



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

BUDGET COMMITTEE MEETING MINUTES

MINUTES:

DATE: Tuesday, November 18, 2008

MEETING CALLED TO ORDER: 6:33 pm

PRESENT: Jan Penta – Chairman, Ron Hayes – Vice Chairman,
Joyce Ingerson, Martha Sumner, John Sherman, Catherine Willis,
Michele Conte, Normand Bouchard, Dan Hooper
Kristin Lewis Savage – arrived 6:35 pm

ABSENT: Bernadine Fitzgerald - excused

MINUTES:

Motion by J. Ingerson to approve the Minutes of October 14, 2008 with corrections to page 4.
2nd by D. Hooper.

Vote 10-0.

Motion carries.

Motion by K. Lewis Savage to approve the Minutes of October 21, 2008 with corrections to page 8 and 17.

2nd by M. Conte.

Vote 8-0-2

Abstain M. Sumner and D. Hooper.

Motion by K. Lewis Savage to approve the Minutes of October 28, 2008 no corrections.

2nd by D. Hooper.

Vote 9-0-1.

Abstain C. Willis.

AGENDA:

J. Penta holds an introduction of Sean Fitzgerald the new Town Manager who will take his position on October 24, 2008.

INSPECTIONS

Mike Dorman, Building Inspector is here to discuss the budget *01-4240 Building Inspections*.

M. Dorman discusses Permanent Positions which is for Him and a Secretary; Part-Time position is basically Bob Jones in Atkinson who fills in when Mike is out of town and he is paid a \$30 hourly rate for inspections; Telephone is unchanged; Data Processing is cost of BMSI software; Training has an increase which is putting back Eastern States Building Officials Federation which he attends annually and was removed in previous year; Dues is because he is a member of ICC and Eastern States Building Officials; Books and Periodicals is lower and he notes this line item is for NH law publication and ICC code books; Vehicle Repair is level funded; Equipment Repairs is for new computer monitor and he notes his hard drive needs to be replaced but that will come in the future; Consultant has dropped down for a total budget request of \$108,180 for the year 2009 versus \$108,579 for the year 2008.

J. Penta inquires about the Revenue sheet attached.

M. Dorman discusses his attachment and explains each line item.

M. Sumner inquires about gas prices dropping and wonders if we will look at the \$4.00 price per gallon later on.

J. Sherman notes yes that all budgets will be adjusted accordingly.

Motion by K. Lewis Savage to accept for consideration Building Inspections for \$108,180.

2nd by M. Sumner.

Vote 10-0-0.

Motion carries.

BUILDINGS

David Bowles is here to discuss budget *01-4194 General Government Buildings*.

J. Sherman passes out Revision 2 for this budget.

D. Bowles discusses Permanent Positions which is him and notes it has the CIP adjustment and is \$37,704; Part-Time Positions is \$32,075 with the 3% adjustment; Overtime is level funded; Uniforms is level funded; Telephone and Communications is level funded; Training is level funded; General Supplies is level funded and Gas is at \$3.00 per gallon.

J. Sherman notes it is fewer gallons 180 at \$4.00 per gallon and not the 240 at \$3.00 per gallon.

D. Bowles discusses Vehicle Maintenance and Vehicle Repair which are both level funded; Equipment Purchase includes the tractor with the snow blower; Town Hall Electric is up which is based on statistics from the government web site for projected rates and he notes he has increased this line item by 10%.

J. Penta notes other departments have used different percentages such as 6%.

J. Sherman notes some have used 26% and Sean is going to look into this.

J. Penta notes that the \$1,100 per month figure needs to be changed.

J. Sherman agrees to fix the text.

D. Bowles notes Town Hall Heating Fuel is increased by 17% to \$12,285; Town Hall Building Maintenance is \$3,825; Town Hall Building Repairs is level funded; Safety Complex Telephone is level funded; Safety Complex Electric is based on the same figures he gave earlier; and Safety Complex Heating Fuel is up to \$25,623.

J. Penta inquires about the percentage.

D. Bowles notes 17%. He discusses Safety Complex Maintenance and notes lettering for sign should be removed from text; Safety Complex Repairs are level funded; Museum Telephone is level funded; Museum Electric is up at \$1,320 based on the same increase; Museum Heating is up based on the 17% increase; Museum Maintenance is level funded; Museum Repairs is level funded; and Courthouse Maintenance is level funded as well as Courthouse Repairs.

