



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

BUDGET COMMITTEE MEETING MINUTES

MINUTES:

DATE: Tuesday, December 9, 2008

MEETING CALLED TO ORDER: 6:35 pm

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

ABSENT: Bernadine Fitzgerald – excused
Kristin Lewis Savage - excused

MINUTES:

Motion by R. Hayes to approve Minutes of December 2, 2008 as amended on pages 7, 13 & 14.

2nd by J. Ingerson.

Vote 8-0-0

Note: D. Hooper stepped away from meeting so he is not included in vote for above minutes.

AGENDA:

J. Penta discusses the Tax Collector and the Town Clerk and suggests the CPI listed for them needs to be removed from those budgets.

J. Penta discusses the mileage rate and notes it is not 58.5 cents per mile and references that the IRS as of November 25th indicates the change to be 55 cents for the year 2009.

J. Sherman notes he will bring this information to the Board of Selectmen and they will take a vote on such.

WARRANT ARTICLES

S. Fitzgerald discusses Warrant Articles and notes the Town staff has looked at it and he has reviewed for wording. He discusses the Operating Budget and the standard wording.

PATROL POLICE OFFICER POSITION – ARTICLE P-09-R

S. Fitzgerald is at podium and S. Savage approaches podium to help answer questions.

S. Fitzgerald discusses Article P-09-R. He reads Article, Intent and Notes. He informs the Board that the Notes will not be in the Warrant Articles they are there just for content and explanation.

S. Savage discusses language for fiscal year 2009 and the prior 2008 wording and explains the principle difference between both.

R. Hayes inquires if there is an issuance by the State for requirement of necessary officers.

S. Savage discusses and references that it is not mandated.

C. Willis inquires if he ever hires someone who does not have to go through academy.

S. Savage notes they do hire certified individuals and discusses green individuals and training purposes as well as reasons.

D. Hooper inquires about School Resource Officer.

S. Savage discusses staffing and the impact of his four shortages, transfers and Warrant Articles pertaining to such.

D. Hooper inquires about qualified candidates.

S. Savage discusses that every year about this time they start the search and continuously do a search for candidates.

D. Hooper inquires if this position was filled would you need another vehicle.

S. Savage notes the Selectmen authorized the expansion of the fleet and notes presently the fleet is okay.

D. Hooper inquires if the Impact Fees can be used to defer some of the salaries.

S. Savage indicates no.

J. Sherman discusses the Impact Fees and the usage noting they can only be used for capital things not salaries.

J. Penta questions the DARE program.

S. Savage notes it is the 5th grade program and has been run since 1990.

J. Penta inquires about the School Resource Officer and using the DARE Officer.

S. Savage discusses they are both certified, DARE Officer is not full time, School Resource Officer is full time and is back to patrol during summer time.

J. Sherman notes this is Warrant Article R.

Motion by M. Sumner to recommend the additional Patrol Police Officer Position – Warrant Article R.

2nd by J. Ingerson.

Vote 7-2-0.

Opposed J. Penta & D. Hooper.

Motion passes.

PUBLIC SAFETY COMPLEX CAPITOL RESERVE – ARTICLE P-09-E

S Fitzgerald discusses Article P-09-E and reads the Article, the Intent and the Notes.

S. Savage discusses the need to make a decision on the existing structure and its housing. He discusses the space needs and the architects that were hired along with the amount of the costs. He discusses deficiencies, the Space Needs Assessment which was done, the drawings, wetland mitigation studies, the addition to the existing structure, the stand alone facility, the relocation of the pond and the steps to move forward.

J. Ingerson inquires if we are not in compliance because of the Federal requirement.

S. Savage notes we are in compliance and discusses the juvenile base and notes the locker rooms were never designed for female officers.

J. Ingerson inquires if this could eventually lead to liability issues if we do not do anything.

S. Savage indicates yes and notes that you are always in danger of such.

M. Sumner inquires if he is saying that the new cells do not have bars.

S. Savage indicates no and discusses the cubicles with steel doors and notes there is no way of hanging yourself and discusses different camera system and managing risks.

M. Sumner suggests having the Budget Committee go over for a tour, if not this year maybe next year and notes a tour may serve for better explanation.

S. Savage agrees and notes we are victims of our own deficiency. He notes the building looks good and presentable and he holds a discussion regarding little protection for staff members.

