



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, October 6, 2009

MEETING CALLED TO ORDER: 6:35 pm

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

EXCUSED: Michele Conte, Gayle Hamel

Additional Attendees: Sean Fitzgerald, Town Manager; Lori Sadewicz, Finance Director;
Tim Moore; Dee Voss; Jill Senter; Dave Bowles, Maintenance Supervisor; Mike Dorman,
Building Inspector; Steve Ranlett, Planning Board Chairman

MINUTES:

Motion by C. Willis to approve the Minutes of September 22, 2009.

2nd by T. Holt.

Vote 10-0-1

Abstain: K. Lewis Savage

Motion passes.

AGENDA:

BUDGET PRESENTATIONS

4611 – Conservation – Jill Senter

J. Senter noted the Conservation Budget had gone up because of inflation: Mileage, General Supplies and Dues increased.

K. Lewis Savage inquired what the Mileage was used for.

J. Senter noted it was for travelling back and forth to pick up tests or site trips to EPA.

T. Holt inquired about Training not used previously and why keeping line.

J. Senter discussed having the money there when it is needed. There was a conference that had come up before but they didn't have money for it and were unable to go so now the line item is there when conferences come up.

M. Sumner thanked Jill for Arbor Day and purchasing trees.

K. Lewis Savage inquired about amount of money in the Conservation Fund.

J. Senter noted she did not have that information.

K. Lewis Savage asked Lori to get that number and add to the notes section of the budget.

T. Moore noted he had the number: Forest Fund was \$32,585 as of the end of December. He noted there were no withdrawals or deposits. The Conservation Fund was \$128,701.

Motion by M. Sumner to accept for consideration the Conservation Budget for \$4,925.

2nd by B. Sadewicz.

Vote 10-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Government Buildings – David Bowles

D. Bowles noted Permanent Position and Part Time Position remained the same; Overtime was level funded; Uniforms went down a little bit because they are going to a clothing allowance to utilize expenditures; Tele/Communication is for Nextels and that line is up; Custodian Training line left \$1 there however no training scheduled or upcoming; General Supplies went up because of cost of supplies; Gasoline is down; Cannon Repair is no longer a line item used; Vehicle Maintenance had minimal use just for emergencies; Vehicle Repairs down because truck is not used much because of its condition; Maintenance Equipment is to buy hand tools; Grounds Maintenance was level funded; Tech Svc Contract was a new line item used for service contracts throughout the buildings: HVAC system, alarm system, panic buttons, fire detectors, elevator maintenance and septic system; Town Hall Electric and Heat was based on three year average plus 5%; Town Hall Maintenance went down slightly; Town Hall Repairs was level funded; Complex Public Telephone went done because they removed the public telephone; Safety Complex Electric and Heat was based on a three year average plus 5%; Safety Complex Repairs included service calls, compressor in need of repair and roof leaks; Museum Telephone remained the same; Museum Electric and Heat was calculated on a three year average plus 5%; Museum Maintenance was level funded; and he noted Museum Repairs would be discussed by Sean however they did not replace the heating and cooling system this year because it had not failed and they were trying to get by due to the way the economy is.

M. Sumner inquired if the Museum Repairs could be encumbered.

S. Fitzgerald noted yes and discussed deferring any impacts those funds may have.

L. Sadewicz discussed how to encumber funds; need to have obligation in place to encumber the funds.

D. Bowles discussed Courthouse Maintenance and noted the Town was still obligated to take care of the plumbing and the electric.

D. Hooper inquired about last year's request to get a snow blower and if one was ever purchased.

D. Bowles noted he received a snow blower not a tractor that he had requested.

C. Willis discussed Courthouse Maintenance and inquired about estimated number.

D. Bowles discussed estimates have to do with exterior repairs and painting. He noted he did not put it in this year's budget due to the economy.

Motion by D. Hooper to accept for consideration Government Buildings Budget for \$211,990. 2nd by M. Sumner.

B. Sadewicz noted normally he would abstain from the vote however the Part Time Positions are level funded so he doesn't think he will need to abstain.

Vote 10-0-1.

Abstain: K. Lewis Savage

Motion passes.

Building Inspection – Mike Dorman

M. Dorman discussed Permanent Positions; Telephones was for three Nextels and level funded; Data Processing was slightly up; Training and Conference level funded from last year; Dues and Subscriptions up slightly; Supplies level funded at \$700 and was over this year because he replaced his computer; Postage level funded; Gasoline level funded at \$3.35 per gallon; Vehicle Maintenance Supplies was for oil changes, inspections and routine maintenance and was at \$325 because brakes are needed; Books and Periodicals are up because the code books need to be updated; Equipment Purchases was to replace monitor; Consultant Plumbing increased from \$3,000 to \$4,500 which had already gone over this year; and Consultant Electrical increased from \$5,000 to \$6,500 for a total of \$109,502. Total Revenue was \$59,912 at the end August.

N. Morin inquired when gas price is locked in and is \$3.35 last year's price.

S. Fitzgerald noted later in November the price would be locked in and \$3.35 is last year's price.

Motion by M. Sumner to take under advisement Building Inspection Budget for \$109,502. 2nd by D. Hooper.

