



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, October 13, 2009

MEETING CALLED TO ORDER: 6:34 pm

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

EXCUSED: Gayle Hamel, Martha Sumner, Vice Chair

Additional Attendees: Sean Fitzgerald, Town Manager; Lori Sadewicz, Finance Director;
Dan Garlington, Highway Supervisor; Barry Sargent, Moderator and Nancy Jackman, Supervisor
of the Checklist

MINUTES:

*Motion by N. Bouchard to approve the Minutes of September 29, 2009 with change to page 6.
2nd by B. Sadewicz.*

Vote 9-0-2

Abstain: K. Lewis Savage and B. Sadewicz.

Motion passes.

AGENDA:

BUDGET PRESENTATIONS

Streetlights

S. Fitzgerald discussed Streetlights Budget and noted it was level funded. He reviewed the list under Notes which indicated the itemization of new municipal lights that the Town pays for throughout the Town.

L. Sadewicz indicated the list was the physical street lights that the Town was invoiced for. “Master” referred to the master list of all remaining street lights not therein named. The notes section will be reviewed.

Motion by M. Conte to take under consideration the Streetlights Budget for \$85,000.

2nd by T. Holt.

Vote 10-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Solid Waste Disposal/Sanitation

S. Fitzgerald discussed the current proposal and the expiration of the current contract which was February 2010.

Motion by M. Conte to take into consideration the Sanitation-Solid Waste Disposal Budget in the amount of \$671,800.

2nd by J. Ingerson.

Vote 10-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Solid Waste Clean-Up/Landfill

S. Fitzgerald discussed the solid pockets on top of the landfill; permeating water; engineering design for cap monitoring; and helping water runoff. He noted the Landfill Overtime line was well spent and discussed each previous year's expenditure. He discussed engineering; mowing and trying to find efficiencies for a total bottom budget line of \$46,000. He noted the budget was presented to the BOS however there was a typo which reflected in the bottom line vote of \$25,179.

D. Hooper discussed cap maintenance and deficiencies.

R. Hayes inquired if the road was considered part of the cap.

D. Garlington noted the road was considered part of the cap and it required constant maintenance along with much watching. He discussed not addressing road but depressions in the structure.

K. Lewis Savage requested additional information to be added under Notes section.

J. Sherman discussed titles in regards to the information reported to the State. He noted the previous budget was Solid Waste Disposal, however the Town actually reported to the State Solid Waste Collection which is account 4323, and the one we call Landfill we report to the State Solid Waste Disposal, account 4324; it is an internal wording confusion.

D. Hooper suggested under description to list as Collection and change account numbers as to what we report in the MS7.

S. Fitzgerald noted those changes would be made.

Motion by D. Hooper to take under advisement the Landfill Budget for \$46,000.

2nd by J. Ingerson.

Vote 9-1-1.

Opposed: J. Sherman.

Abstain: K. Lewis Savage.

Motion passes.

Highway Administration – Dan Garlington, Highway Supervisor

D. Garlington discussed Salaries level funded from last year (though K. Lewis Savage noted this amount was slightly lower due to the 53rd week being removed); Temporary Labor was for the hiring of a person for summer hours and had increased substantially; Overtime was down; Uniforms were up \$500, increased to cover summer time individuals; Engineering level funded; Telephone up for phone at office and Nextels; Data Processing was for computer for office; Electric was up, took average times 12, however does not know what rate will be; Heating was for propane, took average of what he used in the past 3-5 years; Building Repairs was up overhead door, the motor is needed to be replaced; Pagers was level funded, four Pagers per month; Dues was down, pays for recertification for 2 persons at Landfill; General Supplies was for stuff used in garage; Office Supplies was \$250; Equipment Maintenance was the portable radio batteries which need replacing next year; and Gas and Oil was diesel fuel and a rough idea of what he used per year.

M. Conte discussed 4311- Temporary Labor and inquired how it would impact current groundskeeping.

S. Fitzgerald discussed not increasing overall landscaping, just picking up seasonal contractors and the Highway Department to be assuming additional landscaping around Town which will help to capture efficiencies.

