



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

BUDGET COMMITTEE MEETING MINUTES

MINUTES:

DATE: Tuesday, November 25, 2008

MEETING CALLED TO ORDER: 6:35 pm

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

ABSENT:
Martha Sumner - excused
Normand Bouchard – excused

MINUTES:

Motion by K. Lewis Savage to approve the Minutes of November 18, 2008 with amendments to page 1 and 4.

2nd by D. Hooper.

Vote 8-0-1.

Abstain B. Fitzgerald.

Motion carries.

AGENDA:

LIBRARY

Jennifer Kiarsis, Chairman of the Trustees, Catherine Willis, Treasurer of the Board of Trustees and Laurie Houlihan, Director, are here to discuss **01-4550 Library Budget**.

J. Kiarsis notes they worked very hard to level fund this budget.

C. Willis discusses Salaries and cost of living. She notes Workers Comp is unchanged, Health Life and Disability is down a slight amount, Retirement is up a slight amount, Materials line is level funded and so is Online Resources, Supplies, Continuing Education, Public Activities and

Telephone. She discusses Postage and notes even though there is an increase in postage fees they are still going to level fund it. Professional Dues, Miscellaneous and Repairs/Maintenance are level funded, as for Gas she discusses how prices have dropped so this line item is still being worked. For Building Insurance she has been told by Town Hall it could be level funded. Janitor has been reduced, Landscaping is level funded and she indicated that the landscaper has informed them that he would hold his price. Bookkeeping and Liability are level funded. She discusses Estimated Expenditures and Income spreadsheet.

B. Fitzgerald inquires if CPI and raise is included in Salary line.

C. Willis notes it is included.

M. Conte looks for an explanation for the increase in the Maintenance line and questions why it is being level funded.

C. Willis notes it is for one time occurrences that had to be resolved.

J. Penta inquires if they see any repairs or maintenance coming up this year.

C. Willis notes they are concentrating on energy saving items.

B. Fitzgerald questions Health Insurance.

C. Willis notes it is 80/20 for family plan and 90/10 for single plan.

J. Ingerson notes set up of Library Budget is a good idea and very understandable.

M. Conte questions Telephone being level funded and inquires as to what E-Rate funded is.

L. Houlihan discusses that it comes from the Federal Government and it is for schools, libraries and technology users.

Motion by M. Conte to take into consideration the Library Budget for the amount of \$471,685.

2nd by K. Lewis Savage.

Motion carries.

Vote 8-0-1.

Abstain C. Willis.

PW ADMINISTRATION

Dan Garlington, Highway Department Supervisor approaches podium to discuss ***01-4311 Public Works Administration*** Budget.

He discusses the Salary which is for full time personnel, Temporary Position which is summer help to cover vacations and he notes they are level funded. He discusses Overtime and how he has taken an average from the past years to come up with this total. Uniforms is level funded; Engineering Services is for hiring the outside engineering company to help with design and bidding process for the drainage projects and notes it is level funded; Telephone & Communications is level funded and Data Processing is to purchase new computer for office.

J. Penta inquires if it is a computer desktop and monitor or a laptop.

D. Garlington notes he believes it is a desktop computer and a monitor.

J. Penta inquires if it includes transferring data to new computer.

D. Hooper notes for that price he believes it would include the transferring.

D. Garlington discusses Heating Fuel which is propane for garage and he has taken an average from the past 3 years to get this figure; Training is for programs that State of New Hampshire has; Dues is basically money used to recertify three people that monitor landfill.

J. Penta inquires if they are certified yearly.

D. Garlington notes yes. He continues his discussion with General Supplies which is up \$500 and is for things needed to operate highway garage on daily basis; Office Supplies are for pens, paper and computer cartridges and is up \$250; Equipment Maintenance is level funded and Gasoline & Oil is up substantially.

R. Hayes questions the gas and oil and inquires if it is mostly diesel.

D. Garlington indicates yes.

R. Hayes inquires if we store any.

D. Garlington notes about 1,000 gallons and gas is for chainsaw.

R. Hayes inquires if employees have to be certified on the front loader.

D. Garlington indicates no, not in the State of NH.

D. Hooper and J. Penta discuss and/inquire about Engineering Services and the possibility of it being over budgeted because we do not spend the entire amount.

