



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

BUDGET COMMITTEE MEETING MINUTES

MINUTES:

DATE: Tuesday, October 28, 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, Michele Conte, Normand Bouchard, Dan Hooper

ABSENT: Catherine Willis - excused

MINUTES:

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

AGENDA:

BUDGETS

Health

Dennise Horrocks approaches podium to discuss the Health Budget.

D. Horrocks starts her discussion of the Health Budget with Permanent Position noting that it is part-time 35 hours and has a slight increase due to CPI adjustment. Telephone remains unchanged. Training decreased; Dues remains unchanged.

J. Penta questions the training line items.

D. Horrocks explains spent items were put in red, notes 178 and 138 if you add together will show actuals. She notes she was trying to help with visuals. General supplies and Office Supplies remain unchanged; Mileage and Expense Reimbursement decreased; Water Testing remains unchanged; Grant line unchanged and Mosquito control also remains unchanged.

M. Conte inquires as to what is being used for price per gallon to figure out the mileage.

D. Horrocks indicates she did not use price per gallon, she used the reimbursement rate of .585.

Motion by K. Lewis Savage to accept for consideration the Health Budget in the amount of \$79,248.

2nd by M. Sumner.

J. Penta asks for a vote.

Vote completed however no numbers verbalized.

Motion carries.

Recreation

Carli Sarty approaches the podium to discuss the Recreation budget.

J. Penta inquires as to who did her budget.

R. Hayes notes that there are no totals and actual numbers in prior columns are incorrect.

C. Sarty notes that it was sent to her and she only put in the 2009 numbers. She notes that she never put in her own figures for past couple of years that the Town Manager had done such.

Board goes over numbers listed and discusses both the budget and the actuals for 2007 and 2008.

C. Sarty discusses Permanent position for \$39,834 which includes the merit increase from 2007 and the cola increase of 3%. Part time position for summer she notes is \$39,052 and explains the differences and details needed to explain the numbers. Overtime is up from 80 hours to 120 hours and the CPI is included. Uniforms \$3,721 is for T-Shirts which is two per person. Telephone is the same, electricity is the same and she notes that Unitil suggested using a 26.3% increase. Training is the same. General supplies and Postage is the same. Equipment Maintenance stays the same at \$6,800 which a good part of that is for the resurface of Ingalls Terrace for the subsurface under the playscape and the swing set. Groundskeeping is up. Mileage expense Reimbursement is up. Summer Recreation Program has gone down. Summer Transportation is up approximately 5% on the cost per bus. Community Trips has cut out one Red Sox tickets game and moved to revolving fund. Community Trips Transportation is increased by 5%. Plaistow Pride Day is level funded. Concerts on the Green is the same. Senior Citizens Programs is staying the same at \$3,500. Senior Citizen Trips is increased because of the entry fees. Senior Citizen Trip Transportation has a 5% increase and she discusses that the Board of Selectmen authorized that we do not charge seniors for buses which was done five years ago however for this year she has added on to each senior trip a \$2.50 fee which will be \$5.00 to each for their trip which she notes won't stop or hinder people from going. Special Events she would like to keep the same. Baseball League is down because the equipment has been replaced and is up to where it should be. She notes that they have everything they need. Little League and Softball is the same because of the equipment and she notes there is no safety issue with either. Umpires is the same and Youth Disbursements is \$3,500.

D. Hooper inquires if she would be changing to wooden bats instead of aluminum bats for safety reasons and if so, what would the financial impact be.

C. Sarty indicates to find that out you would take each league and multiply 12 times 30 however she doesn't see this forthcoming this year. She continues with her budget noting Miscellaneous Events is staying the same, Holiday Events is staying the same at \$1,260 for a Total Recreation Budget request of \$250,690.

Motion by D. Hooper to take into consideration the Recreation Committee Budget for \$250,690.

2nd by B. Fitzgerald.

Motion carries with one abstention.

C. Sarty goes over Revenues. She goes over line items on the sheets and explains details regarding Baseball/Softball, Community Trips, Senior Trips, Summer Rec Registration, Recreation Special Events and Recreation Summer Trips.

M. Conte discusses the projected estimates and the anticipated actuals with Carli Sarty.

Personnel Administration Budget

J. Sherman indicates he is willing to do highlights for the Personnel Administration Budget. He notes he will speak on the key accounts. Health Insurance account is down because the rates are down and they have accumulated enough of a surplus so they can pass it on to us. The estimation in round numbers is it is down \$13,000. FICA is up a bit and Medicare based upon percentage. The bad news is the Retirement account estimation is \$40,000 which is an increase to us in the year 2009 rate change which means around July 1st the rates go up.

J. Ingerson inquires as to what is blended rates.

J. Penta takes a stab at it and discusses the Fire and Police employees which she thinks means before and after.

J. Sherman notes that those are two significant account changes. Everything else pretty much level funded or going up as you would expect. Workers Compensation is down he notes it fluctuates every year. For example in 2007 we budgeted 51 spent 61 and for 2008 we budgeted 61 and so far have spent 55.

D. Hooper inquires as to what the changes are due to.

J. Sherman indicates that it is just an account that fluctuates from year to year. He explains how they issue credits based upon previous history or how they have to increase rates. He notes it is up approximately \$14,000 which has been eaten up by the Retirement and he notes that State Retirement is struggling quite a bit.

Motion by B. Fitzgerald to take the Personnel Administration under advisement for \$1,200,127.

2nd by M. Sumner.

K. Lewis Savage abstained.

Motion Carries 9-0-1.

NEW BUSINESS:

J. Penta goes over notes to Budget Committee from previous Interim Town Manager regarding questions that were asked at previous meetings. Summarizing she notes that the Finance Director's Computer failed this year, a new lap top was purchased for the Selectmen's Assistant who does their minutes, the Deputy Tax Collector had a new computer, and the Assessing Clerk received a new desk top along with the Assessing Consultant. She notes there is a list on who will be getting new computers on the next refresher and notes they expect to replace every 3-5 years at 3-5 computers at a time. Data process and antivirus licenses we have 50 at \$46. Someone asked can Comcast provide antivirus protection MacAfee however Comcast does not cover exchange email otherwise they would use personal office. The answer is no.

Town Report and Warrant \$11,395 appropriated for Report and Warrant and there is detail listing.

J. Sherman indicated he received notification for the 2007 Town Report we won Third Place and the award will be given at the LGC Conference.

J. Penta indicates there is a computer workstations print out with computer replacement date.

J. Penta notes she has a copy of web pages from Bureau of Labor Statistics from Department of Labor consumer price index which is 6 or 8 pages, if anyone would like to view.

Meeting adjourned at 8:31pm.

Respectfully Submitted,
Audrey Michaud