D. Hooper notes he is in agreement with Steve and discusses cameras and deficiencies. He asks for breakdown of the required \$50,000 and discusses studies done previously that were cheaper.

S. Savage notes he is working on such with the engineering architect.

M. Sumner discusses the Rec field, their \$50,000, the capital reserve and the engineering services for such.

J. Penta inquires if this will be one year or every year.

S. Savage notes every year, and that he cannot draw off that money without the Selectmen and the Town Manager approval.

J. Sherman notes to add wording to reference space needs and engineering costs in the Article.

S. Fitzgerald discusses design development, stages, defining specifications and next step.

M. Sumner suggests changing wording to clarify what this is going to be for.

D. Hooper suggests tabling this until we have the proper wording.

J. Sherman agrees and notes his opinion is not to vote on this tonight.

J. Penta suggests adding a statement needing to reference CIP.

D. Hooper inquires if the Selectmen voted on this last night.

J. Sherman notes yes, the vote was 5-0-0 and the wording needed to be updated.

J. Penta notes this will remain on hold until it is reworded.

HIGHWAY EQUIPMENT RESERVE FUND - ARTICLE P-09

J. Sherman notes this is Warrant Article B.

D. Garlington approaches the podium to help filter a discussion of Article B.

S. Fitzgerald reads the Article wording and the Intent.

J. Penta notes this is the same as the previous year.

D. Hooper questions if it is safe to say that there is no impact to the taxes and inquires if this is new funding or not.

J. Sherman notes no this is putting the money away.

M. Sumner suggest to add in the Intent this is the (whatever specific year) for example seventh year and to note that this is an ongoing thing. Example is X of blank year plan.

D. Hooper expresses his opinion as a tax payer and voter.

Board suggests changing the wording in the Intent to include X of X years.

J. Sherman notes the fund was established in 2005 and started at \$59,000 and discusses the costs going up and the figure being adjusted adequately.

R. Hayes references the Fire Dept capitol reserve and the clarity of it.

Board discusses wording on Intent and the necessary changes.

Motion by D. Hooper to recommend Highway Equipment Reserve Fund - Article B as amended.

2nd by M. Sumner.

Vote 9-0-0.

Motion carries.

REPLACE HIGHWAY DEPARTMENT DUMP TRUCK - ARTICLE P-09-C

S. Fitzgerald is at podium along with D. Garlington.

J. Penta reads Article wording and Intent.

Board discusses change to wording of Intent and Article.

S. Fitzgerald makes amendments to wording suggested by Board.

J. Sherman notes the wording will be passed by our Attorney and DRA.

R. Hayes inquires if we run into a problem if we do not get the \$16,000.

D. Garlington notes that is the figure he received by the dealer.

J. Penta inquires if he can save any of the plows.

D. Garlington discusses modifying plow frames and notes they have to fit the plow frame set up to the truck, he discusses older plows and the set up on newer vehicles.

Motion by M. Sumner to recommend Article C – Replace Highway Dump Truck.

2nd by D. Hooper.

Vote 9-0-0.

Motion carries.

PLAYSCAPE, SAFE SURFACE, SHELTER AT OLD COUNTY ROAD - ARTICLE P-09-N

S. Fitzgerald reads Article, Intent and Notes.

C. Malette approaches podium and discusses Article, initial phases, shelter, playscape and money raised by Friends of Rec.

D. Hooper questions money raised by Friends of Rec.

C. Malette explains details pertaining to money raised.

D. Hooper questions cost savings from moving Summer Rec Program out there.

C. Malette notes no cost savings just a better area for children with running water and bathrooms and a better area for families for picnics to having the seniors out there as well.

C. Willis inquires about the shelter structure.

C. Malette discusses shelter and notes it is an over head only, no sides; shelter is for shade or protection from minimal rain.

J. Penta questions the contribution of \$16,000 from Friends of Rec and wonders why she can't ask for less from the tax payers.

C. Malette discusses the playscape to house the number of children and notes it is age appropriate and discusses costs and deals such as free shipping, and notes that Friends of Rec is looking to enhance the whole thing, she notes it is a burden off the tax payers for items such as swings or bleaches, and Friends of Rec is enhancing the area with their fundraising that is not in this cost.

