number.

42
43 Ms. McGee answered that they received the funds in December and were informed in 2023.

44
45 Chairman Boyer asked about a detail sheet for Line 3215 - Other Government Revenues.
46

- 1 Ms. McGee stated that it was the highway safety grant and a grant for the elder affairs officer.
2
- 3 Mr. Thornock asked why they were over \$500,000 for revenues in that line in 2022.
4
- 5 Manager Dillon stated that sometimes the State sent other funding such as some roadway
6 funding that was provided.
7
- 8 Chairman Boyer asked for a detail sheet behind that line.
9
- 10 Ms. McGee stated that they usually don't do a lot of detail for revenues, but they could provide
11 that for this line.
12
- 13 Councilor Bryant stated that the Budget Committee members had been emailed the presentation.
14
- 15 Mr. Goddu asked why there was a decrease in Line 3240 - Auto Permits.
16
- 17 Ms. McGee stated that revenues were down from what was projected because the projections
18 were optimistic. They tried to bring the projections in line with expected actuals. The increase in
19 the Other Governmental Revenues in 2022 was a reimbursement from the New Hampshire
20 Retirement System and an LCHIP grant.
21
- 22 Mr. Goddu stated that the projection was \$7.5 million, and they were at \$5.9 million with three
23 months left.
24
- 25 Ms. McGee stated that the three-year average was \$7.2 million.
26
- 27 Mr. Goddu asked if they really thought they would get the \$7.5 million this year.
28
- 29 Ms. McGee stated that they put the estimate in, but she would have been happier with \$7.25
30 million.
31
- 32 Mr. Stark asked about dog license enforcement.
33
- 34 Ms. McGee explained the process. The Town Clerk and the Animal Control Office worked
35 together to enforce the licensing requirement.
36
- 37 Mr. Stark spoke about a property he managed where he discovered that 27 dogs were there but
38 17 of them were not registered. They were all registered now.
39
- 40 Chairman Boyer asked about reclassifying revenues and the remaining interest from Line 3600 –
41 Interest Earnings.
42
- 43 Ms. McGee stated that they would move them to the correct section from the pooled cash
44 accounts.
45
- 46 Chairman Boyer asked about the \$100,000 remaining in the account at the end of the year.

1 Ms. McGee stated that she did not understand the question.

2
3 Mr. Thornock stated that the question was why only \$100,000 was projected for revenues in this
4 line for 2024 when they estimated \$500,000 would be received this year.

5
6 Ms. McGee stated that this was a unique year. They did not usually receive so much in interest
7 income. She was conservative in her estimate for next year based on the history of the line prior
8 to this year.

9
10 Chairman Boyer stated that she answered his question.

11
12 Mr. Goddu stated that he wanted to know about ambulance write-offs and why the Department
13 Head's projection was higher.

14
15 Ms. McGee stated that the Department Head was optimistic. She recommended the figure from
16 the three-year weighted average. Some of the difference in revenue versus billing amounts was
17 because of the difference with what Medicare would pay compared to the billing rate.

18
19 Cindy Kennerson stated, Assistant Finance Director, stated that there were also write-offs that
20 were with collections. They could get that number for the Budget Committee.

21
22 Mr. Goddu asked about the bond proceeds revenue in 2023.

23
24 Ms. McGee stated that was the sewer plant bond. They had to show the Bond Anticipation Note
25 as a revenue and expense for the DRA.

26
27 Chairman Boyer asked about Line 3610 – Interest Earnings - Trust Fund and what those
28 revenues were.

29
30 Ms. McGee stated that it was interest income from the trust funds. They were typically set up for
31 a specific purpose. When they did plantings around Memorial Day at the cemetery there were
32 flower funds that were used to reimburse the General Fund for that expense.

33
34 Ms. Loranger asked where the grant income was located and if it was Line 3670 – Other
35 Financing Sources.

36
37 Ms. McGee answered that it was in Line 3215 – Other Governmental Revenue. Line 3670 was
38 for income from leases such as the cell carriers using Town towers or if impact fees were used.

39
40 Chairman Boyer asked about trust fund interest having to remain in the trust fund.

41
42 Ms. McGee stated that the interest could be expended. The principal could not be expended and
43 had to remain in the trust fund.

44
45 Chairman Boyer asked if the trust fund interest went to certain lines. The trust funds had \$2.5
46 million in them. He was wondering how the interest worked.

1 Mr. Lewis asked if they were confusing the capital reserve funds with the trust funds.

2
3 Chairman Boyer stated that he was looking at the expendable trust funds.

