



## *Town of Plaistow ♦ Budget Committee*

*145 Main Street ♦ Plaistow ♦ NH ♦ 03865*

### **BUDGET COMMITTEE MEETING MINUTES**

**DATE:** September 30, 2008

**CALL TO ORDER:** 6:31 p.m.

**PRESENT:** Jan Penta, *Chairman* (arrived 6:34 p.m.); Ron Hayes, *Vice-Chairman*; Normand Bouchard; Michele Conte; Bernadine FitzGerald; Joyce Ingerson; Catherine Willis; Martha Sumner; and John A. Sherman, *Selectmen Ex-Officio*.

Also present was Craig Kleman, *Interim Town Administrator*.

**EXCUSED:** Kristen Lewis Savage

**ABSENT:** Dan Hooper

R. Hayes suggested staying the vote on the approval of the minutes until after the arrival of J. Penta.

C. Kleman presented a list of 2008 revenues and how they compared to what was anticipated for the 2008 budget.

*J. Penta arrived 6:34 p.m.*

<u>Budget Line</u>	<u>2008 Approved</u>	<u>2008 Actual</u>
Yield Taxes	-	\$148
Interest Penalties of Delinquent Taxes	\$53,550	\$55,242
UUC Filings & Certificates	\$3,000	\$1,785
Motor Vehicle Permit Fees	\$1,257,150	\$837,854

C. Kleman noted that the lion's share difference between the 2008 approved and actual of the Motor Vehicle Permit Fees would be coming in

<b>Building Permits</b>	<b>\$102,750</b>	<b>\$46,317</b>
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C. Kleman explained that the difference between the 2008 approved and actual figures in the building permits was a reflection of the current bad economy

<b>Other Licensing, Permits &amp; Fees</b>	<b>\$66,905</b>	<b>\$56,436</b>
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C. Kleman noted that the difference is the 2008 approved and actual for this item should also be made up by year's end.

**FROM FEDERAL GOVERNMENT**

<b>Shared Revenues</b>	\$56,931	<i>to be received in December</i>
<b>Meals &amp; Rooms Tax Distribution</b>	\$326,310	<i>to be received in December</i>
<b>Highway Block Grant</b>	\$131,106	\$91,682

R. Hayes asked if the anticipated Meals and Rooms Tax Distribution was a close number.

C. Kleman replied that he thought it was a good number.

<b>Other (Including Railroad Tax)</b>	\$87,744	\$52,623
<b>From Other Governments</b>	\$85,168	\$81,034

C. Willis reminded that the extra was paid last year on the library bond. States that she could not find it on the reports. States that she would like to know where it is shown on the revenue sheet.

<b>Income from Departments</b>	\$144,060	\$73,972
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N. Bouchard, noting that much of the Recreation Department revenues were much lower than anticipated, asked if it was a time lapse situation and the revenues would be forthcoming or if they were really that off.

C. Kleman offered that part of the shortfall was weather related.

M. Sumner asked if it was possible that some of the monies were now in revolving accounts and not being reported in the same way.

J. Sherman explained that he had discussed some of the reasons with Carli Malette (Recreation Director) and some of it is due to lower registrations for summer recreation and other programs such as baseball and softball. He also noted that there was a change in the time for baseball registrations to November so that may be contributing, since 2008 registration monies were collected in 2007, but there would be revenues forthcoming as 2009 registrations were paid.

R. Hayes noted that it did show in the 2007 actual figures for the recreation department

J. Sherman added that there were a number of senior trips booked for year end that the revenues were not yet recorded for.

B. FitzGerald offered that seniors were often time allowed to pay in installments which wasn't reflected in the revenue figures either.

M. Sumner noted that often times monies needed to be paid out to secure reservations for events before the monies were collected.

J. Sherman assured that he had had the questions regarding the low revenues and there was additional research being done.

M. Sumner asked if the monies collected for police outside details were being put into a revolving account and therefore not showing on this report.

C. Kleman said that he would look into that further.

<b>Sale of Municipal Properties</b>	\$120,750	\$75,000
<b>Interest on Investments</b>	\$116,000	\$127,221

N. Bouchard asked if the interest income from BankNorth was on a time lapse.

B. FitzGerald said that she wasn't sure but that she would look into the numbers.

M. Sumner noted that bank rates were low across the board.

R. Hayes suggested it would be good to know the date that the reports represent revenues through.

C. Kleman offered that he believed the numbers in these reports were through August (2008).

<b>Other</b>	\$181,566	\$127,221
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C. Kleman offered that they were anticipating a second installment on the Cable Franchise Fee.

<b>Water (offset)</b>	\$102,647	-
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C. Kleman offered that he was still working Rosemarie Bayek on the water numbers.

<b>TOWN PROJECTED REVENUES</b>	<b>\$2,835,637</b>	<b>\$1,547.400</b>
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J. Sherman reminded that not all revenues came in at a steady pace many came in lump sums.

After a brief discussion C. Kleman was asked to add a 2008 projected revenues line to the report.

The Budget Committee moved on to reviewing the 2009 proposed budget for those departments listed on the agenda.