J. Penta suggests tweaking the Intent wording.

Board reviews wording and makes suggestions which S. Fitzgerald makes directly to the projected overhead showing the Warrant Article.

Motion by M. Sumner to recommend Article N for the Playscape, Safe Surface, Shelter at Old County Road.

2nd by M. Conte.

Vote 7-2-0.

Opposed J. Penta & D. Hooper.

Motion carries.

WESTVILLE ROAD WIDENING PROJECT – ARTICLE P-09-D

Leigh Komornick approaches the podium.

J. Sherman notes this is Article D.

S. Fitzgerald reads Article and Intent.

M. Sumner suggests listing a chart breakdown of expenditures as seen in previous Articles.

Board questions if developer can be identified.

L. Komornick notes she wasn't sure if it could be put in there.

J. Sherman suggests adding it to the Intent and not to the Warrant Article.

J. Penta suggests grammatically she would rather see the number and not the words and suggests consistency throughout the Articles.

Board discusses wording of the Article and makes suggestions for corrections.

S. Fitzgerald makes corrections suggested by the Board.

Motion by M. Sumner to recommend Article D the Westville Road Widening Project.

2nd by N. Bouchard.

Vote 9-0-0.

Motion carries.

CONSERVATION FUND ARTICLE P-09-M

S. Fitzgerald projects wording for the board on projection screen for all to read and it is noted that there is no change to this Article from previous.

J. Sherman notes this is in the CIP.

Board notes there is no change.

Motion by M. Sumner to recommend the Conservation Fund which is Article M.

2nd by R. Hayes.

Vote 9-0-0.

Motion carries.

DANVILLE ROAD SIDEWALK MATCH - ARTICLE P-09-Y

L. Komornick is at podium for discussions.

J. Penta reads Article and Intent.

L. Komornick notes changes in Article which were decided earlier today and notes she is adding words to explain the project better which is referencing another project that is also an Article and related to this one.

Board discusses wording and makes suggestions on how to write and clarify this Article.

D. Hooper discusses Grants and DOT and the raising and appropriating of monies for clarity.

M. Sumner makes a suggestion to table this until next week.

L. Komornick discusses with John how to tie the two Articles together.

J. Sherman discusses adding a table format like previous Articles. He notes his opinion is that in the Intent it needs to reference the other Warrant Article.

Board is tabling this Article until next week.

FIRE SUPPRESSION WATER LINE EXPANSION – ARTICLE P-09-I

J. Penta reads Article, Intent and Notes.

M. Sumner inquires if the line reading 2008 should read 2009.

J. Sherman suggests removing the entire sentence.

S. Fitzgerald removes the line.

J. Sherman notes the need to update the amounts.

D. Hooper suggests simplifying this Intent wording as done in the previous Articles such as the Fire Dept and he discusses the extra verbiage.

Board discusses wording and changes to wording.

D. Hooper suggests adding CIP tag as well.

J. Penta suggests changing the fifth line from “impact of this work” to “level the tax impact”.

R. Hayes inquires about the Notes.

J. Penta reminds him that the Notes are only for us.

M. Sumner suggests changing the title to Fire Suppression Water Capital Reserve Fund.

J. Sherman suggests moving the Recommend section to above the Intent section.

Motion by M. Sumner to recommend Article I – Fire Suppression Water Capital Reserve Fund.

2nd by J. Ingerson.

Vote 9-0-0.

Motion carries.

**CELL TOWER MAINTENANCE AND DECOMMISSIONING CAPITAL RESERVE -
ARTICLE L**

J. Penta reads Article and Intent.

J. Sherman recommends in the Intent that it needs to read “current annual” and the wording is going to be needed to be changed because this is a capital reserve fund and reads to Sean the wording necessary found in last year’s Town Report.

J. Penta makes a suggestion to the Article wording noting changes to the wording and making for better clarification.

D. Hooper questions purpose of the Article having both decommissioning and maintenance being in the Article heading.

M. Sumner questions if it should be called water tower instead of cell tower.

J. Sherman discusses taking out the word decommissioning from the heading.

Board discusses Article wording and suggests moving a few words around to clarify the creation of the fund and the clarity of it purpose.

J. Penta inquires CIP or not.

J. Sherman notes yes.

Both R. Hayes and D. Hooper agree.

