



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

BUDGET COMMITTEE MEETING MINUTES

MINUTES:

DATE: Tuesday, January 6, 2009

MEETING CALLED TO ORDER: 6:33 pm

PRESENT: Jan Penta – Chairman, Ron Hayes - Vice Chairman,
Normand Bouchard, Michele Conte, Bernadine Fitzgerald,
Dan Hooper, Joyce Ingerson, John Sherman, Catherine Willis
Kristin Lewis Savage arrived at 6:38 pm

ABSENT:
M. Sumner – excused

MINUTES:

Motion by R. Hayes to accept the Minutes as revised for December 30, 2008.

2nd by B. Fitzgerald.

Abstain N. Bouchard and M. Conte.

Vote 8-0-2.

AGENDA:

REDUCTIONS THAT HAVE BEEN MADE IN THE BUDGET

S. Fitzgerald discusses 2009 Budget Reductions Summary of \$350,000. He discusses the request from the Board of Selectmen regarding reducing the budget. He discusses the 2009 Operating Budget Reductions Total of \$7,459,156.84; Proposed Reductions of -\$149,756.00 and Balance of \$7,309,400.84. He discusses 2009 Warrant Article Reductions of \$490,519.00; Proposed Reductions of -\$227,286.00 and Balance of \$263,233.00. He discusses the Total of \$7,949,675.84; Proposed Reduction Total of -\$377,042.00 and Total Balance of \$7,572,633.84. He projects his worksheet onto the projection screen for all to view. He discusses across the board he reduced the 3% CPI (Consumer Price Index) throughout the budgets. He discusses the Executive Budget and the net out of the CPI for Part-Time Positions, Overtime and Permanent Positions. He discusses GIS, Maps Online & People Forms license, Negotiations Assistance, Labor relations assistance (Grievances), water, coffee, Office Supplies noting going back to the

basics using more pencils instead of pens, Regular Postage noting absorbing any rate increases, Miscellaneous. Total reduction in the Executive budget is \$14,110.00.

N. Bouchard inquires if this reflects all the changes.

S. Fitzgerald notes it does not. If the board votes to support these changes then he will go back to reflect these changes for the Board of Selectmen and the Budget Committee. He notes going forward he will tie all the line items from the different spreadsheets up into the main one. He suggests to at the reductions for clarification. He notes you will have old numbers and the proposed. He discussed that he netted the line items up and in the interest of time he thought putting a table together would help all. He discusses going forward if the Board wishes he can remove the table.

J. Penta inquires if the Board wants detailed sheets.

N. Bouchard inquires if they are voting on bottom line because they have no detail lines. He just wants to make sure he is looking at the correct items and notes he will do whatever the pleasure of the Board is.

D. Hooper inquires if we step through it then it may help vote because we have to provide Jan with this information tonight so she can present tomorrow night.

J. Penta notes that they have to approve this tonight.

D. Hooper notes that Jan has to prepare for tomorrow night.

J. Penta discusses Total Executive Budget being \$274,278 based on the changes.

R. Hayes notes the more straight forward way to do it is to go through the three sheets that Sean has prepared.

S. Fitzgerald notes he can make real time adjustments. He notes the adjustments reflect what the Board of Selectmen voted on last night.

D. Hooper notes we need to give Jan a vote tonight. He recommends using the bottom numbers.

J. Penta notes we still have an opportunity tonight to make adjustments to each line item. She notes they can vote on the bottom line, you can choose to make adjustments to what Sean has changed or what he has not changed.

J. Sherman notes words are wrong in the Warrant Articles. He notes the Default Budget is greater than the Proposed Budget.

R. Hayes notes we can vote on the \$7,308,400.84.

S. Fitzgerald discusses spreadsheets for a better understanding.

J. Penta notes that on December 2 the proposed budget for Executive that they took under consideration was \$276,912. She notes they are now looking at a new number of \$274,278. She inquires if they ever took under consideration the \$288,388.00 amount.

