



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

BUDGET COMMITTEE MEETING MINUTES

DATE: October 21, 2008

CALL TO ORDER: 6:39 p.m.

PRESENT: Jan Penta, *Chairman*; Ron Hayes, *Vice-Chairman*; Normand Bouchard; Michele Conte; Bernadine FitzGerald; Joyce Ingerson; Kristin Lewis Savage; Catherine Willis and John A. Sherman, *Selectmen Ex-Officio*.

Also present Craig Kleman, *Interim Town Administrator*.

EXCUSED: Martha Sumner; Dan Hooper

- *Motion by K. Lewis Savage to approve minutes, as amended, of October 7, 2008; Second by B. FitzGerald*

Vote: 9-0-0 (*Motion passes*)

- *Motion by K. Lewis Savage to approve the minutes of October 14, 2008; Second by R. Hayes*

Vote: 9-0-0 (*Motion passes*)

Budgets

AMBULANCE

Fire Chief John McArdle presents this budget.

J. McArdle states this budget is up \$50 from last year due to ambulance billing.

- **2008 Approved Budget \$700 2009 Proposed Budget \$750**
- *Motion by K. Lewis Savage to take under consideration the Ambulance budget in the amount of \$750: Second by J. Ingerson*

Vote: 9-0-0 (*Motion passes*)

FIRE DEPARTMENT

Permanent Positions

J. McArdle states this line has increased from \$67,050 in the 2008 Approved Budget to \$69,312 in the 2009 proposed budget due to the 3% CPI Adjustment and \$250 longevity pay.

J. McArdle states the Uniforms line has decreased from \$1,780 in the 2008 Approved Budget to \$1,530 for the 2009 Proposed Budget. States he has removed brass badges for that line as he has kept a supply of them.

Telephones and Communication

J. McArdle states this line remains unchanged at \$4,776.

Data Processing

J. McArdle states this line has decreased from \$8,164 in the 2008 Approved Budget to \$2,033 in the 2009 Proposed Budget.

J. McArdle states this decrease is based on the computer support being split with the Police Department and a decrease in the GIS development.

Medical Services

J. McArdle states there is an increase of \$650 from the 2008 Approved Budget of \$3,150 to \$3,800 in the 2009 Proposed Budget.

J. McArdle states that shots and physicals have increased slightly

J. Penta asks if it is a one time Hepatitis B shot

J. McArdle states that it is

J. Penta asks if everyone has been vaccinated

J. McArdle states no.

J. Penta asks if he knows the percentage of who has been vaccinated

J. Mc states he does not

Dues

J. McArdle states this line has increased from \$1,260 in the 2008 Approved Budget to \$1,275 in the 2009 Proposed Budget.

Office Supplies

J. McArdle states this line has been adjusted down \$400. States that when it comes to using toner and cartridges they use a local company that supplies used cartridges

Books and Periodicals

J. McArdle states this line remains unchanged at \$200.

Miscellaneous

J. McArdle states this line is up \$55 from \$695 in the 2008 Approved Budget to \$750 in the 2009 Proposed Budget.

Mileage and Expense Reimbursement

J. McArdle states this line is down \$30 from 3,862 in the 2008 Approved budget to \$3,832 in the 2009 Proposed Budget. States that he feels town adequately compensates him for travel.

Events and Activities

J. McArdle states this line is up \$100 from \$1,000 in the 2008 Approved Budget to \$1,100 in the 2009 Proposed Budget. States this increase in cost is for Recognition awards.

Permanent Positions – Firefighters

J. McArdle states this line has decreased from \$111,359 in the 2008 Approved Budget to \$105,949 in the 2009 Proposed Budget.

Part time Position – Call Firefighters

J. McArdle states the hourly wage remained the same at the 2008 rate. States the average of incentive awards is based on the previous year's expenditures. States this line is down by \$15,433 from the 2008 Approved Budget of \$147,977 to \$132,544 in the 2009 Proposed Budget.

J. McArdle states they have not had any shifts that were not covered and no calls have gone unanswered. States that at times it does wear thin as to the response time

Overtime - Firefighters

J. McArdle states this line is down from \$25,797 in the 2008 Approved Budget to \$25,553 in the 2009 Proposed Budget.

Special Detail

J. McArdle states this line remains at \$0.

Detail Reimbursements

J. McArdle states this line remains at \$0

Building Maintenance

J. McArdle states this line is up \$300 from the 2008 Approved Budget of \$1,900 to \$2,200 in the 2009 Proposed Budget.

J. McArdle states this line is up due to the increased cost of propane and heating the building.

Training

J. McArdle states this line is up \$6,497 from the 2008 Approved Budget of \$26,258 to \$32,755 for the 2009 Proposed Budget.