R. Hayes notes a lot is level funded however the 2008 numbers are substantially higher.

D. Bowles discusses the emergency roof leak which was an unanticipated emergency.

J. Ingerson inquires if there is a separate fund for that.

J. Sherman notes that there is and discusses emergency repairs and funds that are appropriately charged.

J. Penta inquires about the \$12,671 error notation on the spreadsheet.

J. Sherman notes that was a correction and discusses the \$249,717 amount that the Board of Selectmen approved and noted they will make another pass at this budget due to the problem in the excel spreadsheet. Once the first cycles have passed the amount of \$237,046 which all the detail adds up to will be revisited by the Board of Selectmen.

J. Penta inquires about the Part-Time Positions – police and library and notes that it was previously police and court.

D. Bowles explains the Part-Time person was previously a Full-Time person and this is where his work locations were worked.

C. Willis inquires about it being budgeted for the Library and inquires if this is double budgeted.

J. Penta looks at notation and mentions they will have to look at Library budget as well as the Selectmen. She notes she is concerned if this is indeed budgeted in two places.

D. Bowles notes the Library reimburses the Town for that line that is expended.

M. Sumner notes that it is still raising it in two budgets and that it is in two line items.

Committee discusses that it should be kept in the Library budget for budget purposes. Committee holds discussion of reducing the budget regarding this line item.

D. Hooper inquires why the Cable Studio has custodian and this is not considered a Government Building and notes that Bob wanted a part-time custodial outside person.

D. Bowles notes that he was informed by the Town manager that it is a leased building and notes that this is not a Town building, they are only renting the building.

J. Penta discusses Grounds Maintenance and inquires if it is done by us or contracted out.

D. Bowles notes that this is contracted out and that the contractor has indicated he will not be increasing his prices.

J. Penta inquires if there have been any thoughts of combining any of these items.

J. Sherman discusses the duration of the contracts and notes he is not sure but will look into it.

J. Penta discusses energy audit notes.

D. Bowles notes they have had several energy audits, notes all lights are up to the current standards, three audits done in the last six years, the boilers are 95% efficient and he discusses the cut back on lights in Pollard Park.

Motion by K. Lewis Savage to accept for consideration General Government Buildings in the amount of \$221,030 which includes the removing of the custodial position.

2nd by J. Ingerson.

Opposed J. Sherman - notes he supports number and present to BOS.

Vote 9-1-0.

Motion carries.

K. Lewis Savage discusses electric increase and notes the past percentages used in budgets were 6%.

J. Sherman notes he will look into this matter.

PLANNING

Leigh Komornick and Tim Moore, Chairman of the Planning Board, are here to discuss budget *01-4191 Planning*.

J. Sherman notes that they are here to discuss only Planning even though the spreadsheet reads Planning and Zoning, the reason it does is because of the account code 01-4191 which is the same for both.

T. Moore discusses Permanent Positions and notes it has a standard CPI adjustment for a total of \$47,624. Overtime is for the minute taker for 6 hours for 24 meetings.

J. Sherman and T. Moore discuss the need to recalculate the CPI adjustment on the Overtime line.

J. Sherman suggests voting on what is presented and it will get adjusted later. He continues to discuss the computer system that Lori uses for finances and suggests for it to be used for future budgets. He notes her system has the approved budget and actual budget for the year before and has a column for the proposed and includes the up to date information as well. The only thing the system doesn't have is a place to put comments. He suggest to get out of the excel world and use one data base. He and Lori are looking into this.

K. Lewis Savage discusses budget spreadsheets in general and notes that all incorrect numbers are spreadsheet related noting that the bottom numbers are usually the ones that are the incorrect ones.

T. Moore discusses Engineering/Consulting Fees which has a slight reduction from \$500 to \$300; Mapping has a major change due to GIS services; Legal in 2008 budgeted \$12,000 and he recommends the same for 2009, he discusses the reason for no increase is that this year there was quite extraordinary work in the research area and now that the research is done there won't be that much; Telephone, Data Processing and Training are all pretty much level funded; Notices & Publications are level funded; Dues, Office Supplies, Postage, Equipment Repairs, Books & Periodicals, Computer Equipment Purchase, Mileage & Expense Reimbursement and Recording Fees are all level funded. He discusses Safe Routes to Schools Planning Project for \$5,000 and notes it is a grant from DOT. The purpose of these grants is to provide safe routes to school such as side walks and/or bike routes. \$5,000 is the getting started money just for the planning of the sidewalks. The grant has been approved for the \$5,000 and we can apply for more once we calculate the cost for the engineering of the sidewalks.