K. Lewis Savage inquired if Sean had done an analysis on contractor breakdown regarding labor and equipment used for landscaping around Town.

S. Fitzgerald noted he didn't have that information with him however he would provide the Board with that information at a later date.

D. Garlington discussed his analysis regarding Old County Road's labor hours which he and Sean have discussed as well as strategized regarding manpower and temporary labor.

***Motion by D. Hooper to accept for consideration the Highways Administration Budget for \$268,178; noted is the BOS approved a different number due to 53rd week calculation.
2nd by M. Conte.***

Vote 9-1-1.

Opposed: J. Sherman.

Abstain: K. Lewis Savage.

Motion passes.

Public Works/Highway Streets – Dan Garlington, Highway Supervisor

D. Garlington discussed first line was welding line for acetylene; Vehicle Supplies was up about \$500 to do in-house maintenance; Vehicle Repair was stuff that went out to get fixed such as Cat loader; Equipment Purchase was down \$500; Traffic Supplies was up, it's for street signs, stop bars, center lines, and line striping; Crushed Stone line was for buying crushed stone to maintain street shoulders during heavy rainstorms when they get washed out; Drainage Improvements was level funded; and Pavement Management was \$185,000 level funded for road surface work.

D. Hooper discussed present expenditures versus previous and inquired about reasons Dan didn't get to anything this year and if something got in the way.

S. Fitzgerald discussed addressing MS4 responsibilities; drainage responsibility; and EPA Administrative Order being based out of this line; along with mapping inflows and outflows.

D. Hooper inquired about items we said we were going to do last year and wondered why they were not completed.

S. Fitzgerald discussed recession/depression; deferring things that are not critical; cash flow problem as municipality; problem with revenue coming in; balancing budget and budgetary realities.

D. Garlington discussed playing catch up and noted that it could be done. There are ways to do a "catch up" like with a shim and overlay.

J. Sherman discussed conscious level of judgment; paving done in the past; Town's roads are in good shape; his support of the budget and the reinstatement of the amount in the budget but wants the RSMS (Road Surface Management Study) to be updated. He wants to know what the long range impact will be. The Budget Committee requested a copy of this when it is available.

D. Garlington discussed Rentals and Leases which was for Equipment Rental and noted it was up \$12,500 for the renting of the two mowing machines which are at Old County/PARC. Presently there is no trailer to move these machines.

K. Lewis Savage inquired about length of a lease.

S. Fitzgerald noted it was a four year lease.

S. Garlington discussed Street Sweeping which was for sweeping our roads every year; Culverts and Catch Basins was up \$200 and is used for any repairs and cleaning each fall which they were getting ready to do in next couple of weeks; Salt and Sand level funded (salt price has gone down from last year); Snow Plowing level funded and Tree Maintenance was \$5,000 to take care of any emergency trees that are dead and fall into the street.

K. Lewis Savage inquired about the Highway Block Grant and if Sean had heard anything regarding the total number of the grant.

S. Fitzgerald noted he hadn't received a formal report however he had indications from DRA noting a slight increase.

D. Hooper inquired about the number of Methane gas alarms that the Highway Department had had at the Highway Garage and about the Highway Garage's improvements.

D. Garlington noted the alarm went off multiple times throughout the Spring however when they got there the levels had already leveled out.

K. Lewis Savage discussed holding off site meetings at locations such as the Police Department/Fire Department because they are helpful to new members to see the other locations. Members could also contact the various department heads to arrange a meeting/tour of facilities if they thought it would be beneficial.

Motion by B. Sadewicz to move to consider the amount of \$516,590 for the Highways & Streets Budget.

2nd by J. Ingerson.

Vote 10-0-1.

Abstain: K. Lewis Savage

Motion passes.