J. McArdle states next year they will have their EMT refresher course. States they employ an outside consultant to give requested training as to what is available out there.

J. Penta asks what the difference is between Departmental training monthly and Departmental training under overtime for firefighters. Asks if one is the cost of providing the training and the other one is training the individuals.

J. McArdle asks what lines she is referring to.

J. Penta states Line 140 and Line 500

J. McArdle states Line 140 is the overtime for full time firefighters. States Line 500 covers the call department.

Dues

J. McArdle states this line remains unchanged from the 2008 Approved Budget of \$5,800

J. McArdle states he does not expect that to change unless the population changes sign in the town

Equipment Maintenance

J. McArdle states this line has increased \$2,677 from the 2008 Approved Budget of \$7,175 to \$9,852 in the 2009 Proposed Budget.

J. McArdle states this line is up due to the Lifepak12 and AED Contract and upgrades, gas meter sensor and calibration gas, and pediatric AED pads which were added into the 2009 Proposed Budget.

Gasoline and Diesel Fuel

J. McArdle states this line is up \$871 from the 2008 Approved Budget of \$8,795 to \$9,666 in the 2009 Proposed Budget.

Vehicle Maintenance

J. McArdle states this line remains unchanged for the 2009 Proposed Budget at \$12,495.

J. McArdle states a major repair on one of the trucks. States it has to be sent to the representative of the manufacturer of the apparatus.

J. McArdle states they are currently looking at a snorkel truck. States they are looking at \$3,000- \$5,000 to get it on the road.

J. Penta asks how long we have had the snorkel truck

J. Mc states approx 20-21 years. States the problem they will run into is getting parts for this truck as they don't make these parts anymore.

J. Penta asks if the snorkel is out of commission at this point

J. Mc states that it is.

J. Penta asks if we have that many buildings in town that need that size vehicle.

J. McArdle states you would have to look to see what the need is. States it has use for certain types of structure and can reach the roof line on most structures in town. States as to how many buildings there are, the first one that comes to mind is 95 Plaistow Road.

J. Penta asks how many on call firefighters there are

J. McArdle states there are thirty- five on the department and twenty-five active.

J. Penta asks if he is looking to hire more.

J. Mc states he has approximately five looking to join the department

J. Penta asks if the calls are up or down

J. McArdle states they are down by 50 calls. States they plateau at 800 – 820. States it is at about 750 right now

J. McArdle states he does not turn people away who want to serve the town.

B. FitzGerald asks if the hiring of the five people would eliminate the use of the night and weekend people.

J. McArdle states it would not but there is always a possibility it could

J. Ingerson asks him to clarify what active means

J. McArdle states they do not get paid unless they attend a call or a training session.

J. Ingerson asks how many Firefighters/EMT's there are.

J. McArdle states there are seventeen EMT's which are on call, the Chief, and two full time employees.

J. Ingerson asks why we do not have more than two full time firefighters

J. Penta states that is what the taxpayers voted for.

J. McArdle states if there is an actual fire in a building, they will call for mutual aid.

J. Ingerson asks if that is a cost to the town for calling for mutual aid

J. McArdle states it is not.

J. McArdle states that if the first two people were unable to assist in the calls, then he would come before the Board of Selectmen and ask for more people. States it is based on the demand of the Town, and right now, they are able to meet that demand

J. Penta asks what kind of money we are looking at for a new snorkel truck

J. Mc states there are some fairly inexpensive trucks units that are available in the five to seven year old range for approximately \$250,000. States a new vehicle would be in the \$800,000-\$900,000 range

R. Hayes asks about the certification on the vehicle

J. McArdle states that each piece will have a certification. States their own mechanic would go thru the truck and check on failures

Equipment – Bunker Gear

J. McArdle states this line is up \$550 from \$9,660 in the 2008 Approved Budget to \$10,210 in the 2009 Proposed Budget

Books and Periodicals – Prevention

J. McArdle states this line is down \$75 from \$2,200 in the 2008 Approved Budget to \$2,125 in the 2009 Proposed Budget.

General Supplies - Medical

J. McArdle states this line is up \$380 from \$6,144 in the 2008 Approved Budget to \$6,524 in the 2009 Proposed Budget.

Part –Time Positions – Forest Fire

J. McArdle states this line remains unchanged at \$200.

- *Motion by K. Lewis Savage to take under consideration the Fire Department Budget in the amount of \$459,470; Second by B. FitzGerald*

Vote: 9-0-0 (Motion carries)

WATER DISTRIBUTION

Temporary Positions

J. McArdle states this line is down \$2,499 from \$8,690 in the 2008 Approved Budget to \$6,191 in the 2009 Proposed Budget.