4
5 Ms. McGee stated that the capital reserve accounts, and the trust funds were different, but people
6 thought of them as being the same. These were the trust funds that were set up for a specific
7 purpose and the interest could only be expended towards those purposes. The Capital Reserve
8 Funds were what most people thought of when they heard trust fund, but they were different.

9
10 Mr. Lewis stated that the trust funds were for things like perpetual care of graves at the cemetery
11 or scholarship funds. He stated that Chairman Boyer was confusing them with the capital reserve
12 funds.

13
14 Ms. McGee stated that the capital reserve funds were set up using tax dollars while the trust
15 funds were set up with private funds.

16
17 Councilor Bryant explained where these funds came from, which was private donations. The
18 Town did not have much control over them. They were talking about two different things.

19
20 **Town Council**

21 No questions.

22
23 **District Court**

24 Councilor Bryant stated that the roof was finished.

25
26 Mr. Goddu asked if they had a long-term lease with the State now.

27
28 Manager Dillon stated that the State exercised their three-year option on their lease agreement.

29
30 **Town Manager**

31 Councilor Bryant stated that the Town Council made a reduction when they reviewed this
32 budget.

33
34 **Legal**

35 Ms. Loranger asked for the reason for the decrease in the legal expenses.

36
37 Manager Dillon answered that most of the cases were abatement cases in the prior year. Those
38 would go away until the next revaluation.

39
40 **Human Resources**

41 No questions.

42
43 **Employee Benefits**

44 Councilor Bryant stated that there was a decrease of \$212,000. Health insurance decreased as a
45 result of the HR Director's efforts to get competitive bids.

Planning Board

No comments.

Board of Adjustment

No comments.

Budget Committee

No comments.

Conservation Committee

No comments.

Trustee of the Trust Funds

Chairman Boyer asked about Line 4403 - Technical Fees.

Ms. McGee stated that these were the management fees. It was based on the amounts in the trust funds.

Communications Committee

Councilor Bryant stated that they added this budget in at the Town Council. The Communication Committee would run everything through the Town staff first.

Mr. Goddu stated that there would probably be more expenses for the Communications Committee.

Councilor Bryant stated that this amount was just to get started.

Ms. Loranger stated that the Ethics Committee would have some expenditures as well.

Town Hall

Chairman Boyer asked about the renovations that were listed in the quote that was provided with this budget.

Ms. McGee stated that they were a handyman service. The Finance Department was split into two areas in Town Hall. The proposal was to move all of the Finance Department to the area where Human Resources and Human Services are currently and then move Human Resources and Human Services to the area that most of the Finance Department was in now.

Old Town Hall

Chairman Boyer asked about the rest of the repairs at Old Town Hall.

Councilor Bryant stated that would be done through private funding.

Hose House

No comments.

1 **Old Library**

2 No comments.

3
4 **School House #5**

5 No comments.

6
7 **Depot Train Station**

8 Councilor Bryant stated that the Town Council removed the camera system funding which was
9 why the budget was decreasing.

10
11 Ms. Loranger stated that there was a safety concern there. She saw the letter about it from Sonny
12 Tylus.

13
14 Councilor Bryant stated that they were trying to get the new police department passed. The
15 lighting helped.

16
17 Mr. Thornock asked why they maintained this building.

18
19 Councilor Bryant stated that it was home to the Chamber of Commerce and the Town Museum.

20
21 Mr. Goddu asked if the Chamber of Commerce contributed to the expenses.

22
23 Councilor Bryant gave the offsetting revenues which included rent and sharing the cost of the
24 utilities.

25
26 **Financial Department**

27 Mr. Campbell asked if the decrease in Line 4176 – Health Insurance was related to that
28 department or was part of an overall decrease in health insurance.

29
30 Ms. McGee answered that it was an overall decrease in health insurance costs.

31
32 Mr. Goddu asked about the increase in Line 4090 – Regular Pay.

33
34 Manager Dillon stated that the budget last year was a partial year for the Accounting and Budget
35 Manager position and now there was a full year of costs for that position in this budget.

36
37 Ms. Donnelly asked about the increase in Line 4404 – Audit.

38
39 Ms. McGee stated that they had a new company for next year, so the price was higher.

40
41 Chairman Boyer asked how long they had been using the current firm.

42
43 Ms. McGee answered nine years.

