



Town of Plaistow ♦ Budget Committee
145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING MINUTES

DATE: 01/03/2008

CALL TO ORDER: 7:12 p.m.

PRESENT: Brian Levasseur, Michele Conte, Richard Latham, Jan Penta, Chairwoman, Ron Hayes, Vice Chairman, Kristin Lewis Savage, John A. Sherman, Selectmen's Representative, Normand Bouchard

EXCUSED: R. Gray, B. FitzGerald

LATE: D. Hooper

UNKNOWN ABSENCE: D. Luciano

MINUTES:

- Motion by K. Lewis Savage to approve the minutes, as amended, of 12/18/2007;
Second by R. Hayes

Abstains: B. Levasseur, R. Latham

VOTE: 6-0-2 (Motion Carries)

B. Levasseur asks to make an amendment to the minutes of December 11, 2007. States the Minutes list him as excused and he was present.

J. Penta requests the Minutes of December 11, 2007 be amended to note that B. Levasseur was present.

- Motion by B. Levasseur to amend the minutes, as approved, of December 11, 2007;
Second by K. Lewis Savage

Vote: 9-0-1 (Motion carries)

Abstains: R. Latham

J. Hoch states the final 2008 Proposed Budgets will be presented.

J. Hoch states there are two amended Budgets distributed. States one does not require any action by the Budget Committee which is the Highway Budget that was amended last week. States the second one is the Financial Administration Budget. States the change will be on the third page in Tax Collector section which is the Deed research, which the Budget Committee had restored the \$5,000. States the Board of Selectmen are proposing \$2,500 rather than \$5,000.

- *Motion by K. Lewis Savage to take under consideration the Financial Administration budget in the amount of \$257,566; Second by R. Latham*

Vote: U/A (Motion carries)

J. Hoch states he received an email from Library that discusses adjustments and their utilities. States they are reducing the materials line as well as reducing Electric line stating their last bill coming in was less than expected. States there will be an increase in the Fines line.

K. Lewis Savage asks if this has gone in front of the Board of Selectmen yet

J. Hoch states it has not.

- *Motion by K. Lewis Savage to take under consideration the Library Budget in the amount of 438,365; Second by R. Latham*

Vote: 7-0-1 (Motion carries)

Abstains: J. Sherman

BUDGETS

EXECUTIVE OFFICES

- *Motion by K. Lewis Savage to approve the Executive Offices Budget in the amount of \$239,495; Second R. Hayes*

Vote: U/A (Motion Approved)

ELECTION, REGISTRATION, AND VITALS

- *Motion by K. Lewis Savage to approve the Election, Registration, and Vitals Budget in the amount of \$126,125; Second by R. Hayes*

Vote: U/A (Motion Approved)

FINANCIAL ADMINISTRATION

- *Motion by K. Lewis Savage to approve the Financial Administration Budget in the amount of \$257,566; Second R. Hayes*

Vote: 7-1-0 (Motion Approved)

LEGAL BUDGET

- *Motion by K. Lewis Savage to approve the Legal Budget in the amount of \$24,500; Second by R. Hayes*

Vote: U/A (Motion Approved)

PERSONNEL ADMINISTRATION

- *Motion by R. Hayes to approve the Personnel Administration Budget in the amount of \$1,176,057; Second by N. Bouchard*

Vote: 7-0-1 (Motion Approved)

Abstains: K. Lewis Savage

PLANNING AND ZONING

- *Motion by K. Lewis Savage states to approve the Planning and Zoning Budget in the amount of \$88,266; Second by R. Hayes*

Vote: U/A (Motion Approved)

GENERAL GOVERNMENT BUILDINGS

- *Motion by K. Lewis Savage to approve the General Government Buildings Budget in the amount of \$186,881; Second by R. Hayes*

Vote: U/A (Motion Approved)

CEMETERIES

- *Motion by K. Lewis Savage to approve the Cemeteries Budget in the amount of \$13,365; Second by N. Bouchard*

Vote: U/A (Motion Approved)

TOWN INSURANCE

2:13:29 PM

Budget Committee Meeting
January 3, 2008

- *Motion by K. Lewis Savage to approve the Town Insurance Budget in the amount of \$56,875; Second by R. Hayes*

Vote: U/A (Motion Approved)

ADVERTISING/REG ASSOCIATION

- *Motion by K. Lewis Savage to approve the Advertising/Reg Association Budget in the amount of \$24,670; Second by R. Hayes*