N. Bouchard asks about the hourly rate.

J. McArdle states that it is the same rate as the Fire Fighters received.

Engineering

J. McArdle states this line is up \$1,500 from \$3,500 in the 2008 Approved Budget to \$5,000 in the 2009 Proposed Budget. States in 2010 they are looking at a proposal to do the Route 125 roadway.

J. McArdle states the warrant article was for \$5,000 but the actual was \$6,250. States it would be used to re-modify the system due to the ongoing site work or engineering.

Telephone

J. McArdle states this line is down \$540 from the 2008 Approved Budget of \$1,200 to \$660 for the 2009 Proposed Budget due to eliminated services on the former Process Engineering property.

Electric

J. McArdle states this line is down \$2,342 from the 2008 Approved Budget of \$12,656 to \$10,313 in the 2009 Proposed Budget.

Heating

J. McArdle states this line is down \$300 from the 2008 Approved Budget of \$600.

General Supplies

J. McArdle states this line remains unchanged at \$200.

Mileage and Expense Reimbursement

J. McArdle states they are proposing zero for this line.

Waterline Repairs

J. McArdle states this line has decreased from \$10,500 in the 2008 Approved Budget to \$9,500 in the 2009 Proposed Budget.

Equipment Repairs

J. McArdle states this line remains unchanged at \$500.

Equipment Maintenance

J. McArdle states this line is up \$200 from \$2,800 in the 2008 Proposed Budget. States this line is up due to the fact pump tests have increased. States there is also brush clearing on Maple Avenue.

Fuel (Diesel Generators)

J. McArdle states this line is up \$500 from \$1,000 for the 2008 Approved Budget.

J. Penta asks why the emergency generator at the safety complex is in the water budget

J. McArdle states he maintains all the generators. States the contract is for all the machines to be done

Vehicle Maintenance

J. McArdle states this line is up \$500 from \$450 in the 2008 Proposed Budget.

J. McArdle states the goal was to get five years out of the vehicle

Capital Improvements

J. Sherman states for new members that line was up \$200 a few years ago, and was treated as an operating expense. States that it is now the capital reserve line

J. Penta states those expenses for the improvement of the water line and tends to be tied to the state and the improvements of the roads.

Equipment Purchase

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J. McArdle states this line is down \$5,275 from the 2008 Approved Budget of \$6,950 to \$1,675 in the 2009 Proposed Budget.

J. McArdle states this line is for replacement of hydrant parts or locks. States there are a few people who don't have those keys, so they have switched to another lock.

N. Bouchard states on both budgets he appreciates the spreadsheets being on the back of the paper so it is easier to understand.

➤ *Motion by K. Lewis Savage to take under consideration the Water Budget in the amount of \$39,789; Second by R. Hayes*

Vote: 9-0-0 (Motion carries)

POLICE DEPARTMENT

Chief Stephen Savage presents the Police Department Budget

ANIMAL CONTROL

Part time Positions

S. Savage states this line has decreased \$14 from the 2008 Proposed Budget of \$10,070

Uniforms

S. Savage states this line remains unchanged at \$300.

Medical services

S. Savage states this line remains unchanged at \$700

J. Penta asks what kind of services would be rendered to the Animals

Chief Savage states if you bring an animal into the kennel, it needs to be treated.

Wildlife Control

S. Savage states this line remains unchanged at \$150.

Rents and Leases (Departmental)

S. Savage states this line remains unchanged at \$1,100

Training

S. Savage states this line has increased \$300 from the 2008 Approved Budget of \$500.

S. Savage states they are sending the animal control officer to training and there will be tuition for that course.

Gasoline

S. Savage states this line has increased \$510 from the 2008 Approved Budget of \$1,050.

S. Savage states he believes it would be wise to reassess all the lines pertaining to fuel.

General Supplies

S. Savage states this line has increased \$250 from the 2008 Approved Budget of \$750

Vehicle Maintenance

S. Savage states this line remains unchanged at \$500

Vehicle Repairs

S. Savage states this line remains unchanged at \$500

Mileage and Expense Reimbursement

S. Savage states this line increased \$50 from zero budgeted in the 2008 Approved Budget.

R. Hayes asks what the year and mileage is on the truck

*S. Savage states it is a 2000 Ford Ranger and it has a projected mileage of 61, 555
December 1, 2008.*