J. Sherman notes no, at the last meeting you chose not to.

J. Penta notes we are looking at new number that has been revised twice; the new number is \$274,278.00

J. Penta notes the 09 BOS/BCOMM column numbers were the ones they took under consideration and reviewed.

R. Hayes discusses 53rd week.

S. Fitzgerald notes 53rd week includes rollup cost into salary.

J. Penta notes associated rollups are items such as FICA, Retirement and Medicare.

R. Hayes notes he looked at the additional numbers and the number before and they look awfully high.

S. Fitzgerald notes he will have to look at this again and notes the calculations were done by the Finance Department.

J. Penta discusses Town Clerk portion.

S. Fitzgerald discusses a reduction and reviews Town Clerk line items.

D. Hooper suggests looking at Total Reductions instead of going line by line items.

S. Fitzgerald notes total reduction is \$4,332.00.

S. Fitzgerald reads the total bottom line numbers of each Budget: Finance and Bookkeeping \$3,342.00; Assessing \$2,244.00.

K. Lewis Savage notes she is uncomfortable with voting on just numbers. She notes she can understand some and others she has to ask why. She discusses the proposed budget being less than the default budget and what the Board of Selectmen voted on last night versus the default budget. She questions CPI and cuts that have been made along with the effect on the moral of Town employees. She discusses unions and non union employee salaries.

J. Penta notes this is unfortunate and discusses that other companies and towns have cut raises other than Plaistow.

S. Fitzgerald discusses the Town employee conversations that he has had and notes the difficulty in doing so and reflects on current tough times.

K. Lewis Savage notes she agrees with Sean and notes she watched the BOS meeting. She discusses the CPI cuts and the employees losing the 3% increase, she thinks there were other places where the cuts could have been made other than the CPI. She notes her disappointments and discusses the serious cuts.

S. Fitzgerald notes the Staff needs to have a Budget that will get them through the upcoming year. He discusses due diligence and the work of the Elected Officials of the Boards.

B. Fitzgerald discusses contract employees and notes upcoming year for renewals and notes discussions with Town employees, the knowledge of economic times and the employees being happy to just have a position. She notes they would have been glad to have a raise. She discusses projected revenues and notes we have done very well for the Town. She discusses the other TAN that may need to be done before June.

J. Penta inquires about the Proposed Revenue sheet noting that it indicates we were expecting \$2,835 thousand and change and have Actual Revenues of \$1 million five and change.

S. Fitzgerald notes that sheet needs to be updated.

J. Sherman notes revenue is down \$200,000.

J. Penta notes that she was concerned with the major difference in numbers. She notes difference of opinions of stepping through changes, seeing each individually and seeing just the bottom line. She suggests looking at bottom line and if someone has a questions to ask. She discusses Town Clerk noting reduction is \$4,332.00. She discusses Restoration of Vital Records being put off until next year and questions if Maryellen feels okay with pushing this off another year.

S. Fitzgerald notes he has spoken with Maryellen regarding restoration and she feels okay with pushing this off another year. He discusses Finance and Bookkeeping Budget and the Training reduction.

J. Penta notes reduction is \$3,342 for Finance and Bookkeeping. She reads breakdown of line items and asks for questions, comments or changes from the Board.

Board is quiet. No questions, comments or changes from the Board.

S. Fitzgerald discusses Assessing and the reduction in Training, Tax Map Update, GIS and Office Supplies noting the Total reduction is \$2,244. He discusses Tax Collector and the breakdown for CPI and Training noting the Total reduction is \$466.

J. Penta asks for questions, comments or changes from the Board.

K. Lewis Savage inquires about the numbers and what was approved at last year's Town Warrant noting the bottom line number needs to be corrected.

