



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

**BUDGET COMMITTEE MEETING MINUTES**

**DRAFT MINUTES:**

**DATE:** Tuesday, October 14, 2008

**MEETING CALLED TO ORDER:** 6:30 pm

**PRESENT:** Joyce Ingerson, Martha Sumner, John Sherman, Bernadine Fitzgerald, Jan Penta – Chairman, Ron Hayes - Vice Chairman, Kristen Lewis Savage, Catherine Willis, Michele Conte, Normand Bouchard, Dan Hooper

**MINUTES:**

No minute taker in attendance, no previous minutes available for approval.

**AGENDA:**

**Welfare**

N. Carr discusses Welfare Administration and notes that there is a \$30 increase in Training because of the monthly conference with all the welfare and human service coordinators that meet in Concord. She notes that Dues are up \$20 because Southern NH Human Services Council has raised their membership fees. She notes that Office Supplies are down and Mileage and Expense reimbursements are the same because she has been car pooling.

N. Carr discusses Welfare Direct Assistance and notes that Shelter and Rent are up and she has anticipated that they will keep going up with the mortgage situations and doesn't want to be caught not having enough. She notes that Food is the same and that the Holy Angels Food Pantry is the location that handles our emergency food. She notes that Telephone is the same, Electric is increased by 6%, Heat is up based on the number of people coming in, Medical is the same, Miscellaneous is the same at \$500 which is for items such as mothers needing diapers and Funeral Assistance is kept the same.

J. Sherman asks for N. Carr to speak more on the food pantry.

N. Carr indicates that the Holy Angels Food Pantry is the local pantry in Town and that it is not just for the Catholic Church, it is our community food pantry and is housed there. There is a wonderful staff there and it does all kinds of food and products for the kids in the community. There are gift certificates, meats, and various staple items. It is a great resource in Town and it gives 100% back into our Town.

M. Sumner inquires about increasing the food pantry line.

N. Carr does not agree and notes that so far we've been lucky that they are well stocked and notes that if there is a major crisis and they don't have staple items that she will go out and restock the pantry.

J. Penta inquires about the Funeral assistance and when did we start this.

N. Carr notes that one came through in 2006 and caught us off guard and that is when Jason decided to start that line item. We only do basic cost to cremate a loved one. It is an obligation that we have to do by State law but it never came up until 2006.

K. Lewis Savage notes that this is a great resource for the Town, it is one of the best, it is a family that runs it and it is incredible. She notes that they are always looking for help around the holidays and mentions that even if you cannot donate food or products that you can donate free time.

D. Hooper questions the Welfare Budget Rent numbers on Nikki's print out.

N. Carr notes that it was a mathematical error and will correct.

Motion by K. Lewis Savage to take into consideration Welfare Administrative Budget in the amount of \$820 and the Welfare Direct Assistance Budget \$64,034.

Second by D. Hooper

Motion carries.

### **Human Services**

N. Carr notes that Human Services is to help service the public in different capacities. She notes that Family Mediation is level funded, Rockingham VNA is asking for \$8,000 which is a rough estimate, Rockingham Community Action has a slight increase because they provide fuel assistance, Sexual Assault Support is asking for level funding for \$1,000, Crisis Pregnancy Center is level funded, A Safe Place is decreased, Child Advocacy is asking for a \$500 increase, Center for Life Management is asking for level funding, as well as Sad Cafe, RSVP is level funded at \$850, Greater Salem Caregivers is level funded, Vic Geary Center is level funded, Lamprey Health is level funded at \$2800, Seacare Health Net is level funded, CART has been removed from the budget this year, Community Health Services is level funded and Rockingham Nutrition & Meals on Wheels is asking for a \$40 increase.

K. Lewis Savage inquires as to why CART has been removed.

J. Sherman notes that the Board of Selectmen decided that rides being utilized by citizens didn't justify the funds that were requested.

R. Hayes inquires as to why Greater Salem Caregivers has a zero balance through September.

N. Carr notes that she has a few items going through and they are on a different budget cycle.

Motion by K. Lewis Savage to accept the Human Services Budget in the amount of \$69,410.

Second by B. Fitzgerald.

Motion carries.

### **Election, Registration, Vitals**

C. Kleman notes that there will be not as many elections next year and that there are just one or two items which will not be level funded. Supervisors of the Checklist is the same as it was in 2007 for \$1,410 as well as Administrative Salary which will be the same as the 2007 figures for the 2009 year, Election Recount is staying the same, Software Support will stay the same as 2008 for \$2,400, Ballot Printing will be the same as in 2007 for \$5,400, Nothing for Janitorial Services or for Facility Rental, Repairs & Supplies has increased to \$300, Postage stays the same, Polling Booths Setup has dropped to \$250, Meals which is supplied by the Ladies of the First Baptist Church is down to \$150, Equipment is at zero because no more booths are needed for 2009, Training is also down to \$100 for a proposed budget of \$11,850.

Board discusses the line items.

J. Penta inquires about the Supervisors of the Checklist.

K. Lewis Savage discussed Ballot Printing and Checklist and inquired if we are being too conservative.

Motion by Martha Sumner to accept the Election, Registration, Vitals in the amount of \$11,850.  
Second by K. Lewis Savage.

Motion carries.

### **Emergency Management**

C. Kleman discussed Emergency Management and noted that it should be level funded. He noted that this is a part-time position for 235 hours and his base pay for last year with a 3% increase brings it to \$4,052, Telephone is level funded across the board, Office Supplies is level funded for \$200, Postage is for \$37 across the board, Equipment Maintenance is \$150, Miscellaneous for such items as dues and membership subscriptions is for \$58, Equipment Purchase which is to be used in drills and emergencies is requested for \$1,000 and Mileage and Expense Reimbursement is \$200 this year for a grand total of \$6,097.

Motion by K. Lewis Savage to accept for consideration the Emergency Management Budget for \$6,097.

Second by D. Hooper.

Motion carries.

J. Penta notes that D. Hooper has prepared a spreadsheet for all to look at and asks that he discuss.

D. Hooper discusses his handout and spreadsheets and notes that it indicates the expenditures over time as to whether they are reasonable or not, and notes that he has gone through and looked at the last ten years. It notes how the Town has grown in the past ten years; regarding spending our money and looking at the significant changes through the years and that we are on the upswing of things.

J. Sherman notes that numbers can be misleading and reviews the columns with D. Hooper.

J. Penta notes that there are handouts regarding the Mary Nelson Trust Fund with figures and information on them and asks for C. Kleman to speak on this.

C. Kleman discusses the Mary Nelson Trust Fund for the past years of 2007, 2008 and the upcoming 2009. He notes that the Town always receives \$70,000.

#### **New Business**

J. Sherman notes that the date for the Public Hearing is scheduled for January 13 and the snow date is January 20. The Deliberative Session is scheduled for February 5 and the snow date is scheduled for February 6, 2009.

J. Penta notes that the Budget Public Hearing and Deliberative Session is Scheduled for Wednesday, January 7 and the snow date is January 8, 2009.

J. Sherman notes that in order to vote by absentee ballot you must fall into one of three categories which are: religious belief, disability or polling hours.

Meeting adjourned at 8:18 pm.

Respectfully Submitted,  
Audrey Michaud