*M. Conte asks about last year's budget and if this vehicle was suppose to be moved to the
water budget. Asks if this is a shared vehicle*

*S. Savage states it is not. States they have split off those responsibilities. States the shared
vehicle was not working for either department*

J. Sherman asks how they treat this position and is it on call

S. Savage states he believes it is an on call position

N. Bouchard asks about the gasoline and what the usage is calculated to

*S. Savage states it was up until the month of September but they have projected it to years
end*

➤ *Motion by M. Conte to take under consideration the Animal Control Budget in the
amount of \$16,716; Second by C. Willis*

Vote: 7-0-2 (Motion carries)

Abstains: J. Sherman; K. Lewis Savage

POLICE DEPARTMENT

Permanent Positions

S. Savage states this line is up \$14,944 from the 2008 Approved Budget of \$263,532 to \$278,476 for the 2009 Proposed Budget

Prosecution Services

S. Savage states he does not have that number at this time. States he will have that number by contract hopefully by the end of this week.

S. Savage states they have a contract with county attorney's office to prosecute the cases in town. States the total cost to prosecute is approx \$100, 000. States Plaistow takes up approximately 30% of the cost. States that it is spread across six towns

Data Processing

S. Savage states this line is up \$3,354 from the 2008 Approved Budget of \$27,110.

Pre- Employment Screening

S. Savage states this line remains unchanged at \$2,500

Training

S. Savage states this line remains unchanged at \$4,500

S. Savage states these are tuition type training courses. States there are a lot of the courses that are offered at no cost and some of those courses have been taken by their officers.

States they are forced to look at other avenues.

J. Penta asks if they have anyone currently for the fall semester.

Steve states they have no one enrolled in college courses

CBA Education

S. Savage states this line remains unchanged at \$500

J. Penta asks if there are conditions attached to that.

S. Savage states yes there are.

Dues

This line remains unchanged at \$750

Rentals & Leases (Departmental)

This line remains unchanged at \$1,000

General Supplies

S. Savage states this line has increased from \$8,750 for the 2008 Approved Budget to \$10,000 for the 2009 Proposed Budget.

S. Savage states the water cooler is new.

R. Hayes states he heard the cost of ammunition is going up and asks if they are using less

S. Savage states no. States they are putting two new people into the police academy so they are budgeting for more ammunition which is about a three months supply. States it is getting very expensive for ammunition for training purposes, but it is very necessary to maintain it.

Canine Supplies

S. Savage states this line stays the same at \$3,000.

S. Savage states there is a new item line under this called Insurance. States they invested \$7,000 into the dog including training and supplies and they took out pet insurance in case something happens to the dog

Office Supplies

This line stays the same at \$7,500

Postage

This line stays the same at \$2,500

S. Savage states this line has increased from \$14,656 in the 2008 Approved Budget to \$18,520 for the 2009 Proposed Budget

S. Savage states the copier maintenance contract has increased as well as the contract for Physio Control, Inc. States they also have incorporated an upgrade for children.

J. Penta asks how many of the computers there are.

S. Savage states six

J. Penta asks what the units cost

S. Savage states approximately \$1,500 – \$2,500 dollars each

Equipment and Repair

S. Savage states this line has decreased from \$9,120 in the 2008 Approved Budget to \$6,000 in the 2009 Proposed Budget

S. Savage states part of the problem is if the price to repair any one of those items goes above and beyond the budget, it's a significant problem.

Jail Maintenance

This line remains unchanged at \$800

Books and Periodicals

This line remains unchanged at \$1,000

Equipment Purchase

S. Savage states this line has increased from \$26,500 in the 2008 Approved Budget to \$32,000 in the 2009 Proposed Budget.

S. Savage states there is a line for the Timberlane Regional High School Canopy at \$11,000

R. Hayes asks if there is something about the construction of the school that makes communication impossible. Asks if we have other buildings like that

S. Savage states yes we do. States it is a combination of steel, insulation, and concrete.

States if they can locate a wireless canopy, which will improve communication dramatically.

K. Lewis Savage asks if in the future there is renovations done to the school or a new school is built, is this is something that can be moved

S. Savage states if they go with a new building you will have to be thinking about that as well.

States at that time they should be thinking about radio upgrade for the Police department as well. States it can be moved, but you will be back to the same condition.