1 Chairman Boyer stated that the Charter was dictating this switch. He did not see the need to
2 change the CPA firms. The costs would just keep escalating. Chairman Boyer asked if there was
3 a way for that policy to be reviewed.
4

5 Manager Dillon stated that Mr. Bernie Campbell from the Charter Commission was going
6 through and proposing some changes to fix issues that had been discovered with the Charter.
7 Those proposed changes would be discussed during the discussion on the Warrant Articles.
8

9 Chairman Boyer asked if they had already chosen a new firm.
10

11 Ms. McGee answered yes.
12

13 Chairman Boyer stated that it was in the Budget. They could talk about it in the future.
14

15 **Information Technology**

16 Mr. Goddu stated that he was happy that they got rid of employees and contracted IT out. Now
17 they were proposing having an IT employee on staff again. He spoke with two firms about this
18 that he felt were qualified because they did municipal work in other towns. Those firms felt it
19 was best not to have a staff person on-site. There would not be someone onsite when things were
20 slow. Mr. Goddu wanted to know what Salem did differently.
21

22 Manager Dillon stated that the Town put a bid out. There were different parts of the bid that were
23 provided as options. One option was for a full-service contract like what they had been doing and
24 one option was to do part of the services and the Town had an employee for the parts not covered
25 by the contract. There were few bids and most of the bidders wanted to do everything remotely.
26 They did not want to have someone onsite, and several companies did not bid because having
27 someone onsite was a requirement. The Town needed to have someone on site for the people
28 who were not tech savvy or worked in an area where remote access was not feasible. They also
29 did not have someone focused on what the Town needed. Manager Dillon spoke about having
30 the ability for people to enter their information themselves when they came into the Town
31 Clerk's Office. There were ways that technology could reduce processing times and save money
32 and time, but they needed someone to be that resource to do that.
33

34 Mr. Goddu asked why an outside service could not provide the plan.
35

36 Manager Dillon stated that they could have someone tell them what they needed right now. They
37 needed someone who would keep up to date with changes. One bid offered to look at what the
38 Town needed currently as a small portion of the contract, but it was not enough. The Town also
39 did not have anyone on-site as a point person.
40

41 Ms. Donnelly stated that Line 4400 - Contracted Services came down. She asked if that
42 reduction was related to the new position and who the new position reported to.
43

44 Manager Dillon stated that the decrease in the contract amount was not related to the new
45 position. It was related to the fact that the bid came in lower than what the Town had anticipated.
46 They would report to the Town Manager and work in the server area.

1 Ms. Donnelly stated that the Town Manager saw the position as looking at needs in the Town.
2 There was no line for training to keep the person up to date on skills. She felt that this should be
3 outsourced. The company was working with other towns so there would knowledge-sharing form
4 what the other towns were doing. There would need to be a line for meetings and trainings.
5

6 Mr. Lewis asked if looking at it like Mr. Hasbany's role at the School District.
7

8 Manager Dillon stated that he did not know who that was.
9

10 Councilor Bryant stated that the roles were not the same.
11

12 Mr. Campbell stated that Mr. Hasbany was in charge of staff plus the School side was different
13 world than the Town side. It was certainly a tech support person handling things that could not
14 be done remotely in this role.
15

16 Mr. Lewis stated that he agreed with that understanding of this role. He asked if this person was
17 doing strategic planning or serving as a senior help desk manager.
18

19 Manager Dillon stated that it would be a mix of all of that. There would not be other staff.
20

21 Ms. Loranger asked if they also had a junior tech person to help with this.
22

23 Councilor Bryant stated that they had one person in the building with their time mainly spent
24 with the police and fire department. The new contract had a second person there.
25

26 Manager Dillon stated that they would now have a second person there one day per week.
27

28 Chairman Boyer stated that the contract was considerably less. This was still a hybrid service.
29

30 Mr. Lewis stated that the contractor was spending a lot of time at the police department.
31

32 **Assessing**

33 No questions.
34

35 **Town Clerk**

36 No questions.
37

38 **Elections**

39 Mr. Campbell asked about replacing voting equipment.
40

41 Manager Dillon stated that the plan for the voting machines was for that to happen in 2025. The
42 poll pads would have to be purchased this year, so they were removed from this budget.
43

44 Mr. Campbell asked to confirm that they were a 2023 purchase.
45

46 Manager Dillon answered yes.

Collections

Mr. Goddu stated that there was a large increase in Line 4090 – Regular Pay.

Ms. McGee stated that one collections clerk was added last year and now that clerk was in the budget for a full year instead of a partial year.

Mr. Goddu asked if they had three clerks and added one.