J. Sherman notes you are adding to Proposed and need to add to TM ADJ.

J. Penta notes the TM Revised budget should be \$49,917.

S. Fitzgerald notes she is correct.

J. Sherman notes bottom line should read \$7,310,026.84 and inquires if Town Clerk is correct.

K. Lewis Savage notes salary is \$38,753 and yes it is right.

S. Fitzgerald notes for bottom line number of 2009 Proposed should be \$7,459,753.

J. Penta discusses Treasurer, TOTF & BUDCOM.

J. Sherman notes there is no reduction in the Treasurer.

S. Fitzgerald notes there is a \$33 reduction which is line 110 in the budget.

J. Penta notes that budget should be \$9,031.

S. Fitzgerald notes it changed from \$9,064 to the \$9,031.

J. Penta notes Training needs to be removed.

J. Sherman notes it is for Tax Collector and was put in twice.

J. Penta notes \$9,031 for bottom line and notes there is only a reduction of \$33.

S. Fitzgerald notes these are computational errors.

J. Penta notes Legal has no changes and is staying the way it is.

S. Fitzgerald discusses the Personnel Administration Budget and discusses the Merit Increase and the reduction. He discusses Employee Relations and Subscriptions reductions noting no critical effect. He discusses Zoning and notes reduction for Zoning Secretary regarding the CPI reduction. He discusses Building and the reductions.

Board inquires about tractor and size.

S. Fitzgerald notes he can get more detail however he does not have that with him.

J. Sherman notes Dave was previously here and presented that information to the Board.

J. Penta notes her concern is the Library, noting it had \$19,000 for Janitorial service and this budget shows \$16,000.

S. Fitzgerald notes variance is rollup of soft costs associated with employee benefits.

C. Willis discusses vacation time of Janitor noting when he is off they have to pay full price for Dave when he comes down to the Library.

Board discusses high cost.

S. Fitzgerald notes he will look into. He discusses Planning Budget noting it has CPI adjustment. He notes the Total Reduction is \$5,551.

J. Penta notes no change to Cemetery, Town Insurance or Advertising Regional Association Budgets.

K. Lewis Savage discusses Legal and Planning noting going down to \$11,000 but the last 2 years history it was \$18,000 and \$13,000. She notes we are making proposed cuts noting we are going below the past two years and inquires what will happen if we go back up to the \$18,000.

J. Sherman notes they will have to make up for it and notes when Tim was in he discussed those were two extraordinary years.

S. Fitzgerald discusses Cable Studio noting this is a small budget and how they tried to minimize the impact. He discusses the Total Reduction is \$796.

J. Penta and K. Lewis Savage discuss Conflict of Interest Budget regarding the Training line and if they ever replied back regarding such and it was noted that they did not get back to Kristin so there is no concern for training.

S. Fitzgerald discusses Police Department. He discusses Capital Equipment being listed twice which is for the two replacement cars, Dues, K9 supplies, Equipment Repair both General and Telephone which all have reductions for a Total Reduction of \$28,252.

J. Sherman notes the account codes need corrections. He notes they should all start with 4210; TRHS Radio Canopy needs to read 10-680, Dues needs to read 10-560, K9 Supplies needs to read 10-615 and School Crossing Guard needs to read 30-120.

S. Fitzgerald notes he will make corrections to account codes.

R. Hayes and K. Lewis Savage discuss NH & NE Chief Association that Police Chief Savage belongs to.

J. Penta notes Ambulance has no change.

S. Fitzgerald discusses Fire Department noting reduction of \$13,096.

J. Penta notes EMS Conference code needs to be changed to 4220-20-500.

J. Sherman notes Account Codes all need to start with 4220.

S. Fitzgerald notes Total Reduction is \$13,096.

J. Sherman notes Permanent Positions is Account Code 20-110, Part Time is 20-120, Overtime is 20-140, Equipment Purchase is 20-740 and EMS is 20-500.

S. Fitzgerald discusses Building Inspection and the Total Reduction of \$3,910.

J. Sherman notes all codes should start with 4240.

J. Fitzgerald discusses Emergency Management noting a Total Reduction of \$86.

J. Sherman notes account codes should be 4290-10-120.

R. Hayes inquires if account codes will change budget figures.

S. Fitzgerald notes no, he was cutting and pasting. He discusses Public Works Administration and the CPI reduction noting the Total Reduction is \$18,583. He discusses the Pavement Management noting it is one of those pay me now or pay me later items because if you don't maintain the roads it will hurt you in the future.