K. Lewis Savage notes in 2006 spent more than what was budgeted.

Motion by D. Hooper to take into consideration the Public Works Administration budget for the amount of \$265,020.

2nd by K. Lewis Savage.

Vote 9-0-0.

Motion carries.

HIGHWAY

Dan Garlington, Highway Department Supervisor, is at podium to discuss **01-4312 Highway Department Budget**.

D. Garlington discusses General Supplies which is level funded and is for oxygen and acetylene; Vehicle Maintenance is up \$2,000 because of the purchase for items for vehicles which have gone up for general in house maintenance and Equipment Purchase is for chain saw and new cordless drill.

D. Hooper inquires why over budget this year.

D. Garlington notes because of an air compressor which was 20 years old and no longer worked. He continues with Vehicle Repairs which is for sending vehicle out for repairs and for buying items such as tires; General Supplies is for traffic controls like street signs, stop signs and speed limit signs and Crushed Stone is level funded and is just for buying material and he notes this number fluctuates due to weather conditions.

J. Penta questions Pavement Maintenance and why it was over in 2008.

D. Garlington notes Pavement Maintenance has to do with the highway block grant. He discusses Drainage Improvements for \$60,000 and notes he likes to do drainage project once a year; Pavement Management for \$200,000 is actual money they like to spend to continue with pavement maintenance and improvements; Rentals & Leases he notes are emergency type items such as wood chippers and he discusses the future items to rent which will help with brush cutting; Street Sweeping he notes is money to sweep all Town roads every spring and Culvert Maintenance he notes is level funded.

J. Ingerson inquires if street sweeping includes the Main Street road.

D. Garlington notes that is a State road.

J. Penta discusses FEMA with D. Garlington.

D. Garlington discusses the Salt & Sand and notes it is level funded for purchase of road salt and winter sand; Snowplowing is to cover the hiring of outside contractors for plowing snow; Tree Maintenance is level funded and he notes he has not spent any this year however this is done at this time of the year which he will be doing soon.

J. Sherman discusses if we had the place to store salt then the Town would spend less for this item because it is cheaper to purchase during summer time.

C. Willis inquires as to why we do not budget up on the snow plowing line even though we go over every year.

D. Garlington discusses trends and weather conditions which determine how much snow we will get.

Motion by D. Hooper to take into consideration the Highway Department budget for \$485,650.

2nd by K. Lewis Savage.

Vote 9-0-0.

Motion carries.

LANDFILL

D. Garlington is at the podium to help discuss the **01-4325 Solid Waste Clean-up** Budget.

J. Sherman discusses this budget and keeps D. Garlington available for questions.

J. Sherman notes that this budget is level funded for \$46,000.

J. Penta inquires if change in tenancy.

J. Sherman notes not that he is aware of.

Motion by K. Lewis Savage to accept for consideration the Landfill budget for \$46,000.

2nd by J. Ingerson.

Vote 9-0-0.

Motion carries.

ZONING BOARD OF ADJUSTMENT

J. Sherman discusses the **01-4191 Zoning Board of Adjustment** Budget and notes the bottom line is \$11,128. He asked Ruth to speak to D. Voss who spoke to Larry Ordway who asked for postage to be increased.

Motion by K. Lewis Savage to accept for consideration the Zoning Board of Adjustment Budget in the amount of \$11,128.

2nd by M. Conte.

Vote 9-0-0.

Motion carries.

ADV/REG ASSOCIATION

J. Sherman discusses the **01-4197 Advertising/Regional Association** Budget and notes the majority of this budget is for the production of the Town Report. It also includes public notices that go out. He notes the Town Report has been reduced and the Dues for two associations that we belong to are NH Municipal Association and the Rockingham Planning Commission.

J. Penta questions why Dues are listed here and not on the Executive Budget.

J. Sherman notes that we can research.

K. Lewis Savage discusses how it encompasses more than one department.

J. Sherman notes the Executive Budget needs to be adjusted because the Town Report was included in there earlier during Craig's presentation.

Motion by K. Lewis Savage to accept for consideration the Advertising/Regional Association Budget in the amount of \$23,643.

2nd by M. Conte.

Vote 9-0-0.

Motion carries.