Vote: U/A (Motion Approved)

CABLE STUDIO

- *Motion by K. Lewis Savage to approve the Cable Studio Budget in the amount of \$44,446; Second R Hayes*

Vote: 7-1-0 (Motion Approved)

CONFLICT OF INTEREST

- *Motion by K. Lewis Savage to approve the Conflict of Interest Budget in the amount of \$97; Second by R. Latham*

J. Sherman notes there is an 89% reduction in that Department

Vote: U/A (Motion Approved)

POLICE

- *Motion by R. Hayes to approve the Police Budget in the amount of \$1,629,328; Second by N. Bouchard*

B. Levasseur states there has been no discussion, to the best of his knowledge, on the Records Clerk and the hours. Asks if anyone else had a concern over the increase in hours in one year

J. Hoch states part of those hours are intended for a project to get a handle on the records that are there and doing some purging and reorganizing. States the question B. Levasseur is asking now should be asked each year concerning the additional hours and are they needed.

B. Levasseur asks if J. Hoch is just proposing this for 2008 and not for the following year

J. Hoch states yes that is what he is proposing.

D. Hooper arrives at 7:48 pm

B. Levasseur states because the Voice Recorder is staying in the Budget, that will make him vote against it. States it should be a special Warrant Article. States if there is a donation out there then it would be fine, otherwise it should be a Warrant Article to allow the voters to vote on

K. Lewis Savage states it is to replace equipment not to purchase new equipment

Vote: 7-1-1 (Motion Approved)

Abstains: K. Lewis Savage

AMBULANCE

- Motion by K. Lewis Savage to approve the Ambulance Budget in the amount of \$700;
Second by D. Hooper

Vote: U/A (Motion Approved)

FIRE DEPARTMENT

- Motion by K. Lewis Savage to approve the Fire Department Budget in the amount of \$472,777; Second by R. Hayes

R. Latham asks about the Opticom system and what light that was budgeted for.

J. Hoch states it is more a conversion to replace one if it goes out.

Vote: U/A (Motion Approved)

BUILDING INSPECTION

- Motion by K. Lewis Savage to approve the Building Inspection Budget in the amount of \$108,579; Second by R. Hayes

Vote: U/A (Motion Approved)

EMERGENCY MANAGEMENT

- *Motion by K. Lewis Savage to approve the Emergency Management Budget in the amount of \$5,979; Second by R. Hayes*

➤
Vote: U/A (Motion Approved)

PUBLIC WORKS ADMINISTRATION

- *Motion by K. Lewis Savage to approve the Public Works Administration Budget in the amount of \$244,368; Second R. Hayes*

Vote: U/A (Motion Approved)

HIGHWAY DEPARTMENT

- *Motion by K. Lewis Savage to approve the Highway Department Budget in the amount of \$488,700; Second by R. Hayes*

Vote: U/A (Motion Approved)

STREET LIGHTING

- *Motion by K. Lewis Savage to approve the Street Lighting Budget in the amount of \$78,000; Second R. Hayes*

Vote: U/A (Motion Approved)

SOLID WASTE DISPOSAL

- *Motion by K. Lewis Savage to approve the Solid Waste Disposal Budget in the amount of \$655,750; Second by R. Hayes*

Vote: U/A (Motion Approved)

SOLID WASTE CLEANUP

- *Motion by K. Lewis Savage to approve the Solid Waste Cleanup Budget in the amount of \$46,000; Second R. Hayes*

Vote: U/A (Motion Approved)

WATER DISTRIBUTION

- *Motion by K. Lewis Savage to approve the Water Distribution Budget in the amount of \$49,274; Second R. Hayes*

B. Levasseur would still like to see the Vehicle purchase removed from this Budget. States he believes it should be a Warrant Article.

K Lewis Savage states she is opposed to taking that money out of this Budget as it is intended to allow for the purchase of a vehicle should one become available at that cost throughout the year or needed to supplement a donation that becomes available.

J. Hoch states the reality it will not be cost effective to put money into the maintenance truck for repairs.

J. Sherman states the plan is to spend the \$6,500 on a vehicle

B. Levasseur states if a vehicle is needed then it is better to put it in a Warrant Article.

J. Sherman states they do believe a Vehicle is needed.

K. Lewis Savage states she is opposed to it being a Warrant Article because it has never been a Warrant Article before when a vehicle has been needed.