R. Hayes states it sounds like it is somewhat re-locatable.

J. Penta asks if the repeaters did anything over these last few years.

S. Savage they absolutely did help. States the canopy will help boost the responders.

Miscellaneous

This line remains unchanged at \$500

Expense Reimbursement

S. Savage states this line has decreased from \$4,100 in the 2008 Approved Budget to \$3,000 in the 2009 Proposed Budget

Permanent Positions - Officers

S. Savage states this line has increased from \$672,775 in the 2008 Approved Budget to \$753,521 in the 2009 Proposed Budget. States these are all union contract positions

N. Bouchard asks what the percentage increase is for the contract

S Savage states its approx 3 to 3 ½ percent

J. Penta asks what MPO means

S. Savage states it is Master Police Officer. States it is a supervisory position when the sergeant is not available.

S. Savage states there are seventeen full time officers and one part time officer in Town

S. Savage states if he loses one in the academy or you lose another one then he is back to square one on the search.

Part – Time Officers

This line remains unchanged at \$7,000

Overtime – Officers

S. Savage states this line has increased from \$130,000 in the 2008 Approved Budget to \$136,500 in the 2009 Proposed Budget

SPECIAL DETAIL

Uniforms

S. Savage states this line has increased from \$20,300 in the 2008 Approved Budget to \$25,250 in the 2009 Proposed Budget

Telephone & Communications

S. Savage states this line has increased from \$12,720 in the 2008 Approved Budget to \$16,770 in the 2009 Proposed Budget

J. Penta asks if each of the phones is increasing \$20/ month

S. Savage states that is the price quoted by Verizon

K. Lewis Savage asks if he can look into getting a bulk rate on the phones from Verizon.

S. Savage states he can look into it

Gasoline

S. Savage states this line has increased from \$42,000 in the 2008 Approved Budget to \$56,000 in the 2009 Proposed Budget.

Vehicle Maintenance

S. Savage states this line has increased from \$8,470 in the 2008 Approved Budget to \$10,000 in the 2009 Proposed Budget.

Vehicle Repair

S. Savage states this line has decreased from \$11,000 in the 2008 Approved budget to \$9,000 in the 2009 Proposed Budget

Highway Safety Grant

This line remains at \$0

Capital Equipment Purchase

S. Savage states this line has increased from \$65,000 in the 2008 Approved Budget to \$66,000 in the 2009 Proposed Budget.

S. Savage states this is for a replacement vehicle and equipment for this replacement car.

K. Lewis Savage asks if they purchased the newer would they have all of the items that are normally needed to buy for the older cars.

S. Savage states yes. States the newer cars run approximately \$55,000

School Crossing Guards

S. Savage states there is a new item under this line which is a crossing guard for the high school.

S. Savage states this line has increased from \$11,258 in the 2008 Approved Budget to \$16,937 in the 2009 Proposed Budget due to adding the new crossing guard.

Permanent Positions – Dispatch

S. Savage states this line has increased from \$198,424 in the 2008 Approved Budget to \$206,484 in the 2009 Proposed Budget

Part Time Positions – Dispatch

This line remains unchanged at \$10,000

Overtime – Dispatch

S. Savage states this line has increased from \$28,000 in the 2008 Approved Budget to \$28,980 in the 2009 Proposed Budget

Uniforms

S. Savage states this line has increased from \$4,250 in the 2008 Approved Budget to \$4,750 in the 2009 Proposed Budget

S. Savage states a huge portion of this budget is personnel related.

J. Ingerson asks if any of the officers can cover dispatch.

S. Savage states they have been down that road off and on for years. States some of the officers would like to do that but they try to shy away from it. States that because of their condition, they decided they were going to staff it with trained outside dispatchers. States the officers do not dispatch.

➤ *Motion by M. Conte to take under consideration the Police Department Budget in the amount of \$1,780,016; Second J. Ingerson*

Vote: 8-0-1 (Motion Carries)

Abstaining: K. Lewis Savage

J. Penta states there was an additional piece of email that was forwarded from the Revenue.

C. Kleman states there was a workup from Bernadine FitzGerald on revenues. States the town received \$49,000 through October. States inspections are down. States the Town received less interest than prior year from TD Bank North.

C. Kleman states he spoke with C. Malette, Recreation Director about revenues from Recreation department.

K. Lewis Savage states summer recreation was down approximately twenty kids per week. States with the senior trips, a lot of those trips haven't happened yet as they are scheduled for the end of the year. States they are just starting to collect the revenue in November from the Baseball/softball registrations that started last year. States summer trips were reduced due to gas and other costs and some were cancelled to inclement weather.

J. Sherman states the bigger concern is the issue with losing interest with TD Bank North.

ADJOURNEMENT:

J. Penta adjourned the meeting at 9:46 p.m.

Respectfully submitted by,

Selwa Moured
Recording Secretary