J. Penta notes the first account number should be 4311-00-110. She notes on the top line of the Highway Department it should be \$3,583 for a total of \$261,969.25 and notes it does not change the bottom line. She notes Street Lighting, Solid Waste Disposal and Solid Waste Clean-up has no changes.

S. Fitzgerald discusses Water Department and the Temporary Position, Heating, Equipment Repair and Purchase reduction for the Total Reduction of \$2,211.

J. Sherman notes the Equipment Repair codes need to be 20-630.

S. Fitzgerald discusses Health Department noting the Total Reduction is \$921.

J. Sherman notes the first account code needs to be 4411.

S. Fitzgerald discusses Animal Control and the Total Reduction is \$522.

J. Sherman notes the first line needs to be 4414-10-120.

J. Penta notes no change in Welfare and Human Services Budget.

S. Fitzgerald discusses no reductions because of trying times and discusses trying to help people during tough times. He discusses Recreation and goes over line items and notes Total Reduction is \$8,005.

J. Penta notes 2nd line item should be 4520 for account number.

J. Sherman notes Community Trips, Disney Bus, Pride Day, Senior Trip, Special Events and Youth distribution's middle account number should be 20.

K. Lewis Savage inquires about the reduction in Youth Disbursements.

S. Fitzgerald discusses how he turned to the Parks and Rec Director to use her recommendations. He notes Carli feels this budget will work and she realizes these are tough times.

K. Lewis Savage shares her feelings regarding the Budget.

S. Fitzgerald discusses Library and notes revised after he had presented the budget. He notes corrected budget reduction is \$6189.

K. Lewis Savage inquires about the increase in this budget.

C. Willis notes guaranteed step and discusses wage matrix done from year to year.

K. Lewis Savage discusses contractual increase.

S. Fitzgerald discusses unique to the Town of Plaistow and discusses Library Board and how he was presented with the number. He notes he has noted this and will have a discussion with the Library at a later date. He notes structural and equities in past practices.

D. Hooper inquires if this is a merit pay raise or bonus which is one time.

C. Willis discusses step increase (wage matrix) noting she has not changed the process.

D. Hooper inquires as to what caused the budget to go up.

C. Willis discusses the step increase each year noting it starts in year one and goes up until it is maxed out.

D. Hooper notes it is a pay raise and discusses cost of living increase and inquires as to why she is not asking Library to consider reduction or to skip for this year

C. Willis notes they are doing it as a step and not as a merit.

J. Sherman notes the Library Trustees manage salaries of employees of Library, the Town does not.

C. Willis notes they wanted to be consistent to the Town and discusses level funding the budget.

J. Sherman notes we cut ours and they did not cut theirs. They are not consistent with the Town.

K. Lewis Savage inquires about the Town's Merit and Performance line and notes nothing is expended.

S. Fitzgerald notes performance adjustments were made. He notes they may not be on the BMSI and may be listed on another line. He notes he will have to review this.

J. Penta discusses there are no changes to Patriotic.

S. Fitzgerald discusses Cultural which is fireworks and discusses no fireworks this year. He discusses this is nice to have but it is not critical. He discusses the Total Reduction is \$10,999.

D. Hooper notes his personal opinion is that not having Fireworks is a letdown. He notes it is the event that ties it all together and he discusses Old Home Day and the community gathering.

S. Fitzgerald notes he favors Fireworks and discusses tough times and hopes to be able to bring it back.

B. Fitzgerald discusses Old Home Day participation by the Lions Club, the Fireworks and the Warrant Article for the Fireworks. She notes at the end of the day you will find they are out of town folks and no revenue to the Town. She noted Old Home Day was started by the Historical Society and it was family, it is the trend of the time. She concurs with Sean.

J. Penta notes she will miss them but is agreeing to the cut.

K. Lewis Savage discusses bus trips noting they are revenue generating, and notes doesn't compare to Fireworks. She discusses Old Home Day not being revenue generating.