LEGAL

J. Sherman discusses the **01-4153 Legal** Budget and notes the BOS recommends to level fund. He discusses the reducing of legal expenses over the past few years, however suggests to level fund due to new Town Manager who is from another State. He also discusses the renegotiating of the cable franchise agreement.

Motion by K. Lewis Savage to accept for consideration the Legal Budget in the amount of \$24,500.

2nd by B. Fitzgerald.

Vote 9-0-0.

Motion carries.

CEMETERY

J. Sherman discusses the **01-4195 Cemeteries** Budget and notes that BOS suggests to level fund. This was discussed with Topper and he agreed to level fund.

Motion by K. Lewis Savage to accept for consideration the Cemetery Budget in the amount of \$13,465.

2nd by R. Hayes.

Vote 9-0-0.

Motion carries.

INSURANCE

J. Sherman discusses the **01-4196 Town Insurance** Budget in the amount of \$67,000 and notes that the account is up. He discussed this account with Lori and notes that the deductible is still the same.

R. Hayes inquires about the result of audit in prior year for increasing liability.

J. Sherman discusses financial considerations.

Motion by K. Lewis Savage to accept for consideration the Town Insurance Budget in the amount of \$67,000.

2nd by D. Hooper.

Vote 9-0-0.

Motion carries.

CONFLICT OF INTEREST

J. Sherman discusses the *01-4199 Conflict of Interest* Budget and notes the committee requested to level fund. He notes there is an increase in General Supplies however there is a decrease in Office Supplies and this balanced itself out by not changing the bottom line.

K. Lewis Savage inquires about the postage increase.

J. Sherman discusses the postage box rental which is used for complaints.

B. Fitzgerald inquires about postage listed under postage box.

J. Sherman notes it is a breakdown of the above line.

J. Ingerson inquires as to why training has been taken out.

J. Sherman discusses that last year the committee members did not attend any training.

J. Ingerson suggests that they should be attending training seminars such as new RSAs.

J. Sherman agrees.

J. Ingerson inquires if they can stick \$200 in there to recommend they do go to training.

K. Lewis Savage agrees and notes she was the one who reduced the budget last year and notes she is in favor of adding the training line back to the budget if John can bring it back to the board for review.

D. Hooper is not in favor of telling the Conflict of Interest Committee that they have to go to training.

J. Ingerson recommends that they should put it in the budget just in case they want to go to training.

Board discusses if the Committee has access to the Town's Attorney.

J. Sherman believes the attorney is not Town Attorney but the Board of Selectmen's Attorney; however he would have to review their bylaws.

J. Penta notes in 2006 the line read Consultation and Training and going forward it had been changed.

R. Hayes points out that they are here to accept the budget as presented.

K. Lewis Savage suggests they should be made aware that training is available for them to go to and an email should be sent to them regarding such.

J. Sherman notes Mike Allen is the Chairman of the Conflict of Interest Committee and he sent an email to level fund this budget.

Motion by K. Lewis Savage to take into consideration the Conflict of Interest Budget in the amount of \$97.

2nd by D. Hooper.

Vote 8-1-0.

Opposed J. Ingerson.

Motion carries.

CULTURAL

J. Sherman discusses the **01-4589Cultural** Budget noting that he spoke to Tami who is the Chairman of the Old Home Day Committee and she agrees with level funding this account.

Motion by K. Lewis Savage to take into consideration the Cultural Budget in the amount of \$38,118.

2nd by J. Ingerson.

Vote 9-0-0.

Motion carries.

BUSINESS:

J. Penta discusses that December 1st the BOS will review Batch 2 of the Warrant Articles. She notes December 2 the BUDCOM will receive Revisions 2 of the operating budget which will not include 53 weeks or GIS.

J. Penta, J. Sherman and S. Fitzgerald discuss adjustments on forthcoming budgets.

J. Penta notes that she will compile all questions, comments and suggestions from Budget Committee members regarding who they want to attend the upcoming meetings and what information they would need from these individuals. She notes that this is how it was done in the previous year and she will follow last year's plan.

C. Willis inquires if they will be given an up to date copy of actual expenditures to date.

S. Fitzgerald notes he will speak with Lori tomorrow regarding such.

K. Lewis Savage inquires if they can get updated revenue.

S. Fitzgerald notes he will work on getting this information.

Meeting adjourned at 8:24 pm.

Respectfully Submitted,
Audrey Michaud