D. Hooper notes spending money on this will create money.

J. Sherman notes we are trying to present this as a cell tower not a water tower.

Motion by M. Sumner to recommend Article L - Cell Tower Maintenance Capital Reserve.

2nd by R. Hayes.

Vote 9-0-0.

Motion carries.

FIRE DEPARTMENT CAPITOL RESERVE – ARTICLE O

J. Penta reads Article, the Recommended section and the Intent and notes we do this every year.

R. Hayes discusses capitalization of wording and notes it is in other places and requests to do the same here for Article O.

Motion by D. Hooper to recommend Article O – Fire Department Capitol Reserve as amended.

2nd by M. Sumner.

Vote 9-0-0.

Motion carries.

SNORKEL TRUCK REPLACEMENT – ARTICLE P

J. Penta reads Article and Intent.

J. Sherman notes first sentence needs to read raise and appropriate.

Board discusses and amends first sentence. Board also discusses that the title needs to be changed from Snorkel Truck to Fire Truck and that the wording inside the Article needs to get rid of aerial and replace with ladder truck for clarification to voters so they know what type of equipment is being removed and what type of equipment it is being replaced with.

D. Hooper discusses change to notation referencing Impact Fees.

J. Penta inquires are we getting any money for getting rid of the snorkel truck.

J. Sherman notes yes and that it is in a separate Warrant Article which is coming up.

M. Sumner notes to add in the Intent that this truck has already been paid for and references a previous article for the correct wording.

D. Hooper notes to change the wording in the Intent adding 1969 Snorkel and removing aerial.

R. Hayes notes to add pre owned ladder truck to the wording of the Intent.

J. Sherman suggests adding \$250,000 in the first sentence of the Article.

Motion by R. Hayes to make a move that we recommend Warrant Article P - Fire Truck Replacement for the amount of \$250,000.

2nd by M. Sumner.

Vote 9-0-0.

Motion carries.

TOWN CLERK SALARY – ARTICLE T

J. Penta notes this is a standard one and she reads Article, Recommended and Intent.

M. Sumner references last year's Article found in the Town Report.

Board discusses wording and makes slight changes to wording.

J. Penta notes this is the first time we had pennies.

J. Sherman suggests removing the cents.

D. Hooper indicates to round up or round down like the IRS.

Motion by M. Sumner to recommend Article T – Town Clerk's Salary.

2nd by D. Hooper.

Vote 9-0-0.

Motion carries.

TAX COLLECTOR'S SALARY - ARTICLE U

J. Penta reads Article, Recommended and Intent.

J. Sherman notes Intent was copied from Town Clerk and needs to be adjusted to read Tax Collector.

M. Sumner notes this is off from last year's and references last year's Town Report.

D. Hooper notes Town Clerk is also off and the numbers need to be recalculated.

S. Fitzgerald notes he will go back and check the numbers.

D. Hooper recommends rescinding.

J. Sherman notes to hold off on voting on this Article and notes not to go through the hassle of rescinding the Town Clerk.

Board is in agreement to put this one on hold until the numbers are fixed and if they so choose they will revoke on the Town Clerk's next week.

ESTABLISH REVOLVING FUND – RESCUE VEHICLE AND EMERGENCY MEDICAL EQUIPMENT REIMBURSEMENT - ARTICLE W

J. Sherman notes we are not appropriating money and do not need to vote on this one and notes we can get clarification from DRA or Town Attorney.

J. Penta suggests tweaking of the wording for this Article.

DEPOSIT REVENUE FOR SALE OF SNORKEL INTO THE EXISTING FIRE DEPARTMENT CAPITAL RESERVE - ARTICLE X

J. Penta reads Article.

J. Sherman suggests putting through competitive bid somewhere in the Intent to make for better reading.

J. Penta corrects spelling of the word snorkel in the Intent section.

M. Sumner notes she likes the cleanup of the wording and suggests it is okay.

J. Penta notes there are grammatical errors that need fixing.

J. Sherman suggests sending to Sean.

QUESTIONS & ANSWERS

J. Penta notes that next week the Questions & Answers section will be on the agenda which is December 16 and also the agenda will be to review Articles and Budgets.

NEW BUSINESS:

No new business discussed.

Meeting adjourned at 10:09 pm.

Respectfully Submitted,
Audrey Michaud