J. Sherman inquires about the unanticipated revenue.

L. Komornick notes that this is unanticipated and notes it is reimbursed.

J. Sherman notes that Sean will look into this.

Committee discusses the total amounts of the budget for 2009 and from 2008. They question the total of budget at \$72,950 and inquire about the \$77,950.

K. Lewis Savage discusses the minute taker and inquires if there should be a CIP on the minute taker because it is a stipend.

M. Sumner notes this is a full time employee.

K. Lewis Savage agrees but inquires about consistency.

C. Willis discusses time and a half if over 40 hours and discusses the labor laws.

L. Komornick notes that for the GIS training the idea creates maps and she would be comfortable with taking this out of the budget all together.

T. Moore notes there are a number of corrections and inquires if this can be done off line.

J. Penta suggests doing all at once with the Board of Selectmen. She inquires about the revenue line and which dollar figure they are voting on \$77,270 with out it or leave it in and vote on the \$72,950.

M. Sumner notes they are making a pass through and suggests leaving at \$72,950.

Motion by K. Lewis Savage to take into consideration the Planning Budget in the amount of \$72,950.

2nd by M. Sumner.

Vote 10-0-0.

Motion carries.

CONSERVATION

Tim Moore is here to discuss budget **01-4611 Conservation Commission.**

T. Moore notes it is pretty straight forward and is requesting for it to be level funded in the amount of \$48,000.

J. Penta inquires about the line indicating Transfer to Conservation Fund.

K. Lewis Savage notes we use to put money into the budget and it is only holding the line open.

T. Moore discusses the RSA and notes that it allows Towns if they so choose to take the unexpended funds and put it in the conservation fund at the end of the year. Excess can go to conservation and not the general fund.

Motion by K. Lewis Savage to accept for consideration the Conservation Commission in the amount of \$48,000.

2nd by M. Conte.

Motion carries.

Vote 10-0-0.

CIP

Tim Moore is here to discuss **Capital Improvement Program**.

T. Moore notes this is not a budget but a planning document. He notes he works very closely with the Town Manager and the Selectmen. The idea of this is to discuss how you want the Town to grow in the future and notes that some are part of capital fund so you can see in future years where capital funds will occur. He discusses Garden Road Bridge for \$625,000 and the Highway Capital Projects/Drainage for \$60,000.

K. Lewis Savage inquires why it is being reduced.

T. Moore discusses that Danny felt we are at a point now where we can reduce it and discusses Road Surface Management Projects where you enter the condition of the road and it will digest all information and tell you in order to bring the road to standard what the cost would be.

J. Sherman notes that we don't apply it to roads that need the most repair, we apply it to roads that don't cost that much to repair. It is applied to roads which will give us the most bang for our buck.

T. Moore notes it is a balancing act. He discusses Building Inspection truck and notes it is not an expense until 2010; Highway Department Trucks for 2009 is \$110,000 and Sale of Vehicles for \$16,000.

D. Hooper inquires about 2010 and notes nothing was bought however something is sold.

T. Moore notes there is a backhoe listed and it is on the next line item. He notes total of Transportation is \$330,034. He discusses Town Hall Buildings by line items for a total of \$315,000. He recommends setting up a capital reserve for Safety Complex for \$50,000. He discusses Concrete Apron at Fire Department for \$25,000 and a Library Bond for \$109,000 which will have final pay in 2009.

J. Sherman discusses bond debt and notes there won't be any debt after this year.

T. More discusses the move of the Cable Studio to a different building and the line item for 2010 for \$100,000 and the Salt Shed for \$110,000 in 2010 and he mentions the salt shed and highway garage is separated.

D. Hooper questions the \$580,000 for the highway garage.

T. Moore notes it is an oversight. He discusses the Rooftop A/C at the Historical Society for \$12,500; Cable Studio for \$90,000; Reserve Deposit Building Systems for \$20,000 and he speaks about Revenues from the Cable Building for \$21,000 and PEG Cable Access for \$90,000 and he notes that Bob Carolan can explain this much better than he.

M. Conte inquires if this makes sense to spend \$90,000 on equipment for the Cable Studio if we are moving the studio for \$100,000.