Manager Dillon stated that the third clerk was added last year so the total was three clerks.

Tax Collector

No questions.

Debt Services

No questions.

Insurance

No questions.

Community Development

Mr. Goddu asked about the reduction in the salary for the Community Development Program Manager.

Councilor Bryant stated that there was a new employee to replace the previous person who had left.

Planning

Councilor Bryant stated that there was a reduction here because of the Master Plan that was done in 2023.

Mr. Stark asked about health insurance because he heard that the position that was removed had \$45,000 in salary and \$26,000 in health insurance.

Manager Dillon stated that there was a position where the salary was dropped to a shorter time period, but the health insurance was not reduced to that same time frame.

Police - Administration

Mr. Goddu asked if they were hiring a PR firm.

Councilor Bryant stated that the line was for the body worn cameras.

Support Services

No comments.

Patrol

No comments.

1 **Special Services**

2 No comments.

3
4 **Investigative Services**

5 No comments.

6
7 **Animal Control**

8 No comments.

9
10 **Police Station**

11 Chairman Boyer asked about the funding for ICON.

12
13 Ms. McGee stated that they were paid from encumbered funds from 2022 or 2023.

14
15 **Fire Administration**

16 Mr. Goddu asked why there was a decrease in this budget.

17
18 Councilor Bryant stated that Line 4412 – Training Expense was down \$41,000.

19
20 **Fire Suppression**

21 Mr. Goddu stated that he had trouble understanding why replacement pay was so high. He asked
22 if there was a way to change the number.

23
24 Manager Dillon stated that hiring additional firefighters and running down when people were out
25 might be cheaper, but it depended on who was hired, particularly their insurance plans.

26
27 Perry Plummer, Fire Chief, stated that it was high because they had a staffing level that had to be
28 maintained and they had to fill the missing shifts. It was level-funded for next year for the first
29 time in a while. This setup was the most efficient way to do it. Dispatch was short-staffed but
30 they had hired two to get back to a stable level. That would reduce some of the problem.

31
32 Mr. Goddu asked about hiring five employees.

33
34 Chief Plummer stated that it was more expensive. He had done that analysis.

35
36 Mr. Thornock asked what the ideal additional hiring was.

37
38 Mr. Plummer stated that generally they hired new employees in groups of four so that there was
39 an extra person on all of the shifts.

40
41 Mr. Thornock stated that it would seem to save money to just hire more personnel. They would
42 still have some replacement pay but it would be less.

43
44 Chief Plummer stated that he could show them the analysis that showed that adding personnel
45 would add 18 or 19% to the cost.

1 Mr. Stark asked about the pay for the Battalion Chiefs in 2022.

2
3 Chief Plummer stated that the firefighters were working year-round due to COVID a couple of
4 years ago. When they came out of COVID, people started taking leave. Those people were not
5 working overtime and their absences needed to be covered. The Battalion Chief was working a
6 lot of extra shifts in dispatch because they had to have someone in dispatch and that was the
7 person who offered to cover that vacancy. That was how it happened that they had such high
8 yearly earnings. There was nothing like that in the current year. Leave time usage had stabilized.
9 Vacancies were high in public safety positions, and it could be an issue in the future if people
10 left.

11
12 **Communications**

13 No comments.

14
15 **Fire Stations**

16 No comments.

17
18 **Central Fire Station**

19 Chairman Boyer asked about the building maintenance items.

20
21 Manager Dillon stated that the detail was on page 180.

22
23 **South Station**

24 No comments.

25
26 **North Station**

27 No comments.

28
29 **Inspectional Services**

30 No comments.

31
32 **Capital Improvements**

33 Councilor Bryant stated that the relevant lines were for the ambulance and the fleet replacement.

34
35 Mr. Goddu asked about the ambulance purchase.

36
37 Councilor Bryant stated that one ambulance was being replaced.

38
39 Mr. Goddu asked about the replacement cycle for the ambulances.

40
41 Chief Plummer stated that they had a seven-year life expectancy, but the ambulances were
42 beyond that expectancy now. The department had five ambulances with four in service and one
43 used when one of the other four was out of service. The one being replaced was thirteen or
44 fourteen years old. They decided to downsize the ambulance chassis so that they could get an
45 ambulance sooner because it was a two-year build-out for this one versus a four-year buildout for
46 the larger size. They would see how the chassis lasted.