<b>Department</b>	<b><u>2008 Actual</u></b>	<b><u>2009 Proposed</u></b>
<b>Patriot Purposes</b>	<b>\$996</b>	<b>\$1,000</b>

J. Sherman noted that the Board of Selectmen (BOS) had tentatively approved the proposed budget amount.

C. Willis questioned why the actual numbers for previous years, as opposed to what was proposed, weren't shown on the report so that the Committee could look for trends in spending.

After a brief discussion it was decided that the column for "2006 Approved Budget" would come off the report and be replaced by "2007" Actual."

M. Sumner asked why only \$196 was spent on flowers in the previous year.

B. FitzGerald explained that less was planted this year and the Legion had provided monies for some of the flowers. She added that Goudreault's Farm had provided the flowers for the Town Hall walkway and the Legion provided the flowers for the veteran's markers.

★ B. FitzGerald moved, second by R. Hayes, to accept for consideration the 2009 proposed budget for Patriotic Purposes in the amount of \$1,000. There was no discussion on the motion and the vote was 9-0-0 U/A.

<b>Debt Service</b>	<b>\$124,994</b>	<b>\$110,618</b>
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It was noted that 2009 would be the last year for paying on the Library bond.

★ M. Sumner moved, second by R. Hayes, to accept for consideration the 2009 proposed budget for Debt Service in the amount of \$110,618. There was no discussion on the motion and the vote was 9-0-0 U/A.

<b>Street Lighting</b>	<b>\$44,796</b>	<b>\$82,680</b>
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C. Kleman offered that a 6% rate hike was factored into the 2009 proposed budget number. He explained that Unitil was petitioning the Public Utilities Commission (PUC) for a 20% rate increase but was not likely to get approval. When asked where he got the 6% factor C. Kleman noted that he had "googled" a few sources, such as the Union Leader and NH Business magazine online.

★ B. FitzGerald moved, second by M. Conte, to accept for consideration the 2009 proposed budget for Street Lighting in the amount of \$82,680. There was no discussion on the motion and the vote was 9-0-0 U/A.

<b>Solid Waste Management</b>	<b>\$358,633</b>	<b><del>\$664,300</del> \$671,800</b>
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C. Kleman explained that the 2009, \$82/ton tipping fee was negotiated as part of the current contract, which expires in 2010. He added that the tipping fee in 2008 was \$81/ton.

J. Sherman noted that there was a mathematical error in the report for the 2009 proposed budget for Solid Waste Management and the total should be \$671,800, not \$664,300.

A number of other increases, noted to be contractual, such as increases in collection fees, were discussed. Members questioned if there were other waste management contractors to contact when time came for a new contract.

J. Sherman offered there were a limited number of suppliers of these services who will be contacted to submit bids for the Town's contract. He added that other towns would be poled to see what services they used.

J. Penta asked if recycling was getting any better in town.

J. Sherman noted that when the Town of Danville implemented their current recycling program participation increased from 5% to 11%. He added that Plaistow is at a 10% participation rate. J. Sherman added that recycling was the single best way for residents to directly impact their tax rate.

There was discussion about some waste collection programs such as limiting households to single, specific-sized, barrels. It was noted that these programs often increase participation in recycling programs. It was noted that alternatives should be reviewed as part of negotiating any new contract, no matter who the supplier is, and that things couldn't be changed in the middle of the current contract.

J. Sherman noted that he would be voting against accepting this item for consideration as he had voted for a different number with the BOS.

★ M. Sumner moved, second by R. Hayes, to accept for consideration the 2009 proposed budget for Solid Waste Management in the amount of \$671,800. There was no discussion on the motion and the vote was 8-1-0 (Sherman dissenting).

The Board looked for information in the Plaistow Town Report that would give some numbers on how the amount of waste collected had changed over recent time. It was noted that on average 300 tons of solid waste and 20 tons of recycling is collected in a week.

J. Penta noted an action item for herself regarding providing copies of the Municipal Budget Log to the members.

## **Minutes:**

★ B. FitzGerald moved, second by C. Willis, to approve the minutes of the September 23, 2008, meeting. There was no discussion on the motion. The vote was 8-0-1 (Conte abstaining).

J. Penta noted there are still two (2) open seats on the Budget Committee and asks anyone seeking to serve until elections on March to please contact Town Hall.

J. Penta offered that she will provide updated contact list of members at the next meeting.

N. Bouchard noted that he had not seen the schedule of all the committee's meeting dates. New copies will be provided to all members.

C. Kleman to provide schedule of which departments are scheduled for review and when.

J. Sherman noted the there will be a fall Household Hazardous Waste Collection Day, the date, tentatively set for November 1, 2008, is still being finalized and the location will be in Atkinson. He noted that Plaistow Highway Department Staff will be assisting in this important event.

J. Sherman added that Town-wide Fall Clean Up week is October 13 through 17.

#### **ADJOURNEMENT:**

J. Penta adjourned the meeting at 7:28 p.m.

Respectfully submitted by,

Dee Voss  
Recording Secretary