D. Hooper notes that all purchased equipment will come with them when they move.

J. Sherman notes these are planning numbers only.

T. Moore discusses Town Hall Services and each individual item listed beneath the heading. He discusses Fire Suppression Water and notes the reserve deposit that is being recommended is \$240,000 to make sure as the State improves Route 125 that the Town has enough money for the water line and the \$240,000 would guarantee enough money to do that. He discusses the line item of Pump Replacement for \$200,000 in 2015 and notes the rational for that was that the expectation of the pump is for it to last until 2015 and the rational was to get money in reserve account just in case it fails prior to that. He discusses the Reserve deposit for tower for \$30,000 in 2009.

J. Sherman notes the Board of Selectmen will be talking about the Warrant Article for that due to the new estimate they have received.

J. Ingerson inquires if he can go over the water town study briefly.

J. Sherman discusses the water tower concerns which are about the structural integrity of it, the concrete base as well as metal supports. The Town did a study to find out the status of it and how long it will last. Technically it is not used any longer for a water tower it is used for revenue for various antennas on it, however if we do not use as a water tower do we replace and put antennas elsewhere. The estimate from the consultant is \$200,000 which is a lot of money, however in their opinion it would insure that the structure would last for 20 or 30 years and over a period of time we would receive 2 million dollars in revenues.

M. Conte inquires about the 2 million dollar revenue.

J. Sherman discusses the \$200,000 cost to make it last 20 or 30 years compared to revenue it would bring in for those years.

T. Moore discusses Nat. Resources and Recreation; Conservation Fund for \$5,000 and Recreation Projects/Playscape, Safe Surface, Shelter for \$100,000.

J. Penta inquires about the additional parking and where the location is.

J. Sherman indicates the additional parking is at Old County Road.

T. Moore discusses the Fire/Rescue Capital Reserve Deposit for Fire Equipment in the amount of \$80,000 and speaks about the Snorkel Truck; Police Cruiser Replacement in the amount of \$66,000 to replace two cruisers and discusses the offset of the sale of used cruisers; Communications Monitoring/Recording in the amount of \$10,000; Capitol Reserve – Communications in the amount of \$25,000 for the next several years; Replace Building Camera Recorder in the amount of \$10,000 and Replace Various Hardware/Software in Computer System in the amount of \$15,000.

J. Penta inquires about the difference between communications and camera recorder system.

K. Lewis Savage notes that all phone calls that come in have to be recorded and one is for phone calls and one is for surveillance.

M. Conte asks for an explanation for the reverse 911.

T. Moore indicates your phone number comes up; something like this phone is at what specific location and could be used if you wanted to call the person at a certain address.

J. Sherman notes this allows you to do a mass broadcast thing. If there was an emergency in Town it would broadcast to all people in Town. He notes this is not used for day to day stuff only for emergency type of items.

T. Moore discusses Reserve Withdrawal and the Impact Fees and the Water Line Cash Flow. He discusses the Approved for 2008 was \$702,964 and for 2009 the Total request is \$1,277,364.

D. Hooper questions if everything in the CIP will be funded as a Warrant Article.

J. Sherman notes no, typically it is for highway paving and drainage they asked voters if they wanted to see it in a Warrant Article. Certainly anything bonded has to be a Warrant Article, Capital reserve has to be Warrant Article and mostly large ones are Warrant Articles.

NEW BUSINESS:

J. Penta discusses the invitation she received in the Budget Committee box which is from the Plaistow Police Department for a promotion on November 25 at 2 pm at the Fire and Safety Complex promoting Eirio to Sergeant.

J. Penta discusses the information about time lines for meetings for Towns which is in everyone's folder.

D. Hooper notes that it was only in Jan's box and not in anyone's folder.

J. Sherman discusses that the tax note has been approved, signed off on and processed today and that the money in the amount of 3 million dollars would be available tomorrow.

M. Sumner inquires as to what happened when we were in the black.

J. Sherman notes that it is a cash flow problem however the tax bills will go out shortly then we will be getting revenue in. At one time there was enough in our reserve however we are borrowing money temporarily, this is not because of over expending the budget, the need for the money is to pay the school bill and county bill which are big ticket items.

J. Penta inquires as to when the tax rate will be set.

J. Sherman notes that it is just about finalized and we will be issuing information in the next few days.

J. Penta discusses the information she received from Chief Savage regarding the prosecution services for \$32,100 versus the \$29,813 that he proposed.

J. Sherman inquires as to what meeting she wants the budgets presented at. He suggests the 2nd.

J. Penta agrees to start on it the night of the 2nd and notes on the 9th they will schedule to review the budgets and the 16th will be for warrant articles.

Meeting adjourned at 9:19 pm.

Respectfully Submitted,
Audrey Michaud