



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, September 29, 2009

MEETING CALLED TO ORDER: 6:33 pm

PRESENT: Kristin Lewis Savage – Chair, Martha Sumner – Vice Chair
Normand Bouchard, Michele Conte, Gayle Hamel, Ron Hayes,
Tricia Holt, Dan Hooper, Joyce Ingerson, Neal Morin, Catherine Willis,
John Sherman – Selectmen Rep.,

EXCUSED: Ben Sadewicz

Additional Attendees: Sean Fitzgerald, Town Manager; Lori Sadewicz, Finance Director;
Maryellen Pelletier, Town Clerk

MINUTES

Motion by N. Bouchard to approve the Minutes of September 15, 2009.
2nd by M. Sumner.

K. Lewis Savage noted the year in the date needed to be corrected to 2009.

Vote 11-0-1.

Abstain: K. Lewis Savage

Motion passes.

AGENDA:

BUDGET PRESENTATIONS

K. Lewis Savage discussed information distribution: agenda, minutes, and budgets; paper copies versus electronic copies and PDF versions; noted was text is too small and font size needs to be increased.

4140 Clerk

M. Pelletier, Plaistow Town Clerk discussed Town Clerk Salary and Telephone and noted they are both level funded; Computer Hardware/Software went up a little bit; Training is down; License for Computers is up because of the State Firewall; Dues is slightly down; Dog Tags and Forms are level funded; Postage is up because postage price went up; Office Equipment is down; and Mileage Reimbursement is level funded.

C. Willis inquired about Training.

M. Pelletier discussed the division of one individual's training between both the Tax Collector and the Town Clerk Budget.

Motion by J. Ingerson to accept for consideration Town Clerk Budget in the amount of \$103,968.

2nd by T. Holt.

Vote 11-0-1.

Abstain: K. Lewis Savage

Motion passes.

4195 - Cemetery

S. Fitzgerald discussed Cemetery Budget noting the entire budget is level funded. We employ a part time sexton that helps coordinate a number of the items in the cemetery budgeted at \$1,425. He discussed prior 2006 expenditures; Supplies budget at \$500 but only spent \$124; Repairs budgeted at \$1,500 which is for repair of stones or markers; Groundskeeping is \$9,940 with the possibility of having the Highway Department assume some responsibilities in the future; and Equipment is \$100 for a total bottom line of \$13,465.

Motion by M. Sumner to accept for consideration Cemetery Budget in the amount of \$13,465.

2nd by C. Willis.

Vote 11-0-1.

Abstain: K. Lewis Savage.

Motion passes.

4589 - Cultural

S. Fitzgerald noted Tami Smith will not be here however he did speak with her and discussed the budget being level funded. \$304 for Old Home Day Staff; \$21,315 budgeted for the day's events and activities for a total line item budgeted at \$21,619.

N. Morin discussed fireworks and inquired about the amount of money the Old Home Day committee would be looking for.

S. Fitzgerald discussed prior funds for fireworks and the intent to go for outside funding for same this year.

J. Sherman discussed 2008 actual expenditures being incorrectly listed and inquired if someone could confirm the listed number.

Motion by Neal Morin to take under consideration the Cultural Budget for \$21,619.

2nd by G. Hamel.

Vote 11-0-1.

Abstain: K. Lewis Savage.

Motion passes.

4583 – Patriotic

S. Fitzgerald discussed Patriotic Budget which was level funded at \$800 for Memorial Day Celebration and \$200 for Donation to American Legion for a total of \$1,000.

Motion by M. Sumner to take under consideration the Patriotic Budget for \$1,000.

2nd by R. Hayes.

Vote 10-1-1.

Against: D. Hooper

Abstain: K. Lewis Savage

Motion passes.

D. Hooper discussed the listed Actuals and noted that they only read \$0 and \$51 and wondered if they should actually continue to budget for this budget if they have not spent anything. He further stated that he wanted to keep funding these events but something just doesn't seem right if we didn't spend any money on this event that happened four months ago.

S. Fitzgerald discussed small budget and level funding the budget for \$1,000.

Election & Registration

S. Fitzgerald discussed that the Town Moderator, Barry Sargent, was unable to attend tonight's meeting to present this budget because he was in Manchester with the Governor because he is receiving an award regarding his civic engagement with the Pollard School.

J. Sherman noted the BOS did not vote on this budget last night and discussed the budget number being different at \$16,700.

M. Sumner inquired if the BOS didn't vote because the numbers were off.

J. Sherman noted they chose to defer until Barry was there to review.

N. Bouchard inquired if the Budget Committee was supposed to wait until the BOS sees the budget first before voting on it.

K. Lewis Savage noted not necessarily.

Consensus of Budget Committee is to wait for Barry Sargent to be present (next week) to review the Election and Registration Budget.