M. Conte inquires if the Old Home Day Committee wanted to seek donations could they.

S. Fitzgerald notes he would have to look into.

J. Penta notes there is no change to Conservation Budget. She discusses Debt Services and notes there should not be a reduction but an increase.

S. Fitzgerald notes next year it will be tight and discusses that Bernadine is concerned about the cash flow and so is he. He discusses pressure in June and November and notes he may be seeking a TAN for \$26,000.

J. Penta inquires if the \$26,000 is not included on this Revised Budget sheet.

S. Fitzgerald notes it is not included on the revised Budget worksheet.

J. Sherman notes that is correct, it is not. He notes it is not approved, it is under consideration. It is not in our Budget so we are not suggesting.

S. Fitzgerald notes in summary, the reductions are tabulated in top of their spreadsheet.

J. Penta inquires if the Board wants to vote individually on the budget and then do the Warrant Articles. She notes the total budget is \$7,949,675.84.

J. Ingerson indicates she would like to review the Warrant Articles to help make a better decision on the Budget.

Board breaks at 9:20 pm for a 10 minute break - Board returns at 9:36 pm.

WARRANT ARTICLES

Article P-09-13 Patrol Police Officer Position

J. Penta notes the Board of Selectmen voted to not recommend/post this Warrant. She notes the Budget Committee voted on this and it is no longer going to be on the Warrant.

Article P-09-14 Public Safety Complex Capital Reserve

J. Penta notes this one was \$50,000 then \$25,000 then Board of Selectmen voted to not post/recommend this Warrant Article.

Article P-09-03 Replace Highway Department Dump Truck

J. Penta discusses Article information and notes they already voted on this (vote 9-0-0).

Article P-09-07 Fire Suppression Water Capital Reserve Fund

J. Sherman notes there is a typo, the Board of Selectmen recommended this by a vote of 5-0-0 not 4-0-0.

J. Penta suggests a revote due to the reduction, noting the original amount was \$148,500 and the current is \$116,233.

Board discusses information of the Warrant Article, The Intent and the Notes.

Motion by J. Penta to amend the Intent to remove 2 sentences: NHDOT's plans show the last phase being completed in 2015. The current analysis shows that the Town would need to spend \$1,207,000 to complete the entire project.

2nd by K Lewis Savage

Vote 10-0-0.

Motion carries.

Motion by J. Penta to amend the Intent more to add "The next section of" after the words: Town to install.

2nd by R. Hayes.

J. Sherman votes against.

Board holds discussion on clarity of above motion.

R. Hayes withdraws his second.

J. Penta withdraws her Motion.

D. Hooper notes once a motion is made you have to vote on it.

Vote 0-10-0.

Motion does not pass.

Motion by D. Hooper to recommend Article P-09-07 as amended.

2nd by R. Hayes.

Vote 10-0-0.

Motion carries.

Article P-09-12 Cell Tower Maintenance Capital Reserve

J. Penta notes the Board of Selectmen decided not to recommend/post.

Article P-09-15 Playground at Old County Road

J. Penta reads the Article wording noting the dollar figure has changed to \$50,000 from \$100,000. This has been recommended by the Board of Selectmen (5-0-0). She notes the Budget Committee did vote on this when it was \$100,000 and now it has been reduced and the wording has changed.

N. Bouchard discusses wording.

K. Lewis Savage discusses wording of the Article and the amount of the Article. She discusses her position on the Rec Commission and the project for the Playground at Old County Road and the equipment.

S. Fitzgerald discusses his conversation with Carli and the Board of Selectmen. Notes Carli was reluctant to cut this at all. He discusses the functionality of Old County Road and the opportunities.

R. Hayes inquires if Carli mentioned the amount that the Friends of Rec wanted to raise.

S. Fitzgerald discusses the conversation with Carli noting the amount may be somewhere around \$16,000.

K. Lewis Savage notes Friends of Rec would love to raise the money however it is to supplement this, not to fund this.

R. Hayes inquires if Carli can share some information regarding this item.

C. Malette approaches and discusses budgetary cuts that she could absorb in her budget. She discusses the \$100,000 Warrant Article, the lower amount, benches, picnic tables, small scope of

playground apparatus and maybe some swings but it would not allow them to move the recreation department out there however it would be a start. She notes if she had to make a choice between the Warrant Article and to hold on to her budget she would choose the budget because she has to serve the entire community which is what she needs to do.