1 Mr. Goddu asked why Salem only had the large sized ambulance when a lot of towns had the
2 van ambulances.

3
4 Chief Plummer stated that there were three types. There was the truck front, van front with the
5 big box, and the van ambulance. The van ambulances did not have enough space for paramedics
6 or the space for the fire gear. It would not work for Salem. Van ambulances were mainly used for
7 transfers between hospitals or other locations.

8
9 Mr. Stark asked if they anticipated any delays or price increases due to the current auto
10 manufacturing environment.

11
12 Chief Plummer stated that he did not know but it would not surprise him because the industry
13 was a mess.

14
15 Chairman Boyer stated that he saw the van ambulances in other towns, and he thought they were
16 doing more than just transfers.

17
18 Chief Plummer stated that they would be just doing basic life support then. He did not know of
19 another fire department in New Hampshire that used van ambulances.

20
21 Chairman Boyer asked if there was something that Salem could ever consider with those
22 ambulances.

23
24 Chief Plummer stated that they did not meet Salem's needs because could not be used for fire
25 gear or for more advanced medical care.

26
27 Mr. Goddu stated that there were towns that outsourced the ambulance service and those services
28 used the vans. He asked if they could have people just work the ambulance side.

29
30 Chief Plummer stated that it was less efficient. The current staff members are firefighters and
31 ambulance personnel. If they were one or the other, then they needed more staff on the fire
32 department. The current way was the most efficient way to do it.

33
34 Mr. Goddu asked how the plan was working out.

35
36 Joel Dolan, Police Chief stated that it was working out well. Expected next year to finish getting
37 rid of the chargers. There were seven police cars for next year.

38
39 Ms. Loranger asked about going to hybrids.

40
41 Chief Dolan stated that they had to stick with gas vehicles. They can't get hybrids and the
42 manufacturer was stopping production.

43
44 Mr. Stark asked what happened with the old vehicles and if they were moved to other
45 departments.

1 Chief Dolan stated that they had done some of that in the past. These vehicles were in rough
2 shape, so it was not possible. They have either traded them in or sold them at the state auction.
3 The revenue went back to the General Fund.

4
5 Chairman Boyer asked about the vehicles being replaced.

6
7 Joe Devine, Assistant Town Manager, stated that the years of the vehicles were between 2011
8 and 2017 with mileage between 60,000 and 120,000 miles. The Fire Department was replacing
9 the Chief's vehicle which was rusted out and had over 170,000 miles. The Municipal Services
10 mileages were provided as 100,000 and 130,000 miles.

11
12 Chairman Boyer asked if the vehicles were in Vueworks.

13
14 Mr. Devine answered yes for the Municipal Services vehicles and the Fire Department vehicles
15 as well.

16
17 Chairman Boyer asked to be able to see what they were buying and what was planned out.

18
19 Mr. Devine stated that in the original presentation on the Fleet Program that plan was laid out.

20
21 **05) TOWN COUNCIL REPORT**

22 Councilor Bryant stated no update.

23
24 **06) SCHOOL BOARD REPORT**

25 Mr. Campbell stated that he would not be here tomorrow night because he had another
26 commitment. The School Board was doing its own review of the School Budget. Health
27 insurance was up on the school side. They were working on a new bus contract. They needed to
28 do research on the new vendor that had the low bid for the contract. They will get the School
29 Budget to the Budget Committee on time. The Woodbury project continued. He had the
30 opportunity to go through the new performing arts spaces and they looked very nice. The
31 community would be pleased with the outcome. The last area to be finished was being worked
32 on. The plan was to finish between January and February vacation with punch list items left after
33 that. The intent was to have an Open House for the public to see what the result of the
34 renovations looked like once construction was completed. The School Board recognized Bill
35 Conte for his work with Harvey last night. The School District had the Special Meeting and
36 received voter approval. The School Board held a public hearing and voted to withdraw funds
37 from the retained fund balance to do the Block House replacement project. They were optimistic
38 it would start in the spring and finish in the fall. The turf field had been proposed for the Budget,
39 but it had been removed by the School Board because of increases in other areas. They had
40 removed some equipment items that had been proposed for the Budget and placed them under
41 the Woodbury Project costs because they were eligible there.

42
43 Chairman Boyer stated that the next meeting would be tomorrow night.

44
45 **MOTION by Councilor Bryant to adjourn the meeting at 9:33PM.**

46 **SECOND by Ms. Loranger**

1 **VOTE: 9-0-0 in favor.**
2 **Motion passed unanimously.**

3
4 Minutes recorded by: Jeremiah Lamson

5
6 Approved: _____

7
8 Date: _____

DRAFT