4153 – Legal

S. Fitzgerald discussed land use and contractual obligations with the union and noted his recommendation is to increase the budget for Legal Expense to \$40,000 to help deal with complicated legal matters. He discussed legal negotiations with contract regarding cable agreement noting these would add additional pressure to the Legal Budget. The total bottom line of \$52,000 for this budget would best protect the Town.

K. Lewis Savage brought up that this issue was discussed in detail last year and we were informed the number did not need to increase then as we had resources such as using LGC's legal department. What changed between then and now?

S. Fitzgerald discussed receiving legal advice versus legal protection.

C. Willis and S. Fitzgerald discussed legal fees for cable attorney. It was questioned if this line was too high as requested.

Board discussed cable contract and current negotiations along with fees charged to subscribers.

***Motion by R. Hayes to accept for consideration the Legal Budget for \$52,000.
2nd by M. Sumner.***

Vote 9-2-1.

Against: N. Bouchard and M. Conte.

Abstain: K. Lewis Savage

Motion passes.

4198 - Cable

S. Fitzgerald discussed level funding the Cable Studio Budget; the move from the cable studio from 125 to Town Hall; Cable Committee unanimously accepted; and the vacant position in the Cable Committee however not looking to fill that position just to better align the Cable Studio origination.

J. Sherman noted the BOS did not vote on this budget last night because of the potential changes in the Studio and the rent lease line.

S. Fitzgerald discussed Cable Commission, Permanent Position is level funded for \$22,656; Camera Operators is level funded at \$2,625; Telephone is \$1,755; and Custodial is \$600.

N. Bouchard noted they use to use their own custodian and inquired why they would need to keep this line in the budget.

S. Fitzgerald noted the custodial work is needed at the current Cable Studio if they stay at that location because the condition of the studio is in need of custodial care. He discussed Electric and Heat and noted it was level funded; Equipment Repairs is for cable studio which heavily relies on components that may break; Rent/Lease is there because they are trying to achieve some efficiencies if they move; Alarm is a facility related cost; Training is level funded at \$900; Dues is \$125; General Supplies is budgeted at \$450 for office supplies and paper needed to run the cable studio; Miscellaneous is for unexpected items; and Mileage is \$250 for a Total budget of \$45,703.

M. Conte inquired if Sean has already gone out for quotes for relocation cost.

S. Fitzgerald noted yes and discussed current conversation regarding preliminary numbers.

M. Conte and S. Fitzgerald discussed future of items and issues of the Cable Studio.

N. Bouchard discussed himself being the Chairman of the Cable Committee and noted that the Cable Committee supported the move to the location that Sean is suggesting however he thinks this budget needs tweaking and he is not comfortable voting on this budget tonight

D. Hooper discussed money in the Trust Fund and General Fund and the appropriate use of the monies. He agreed with Norm to come back and look at this budget at a later date.

Motion by M. Sumner to take consideration the Cable Budget \$45,703.

2nd by T. Holt.

Vote 9-1-2.

Against: J. Sherman.

Abstain: K. Lewis Savage and N. Bouchard.

J. Sherman noted he was taking into the consideration the BOS decision.

Motion passes.

4199 – Conflict of Interest

S. Fitzgerald noted he discussed this budget with the Chair of the Conflict of Interest Committee, Harry Birmingham, and to level fund the budget for \$97. He also noted that the committee is looking for new members.

K. Lewis Savage noted they haven't used Training that is why Training was taken out and if the committee is looking for new members then the line may need to be added back in to make the training available to them.

Motion by R. Hayes to accept for consideration the Conflict of Interest Budget for \$97.

2nd by G. Hamel.

Vote 11-0-1.

Abstain: K. Lewis Savage.

Motion passes.

4196 - Insurance

S. Fitzgerald discussed the Insurance Budget which only has two lines and is going up slightly by \$4,000 for Property Liability.

J. Ingerson inquired about quotes.

S. Fitzgerald discussed soliciting quotes and shopping around for liability on replacement cost.

R. Hayes inquired about payment plan.

L. Sadewicz noted the Town pays annually.

N. Morin inquired if relocation of the Cable Studio would impact this cost.

S. Fitzgerald noted yes and he is looking into it.

L. Sadewicz discussed inventory changes such as fire truck, police vehicle and concession stand at Old County Road affecting this item.

Motion by N. Morin to take under consideration the Insurance Budget for \$ 71,000.

2nd by J. Ingerson.

Vote 11-0-1.

Abstain: K. Lewis Savage.

Motion passes.

K. Lewis Savage noted next week's meeting would include: Government Buildings, Inspections, Planning, Zoning, Conservation, CIP and Elections would be added.

Meeting adjourned at 8:05 pm.

Respectfully Submitted,
Audrey DeProspero