R. Latham asks what the status of M. Dorman's truck is.

J. Hoch states it is still relatively new and it is several years out of the CIP.

R. Latham asks about the truck used by D. Bowles

J. Hoch states it is operational now, but in a year or two, it will not make sense to put it into repair. States his recommendation would be they do not replace the maintenance vehicle in the future but share a vehicle.

Vote: 8-1-0 (Motion Approved)

HEALTH

- *Motion by K. Lewis Savage to approve the Health Budget in the amount of \$78,487; Second R. Hayes*

Vote: U/A (Motion Approved)

ANIMAL CONTROL

- *Motion by K. Lewis Savage to approve the Animal Control Budget in the amount of \$15,620; Second by R. Hayes*

Vote: U/A (Motion Approved)

HUMAN SERVICES

- *Motion by K. Lewis Savage to approve the Human Services Budget in the amount of \$73,341; Second by R. Hayes*
- *Motion by R. Latham to reduce CART portion of budget to \$2,500, reducing the CART line accordingly; Second B. Levasseur*

R. Hayes asks J. Sherman to speak on behalf of the Board of Selectmen concerning their point of view on this Budget.

J. Sherman states that they are not in favor of the amended motion.

B. Levasseur asks J. Sherman about quarterly reports that were suppose to come from the Administrators of CART and have those been submitted to the Board of Selectmen as was requested by them.

J. Sherman states no they have not.

M. Conte asks if this is just for seniors or is it for anyone.

J. Penta states it is for anyone.

R Hayes asks J. Sherman about how much we would be spending on this service.

J. Sherman states the Board of Selectmen has not decided on a number.

B. Levasseur states he would like to remind the Budget Committee he asked for statistics on who is using this service and what they are using them for. States his concern is his would like to see this based on usage.

K. Lewis Savage states Hampstead is paying more. States more advertising is necessary and believes you will see the numbers increase with more advertising.

N. Bouchard asks if we can ask CART to do a Cable Show for us next year.

- *J. Penta calls for a vote to approve the request by R. Latham to reduce the Human Services Budget by \$4,200; Second by B. Levasseur*

Vote: 2-7-0 (Motion Denied)

- *J. Penta calls for a vote to approve the original motion of approving the Human Services Budget in the amount of \$73,341.*

Vote: 7-2-0 (Motion Approved)

WELFARE ADMINISTRATIVE

- *Motion by K. Lewis Savage to approve the Welfare Administration Budget in the amount of \$850; Second R. Hayes*

Vote: U/A (Motion Approved)

WELFARE DIRECT ASSISTANCE

- *Motion by K. Lewis Savage to approve the Welfare Direct Assistance Budget in the amount of \$42,500; Second by R. Hayes*

Vote: U/A (Motion Approved)

RECREATION

- *Motion by D. Hooper to approve the Recreation Budget in the amount of \$247,646;; Second N. Bouchard*

R. Hayes states next year they need to take a hard look at the bottom line

J. Penta states eleven items contributed to the increase.

J. Sherman states other departments also went up in their items like the Police Department.

B. Levasseur states Residents need to understand they approved the fields on Old County Road and they need to maintain the fields now. States he hopes there will not be that kind of an increase next year.

R. Hayes states he people see that kind of increase again, they will take a harder look at this budget.

J. Sherman states 75% of the increase is due to the new fields

K. Lewis Savage states a lot of things were restructured in this budget.

Vote: 8-0-1(Motion Approved)

Abstains: K. Lewis Savage

LIBRARY

- *Motion by K. Lewis Savage to approve the Library Budget in the amount of \$438,365; Second R. Latham*

Vote: 8-0-1(Motion Approved)

Abstains: J. Sherman

PATRIOTIC PURPOSES

- *Motion by K. Lewis Savage to approve the Patriot Purposes Budget in the amount of \$1,300; Second R. Hayes*

VOTE: U/A (Motion Approved)

CULTURAL

- *Motion by K. Lewis Savage to approve the Cultural Budget in the amount of \$38,118; Second R. Hayes*

Vote: 8-0-1(Motion Approved)

Abstains: B. Levasseur

CONSERVATION COMMISSION

- *Motion by K. Lewis Savage to approve the Conservation Commission Budget in the amount of \$4,800; Second R. Hayes*

Vote: U/A (Motion Approved)