K. Lewis Savage shares her thoughts on the dollar figure for the Warrant Article and the facility on Old County Road, noting she would rather see the Selectmen withdraw this and let them put it on as a Petition Warrant and if it fails then it fails, let people either vote for it or not.

D. Hooper discusses the Intent of this Warrant Article noting it needs to be adjusted. He discusses Trust Funds for Rec and inquires if we can put money into these funds.

C. Malette discusses Trust Funds, fundraising funds and RSAs.

Board Members, C. Malette and S. Fitzgerald discuss items that could be purchased for the \$50,000 along with opinions of this Article, wording for Article and Intent, how the voters would perceive this and the recommending and not recommending along with voting and not voting of this Article. Board discusses LGC, RSA 40-13:2(c), Budget Public Hearing and Deliberative Session. Board holds discussion of meeting dates.

J. Penta notes to put this Article off until next week. Also the agenda will be the same as this week. She notes the next Budget Committee Meeting will be January 13th and the Public Hearing will be on Thursday, January 15th. She notes next week they will resume where they left off tonight.

J. Sherman thinks they should continue just in case there is any additional information needed.

Article P-09-04 Fire Department Capital Reserve

J. Sherman notes no changes.

Article P-09-05 Fire Truck Replacement

J. Penta notes that we already voted on this.

Article P-09-10 Town Clerk Salary

J. Penta notes Selectmen recommended to not post this Article.

Article P-09-11 Tax Collector Salary

J. Penta notes Selectmen voted to not recommend this Article.

Article P-09-18 Establish Revolving Fund – Rescue Vehicle and Emergency Medical Equipment Replacement

J. Sherman notes no need to vote on this one however BOS vote needs to be amended to 5-0-0.

Article P-09-06 Deposit Revenue for Sale of Snorkel Into the Existing Fire Department Capital Reserve

J. Sherman notes this one is the same and the Board of Selectmen voted on this one last night and the vote should be 5-0-0.

D. Hooper discusses the “Per DRA” wording.

Article P-09-16 Westville Road Widening Project

J. Sherman noted this should not be deleted. The Board of Selectmen did recommend this and the vote was 5-0-0. He notes that the Budget Committee has already voted on this.

Article P-09-09 Conservation Fund

J. Penta notes the Board of Selectmen voted 5-0-0 and the Budget Committee has already voted on this and it did not change.

K. Lewis Savage discusses this Article and the possibility of cutting in order to save money. She notes she did not vote the first time and would like the opportunity to do so.

Motion by D. Hooper to revote.

2nd by N. Bouchard

Vote 9-0-1.

Abstain by J. Sherman.

Motion by K. Lewis Savage to not recommend.

2nd by M. Conte.

Board holds discussion on motion and request to have it reworded.

K. Lewis Savage who made the motion is in agreement to change the wording of her motion. She withdraws her first motion to reword.

Motion by K. Lewis Savage to recommend.

2nd by N. Bouchard.

K. Lewis Savage notes it is not her intent to vote like this. She suggests cutting this Article out for this year.

Vote 2-7-1.

Abstain J. Ingerson.

Article P-09-17 Danville Road Sidewalk Match

J. Penta reads Article wording.

Board holds discussion of sidewalks and maintenance of such.

Board has asked Sean to contact Cumberland Farms to feel them out in terms of helping fund this project.

Motion by D. Hooper to recommend Article 17 as modified with the word “the” as written.

2nd by K. Lewis Savage.

Vote 9-1-0

Motion carries.

Board reviews Default Budget and the RSA.

NEW BUSINESS:

None to discuss.

Meeting adjourned at 11:33 pm.

Respectfully Submitted,
Audrey Michaud