Elections – Barry Sargent/Nancy Jackman

B. Sargent discussed increase in Election Budget was because the upcoming year will have 3 elections but in the past there were only one; the purging of the voter checklist was needed because it will be the tenth year which is when the purging gets done to update voters that have not voted in the past 3 years and/or to eliminate the ones that have passed away.

B. Sadewicz inquired if purging was done by hand.

N. Jackman discussed taking names off the list and updating the list which was a lot easier than in the past however she had no idea of how many letters are needed to be sent out.

B. Sargent discussed Equipment Purchase which was added last year because of the need to purchase table dividers. The table dividers are considered a voting station and were used to keep budget down. The table dividers could be purchased for roughly \$100, however booths are roughly \$1,000. It made more sense with the economy the way it was to go with table dividers instead of booths. Supervisors of the Checklist was increased because of the upcoming three elections however there was no pay increase.

N. Jackman discussed Computer Training and noted it was not mandatory however it is educational to see if there are any updates or anything new to make sure they were doing things correctly.

K. Lewis Savage requested Sean to add more of a breakdown for the details section.

B. Sargent discussed Salary/Administration which was for 4 clerks; Election Salary/Moderator was \$1,200 (Moderator gets \$150 an election along with Norman Major times 4 elections); Election Recount was budgeted if there is a recount needed, in the previous years there were a rash of needed recounts however this past year there was none; Software Support was for the March Election and was an educated guess regarding the budgeted dollar amount based which was based on previous expenses and includes service contract for voting machine.

K. Lewis Savage inquired if the Town is billed for this at the end of the year.

L. Sadewicz noted yes. The Town was billed at the end of the year.

S. Fitzgerald noted they have contacted the vendor regarding not receiving an invoice for service to date however there has been no response.

K. Lewis Savage inquired which portion was the service portion of the contract.

S. Fitzgerald discussed it varying depending on what the Town asked them to do.

B. Sargent noted last year was \$400 for the evening. He discussed repairs for future parts for voting machines and the possible problems because they are no longer making those voting machines. They have gone to the next generation of voting machines. He suggested the Town should start thinking about putting money away for voting machines. He noted the voting machines are roughly \$2,700 each and the Town had two. Ballot Printing and Checklist goes along with coding, it was a best guess estimate and depended on how many ballots are needed to print. Janitorial services was zero. Facility rental was zero because there was no longer rent needed for Sawyers Restaurant. Repairs and Supplies was needed when voting booths are in need of repair such as for curtains and/or other broken parts. Postage increased because of the purging.

N. Jackman discussed Postage up from \$35 to \$100 because there was no idea as to how many letters or cards are needed to be sent out.

B. Sargent discussed Polling Booths Set Up which was for 3 elections, ropes, tables, chairs, signs, etc; Meals was \$150 for 2 meals at election for 10 people for an average of \$7 per meal; Training/Moderator included Town and City Magazine which updated the Moderator on dates of elections and pays for Moderator Training in Concord.

K. Lewis Savage inquired about the \$100 still listed under Equipment/Voting Booths.

B. Sargent noted he wanted to buy dividers not booths; and a whole stand of booths is \$1,000. He discussed the Equipment will pay for signs needed for that day to indicate where persons should go and location of handicap parking.

K. Lewis Savage suggested changing the detail on that line item. She also inquired about the number of table dividers that are to be purchased.

B. Sargent noted he needed to wait until the number of voters was determined

Motion by J. Ingerson to accept for consideration the Election & Registration Budget in the amount of \$18,150.

2nd by T. Holt.

Vote 10-0-1.

Abstain: K. Lewis Savage

Motion passes.

Discussion upcoming meetings/schedule and handouts

K. Lewis Savage noted the Police and Animal Control Budgets would be discussed next week and a hard copy had been handed out tonight for all to review.

OLD BUSINESS:

No old business discussed.

NEW BUSINESS:

B. Sadewicz noted that he liked the layout of Elections and Registration with the column "Change" listed on the end. It made a difference on the entire budget.

Meeting adjourned at 8:03 pm.

Respectfully Submitted,
Audrey DeProspero