DEBT SERVICE

- *Motion by K. Lewis Savage to approve the Debt Service Budget in the amount of \$127,002; Second by R. Hayes*

J. Hoch states this number may still change.

J. Sherman asks if the numbers will be higher or lower.

J. Hoch states the numbers will be very close to what is there now.

Vote: U/A (Motion Approved)

J. Penta calls a break at 9:01 pm

J. Penta calls meeting to order at 9:09 pm

WARRANT ARTICLES

OPERATING BUDGET

Article P-08-02

- *Motion by K. Lewis Savage that they recommend Article P-08-02; Second R. Hayes*

Vote: U/A (Recommendation carries)

HIGHWAY EQUIPMENT RESERVE FUND

Article P-08-03

- *Motion by K. Lewis Savage to recommend Article P-08-03; Second by R. Hayes*

J. Sherman states the intent would read better if it said over the next ten years.

K. Lewis Savage states she would like to add that to her motion.

Vote: U/A (Recommendation carries as amended)

HIGHWAY GARAGE OFFICE TRAILER

Article P-08-04

- *Motion by D. Hooper to recommend Article P-08-04; Second by R. Latham*

K. Lewis Savage states in the last line she would like to add the words "possible replacement".

M. Conte asks if this is more of a space issue than a safety issue.

J. Hoch states it is both.

N. Bouchard states he would suggest putting in the estimated square footage of the trailer

J. Penta asks if the Committee would like to add what the estimated square footage of the trailer is and that the note needs to come out.

J. Sherman states he will take that back to the Board of Selectmen.

Vote: U/A (Recommendation carries as amended)

**FIRE DEPARTMENT EQUIPMENT CAPITAL RESERVE
P-08-05**

- *Motion by K. Lewis Savage to recommend Article P-08-05; Second by R. Hayes*

R. Latham asks if it should state "to continue to put aside money".

J. Hoch states he suggest that he go back and see when it was created and leave it consistent with that.

Vote: U/A (Recommendation carries)

**WATER CAPITAL RESERVE
P-08-06**

- *Motion by K. Lewis Savage to recommend Article P-08-06; Second R. Hayes*

R. Hayes is they are putting themselves in a box by putting Route 125 in there.

J. Hoch states it might not be a bad idea to drop the Route 125.

Vote: U/A (Recommendation carries as amended)

**CONSERVATION COMMISSION
P-08-07**

- *Motion by K. Lewis Savage to recommend Article P-08-07; Second by D. Hooper*

J. Penta states this is the only Article that seems to have a balance.

K. Lewis Savage states they asked for it

Vote: U/A (Recommendation carries)

TOWN CLERK SALARY
P-08-08

- Motion by K. Lewis Savage to recommend Article P-08-08; Second by B. Levasseur

Vote: U/A (Recommendation carries)

TAX COLLECTOR SALARY
P-08-09

- Motion by K. Lewis Savage to recommend Article P-08-09; Second by R. Hayes

J. Penta asks to change it to April 1, 2008

Vote: U/A (Recommendation carries as amended)

WATER TOWER STUDY
P-08-10

K. Lewis Savage states it should be written "due to its current condition" and remove "The tower serves as a mount for cellular phone antennas which provide \$x of revenue to the Town in 2007. In addition"

- Motion by K. Lewis Savage to recommend, as amended, Article P-08-10; Second R. Hayes

Vote: U/A (Recommendation carries as amended)

MEALS ON WHEELS
P-08-11

- Motion by K. Lewis Savage to recommend Article P-08-11; Second R. Hayes

Vote: U/A (Recommendation carries)

**PATROL POLICE OFFICER POSITION
P-08-12**

➤ Motion by D. Hooper to recommend Article P-08-12; Second N. Bouchard

J. Penta states there is a memo from D. Hooper from the LGC website comparing the number of police officers to population. States the information went to Deputy Chief Jones and Sargeant Caggiano and they wrote a letter to Chief Stephen Savage.

Vote: 8-0-1(Recommendation carries)

Abstains: K. Lewis Savage

J. Penta states Public Hearing is next Wednesday January 9, 2008.

J. Sherman thanks the Budget Committee on behalf of the Board of Selectmen for supporting their recommendations of the Budget. States he believes that things go a lot smoother when both Committees agree.

ADJOURNEMENT:

J. Penta adjourns meeting at 10:32 pm.

Respectfully submitted by,

Selwa Moured
Recording Secretary