Vote 10-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Planning – Steve Ranlett

S. Ranlett discussed level funded Permanent Positions.

K. Lewis Savage discussed 53rd week and noted some previously presented budgets will need to be reviewed again.

S. Ranlett discussed Overtime level funded because there were less meetings; Engineering/ Consultant Fees dropped because Leigh had been doing the photocopying for cost saving measures; Mapping was budgeted at \$5,500; Attorney Fees was at \$11,000 however reducing to \$7,500 because law suits are winding down; Telephone level funded at \$850; Data Processing level funded; Education and Training was reduced to \$1,000; Notices and Publications level funded; Dues level funded at \$200; Office supplies reduced to \$400; Postage which includes abutter's notices was level funded; Equipment Repairs was \$500; Books and Periodicals level funded at \$200; Equipment Purchase was at \$250 because they need file boxes to consolidate files; Recording Fees level funded; Master Plan Update at \$1; and Impact Fee Update was \$1 for a grand total of \$76,977.

N. Morin discussed the storm water management study currently being done and inquired if there were any costs reflected here.

S. Fitzgerald noted some duties are reflected in the mapping.

S. Ranlett noted there was \$5,000 in Revenue and collected to date was \$6,809.

K. Lewis Savage inquired if Steve was comfortable with the Legal line being dropped.

S. Ranlett noted yes; Ron Brown has been settled and there will be less legal cases requiring attention.

J. Sherman noted this Legal line was down however the BOS Legal line is up quite a bit and there may be some subtle shifting.

D. Hooper noted that both bodies use different legal counsel.

J. Ingerson inquired as to why they use different counsel.

J. Sherman noted because of conflict of interest.

Motion by J. Ingerson to take into consideration the Planning Budget in the amount of \$76,977.

2nd by N. Morin.

Vote 10-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Zoning – Dee Voss

D. Voss noted the Zoning Budget had a cut and paste error. She discussed Part Time Position was level funded; Legal line dropped in half, major case at completion and don't anticipate much

into 2010; Training was level funded; Notices and Publication was for advertising in Eagle Tribune for public hearings; Supplies was for name plates and miscellaneous office supplies and was also level funded; Postage was a wash item; Equipment had \$1 in there to keep that line in the budget; Books and Periodicals are used to purchase each member a copy of Town and City magazine and RSA book and Expense reimbursement was for use of home equipment.

Motion by D. Hooper to take under consideration the Zoning Budget for \$9,231.

2nd by T. Holt.

Vote 10-0-1.

Abstain: K. Lewis Savage.

Motion passes.

CIP Presentation – Tim Moore

T. Moore discussed the number of structural changes made to the CIP; he noted the second column now had Master Plan reference; he explained how to read the CIP and how to use the referenced information noted on all pages. He went over Recommended Warrant or Budget column; he noted that each department now had all total expenses for various projects with subtotal and they included all reserve totals. Any Impact Fees that are impacted are also noted there. He also discussed the 25 year plan. He noted the CIP was a planning document, not something that gets voted on. It was for Budget Committee and BOS to see what the upcoming expenses are. He discussed dollar amount approved last year, the amount voted on, what the CIP committee actually approved and what got voted on.

Board members reviewed items submitted, asked questions pertaining to individual headings and inquired about various details pertaining to line items listed.

T. Moore discussed items presented by the Board members and answered their questions. He noted the CIP committee had 6 members - 2 from Planning, 2 from Budget and 2 from BOS.

K. Lewis Savage discussed previous conversation with regards to Tax Collector and research to find land to unknown property. She inquired if it would make sense to try and get some of those properties and trying to gain more open space.

T. Moore discussed classifying land that has potential use as conservation land versus non conservation.

S. Fitzgerald noted they are looking into items of unknown and Town owned to help the Town through difficult times. They haven't advanced that plan but are looking at it and hoping to advance.

M. Sumner discussed no line item in the Tax Collector Budget.

J. Sherman noted it was still in the Tax Collector Budget. He discussed low value and not getting money back on some properties.

K. Lewis Savage thanked Tim for coming.

S. Fitzgerald noted that he spoke with the Moderator, Barry Sargent, who sent his regrets and asked to be put on for the 13th meeting. He indicated that he and Barry held an earlier meeting regarding the Elections Budget and presented it to the Selectmen.

Discussion upcoming meetings/schedule and handouts

K. Lewis Savage noted the Police Budget had not been brought before the Selectmen and discussed cancelling the Budget Committee's review of the Police Budget on the 20th of October because the BOS would be seeing that budget on the 19th.

J. Sherman discussed BOS typically are approving all they see.

K. Lewis Savage inquired from Board members if all are okay with current schedule and with staying on schedule as is.

Consensus of the Board was to keep the budget review as is.

K. Lewis Savage noted next week's meeting would include: Highway Administration; Public Works/Highway Streets; Solid Waste Clean-Up/Landfill; Solid Waste Disposal/Sanitation; Streetlights and Elections.

OLD BUSINESS:

J. Sherman on behalf of Dan Poliquin, Selectman Chairman, apologized to Kristin for not having Selectmen schedule the review of the budgets one week ahead of time but noted they will try to improve next year.

NEW BUSINESS:

S. Fitzgerald discussed Garden Road Bridge and the American Recovery Act Grant received along with the need for a Special Town Meeting. He noted the Board of Selectmen directed him to move forward for November 17 and the Special Town Meeting. He noted they can have a deliberative session and that it required a number of actions by the Board of Selectmen, they need to sign a form for the language of the Warrant. He read the selected wording.

J. Sherman noted this is a good thing – it is a red listed bridge and they are going to get a lot of money to do this.

Board held discussion of Special Town meeting on November 17th and what time the Budget Committee would be able to meet if the Special Town Meeting was held.

K. Lewis Savage noted the consensus of the Board is to start the Budget Committee meeting once the Deliberative Session is over.

Meeting adjourned at 9:10 pm.

Respectfully Submitted,
Audrey DeProspero