



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, October 27, 2009

MEETING CALLED TO ORDER: 6:33 pm

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

EXCUSED: Michele Conte, Ron Hayes, Dan Hooper

Additional Attendees: Sean Fitzgerald, Town Manager; Lori Sadewicz, Finance Director;
Fire Chief John McArdle

MINUTES:

Motion by N. Bouchard to approve the Minutes of October 13, 2009.

2nd by B. Sadewicz.

Vote 7-0-3.

Abstain: K. Lewis Savage, G. Hamel & M. Sumner.

Motion passes.

AGENDA:

BUDGET PRESENTATIONS

Fire Department – Fire Chief John McArdle

J. McArdle discussed Permanent Positions-Chief up slightly because of how it was entered last year.

S. Fitzgerald noted there was a ten key error in the entry, however it was corrected and the Chief's pay was not impacted by the error.

J. McArdle discussed Uniform line is up slightly due to projected need to purchase additional badges/brass for new members; Telephones biggest component of increase is for the fees associated with filing for and obtaining a private frequency for PFD through FCC licensing process. Data Processing up due to station software, licensing fees and replacement of the Chief's computer; Medical Services up due to the addition of the H1N1 vaccine which is free however there is a cost for the administration of the vaccine; Dues level funded; Supplies down because he previously bought some items in bulk which saved on the upcoming year; Books & Periodicals level funded; Miscellaneous covers food if they have extended fire or training sessions and background checks, included here, went up slightly because State increases are

being passed on to municipality; Mileage & Expense was for reimbursement for mileage to training class; Events & Activities level funded; Permanent Positions-FF down slightly due to the 53rd week removal; P-T Call Firefighters down slightly; Overtime Firefighters down slightly, however the wage was the same, just decreased the call back hours slightly; Building Maintenance down by \$500 moved misc component into the Town Buildings portion; Training was for mandatory department training and EMS training; Dues-Hazmat was up by \$100 which was based on population of the Town; Equipment Maintenance was for contracted services which have to be done generally throughout the year; SCBA was scheduled for maintenance in 2010; Gasoline is for both diesel and gasoline, gone up because of the addition of the Tower this year; Vehicle Maintenance/Supplies level funded; Vehicle Repairs is for 'not so routine' activities and level funded at \$5,000; Equipment was up almost double and the largest component of that is the proposal to purchase new 2-1/2" & 5" hoses are in need of replacement and the purchase of two portable radios; Equipment-Bunker Gear is up due to purchase of gloves; Books & Periodicals level funded; General Supplies is up slightly for medical supplies and Part-Time Forest Fire level funded, nothing withdrawn out of this line as of yet, however this line item gets paid out at the end of the year.

Motion by B. Sadewicz to take into consideration the Fire Department Budget for \$453,746.

2nd by M. Sumner.

Vote 9-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Ambulance – Fire Chief John McArdle

J. McArdle noted the Ambulance budget had been zeroed out this year. He discussed warrant article sent to the voters last year .

Water Department – Fire Chief John McArdle

J. McArdle discussed Payroll Temp up by about \$3,500; Engineering up by \$5,000; Telephone level funded; Electric up by \$2,000 based on the money spent this year; Heating was for gas heat in the Chart pump house which is no longer heated because it is no longer in service; General Supplies level funded; Waterline Repairs are for unanticipated breaks in the line and is level funded; Equipment Repairs was contingency fund used for own equipment in case it breaks; Equipment Maintenance was for contracted services for diesel engines; Gasoline fuel for the pumps not expended this year however the tanks are to be topped off at the end of the year; Vehicle Maintenance level funded for the 1997 used pick-up truck; Capital Improvements since 2008 we have gone to warrant articles for capital projects and Equipment Purchase was for batteries for the diesel engines, which get replaced every 3 years.

M. Sumner inquired if there would be a warrant article going out for the water line this year.

S. Fitzgerald noted most likely there would be one.

J. McArdle discussed current water line project going on.

Motion by J. Ingerson to take into consideration the Water Department Budget in the amount of \$47,355.

2nd by M. Sumner.

Vote 9-0-1.

Abstain: K. Lewis Savage.

Motion passes.

C. Willis inquired if the Fire Department had masks for oxygen use for animals.

J. McArdle noted that he believed the Kingston Fire Chief picked them up and brought them to Plaistow to provide oxygen to animals specifically for dogs however he was not positive if they had them because he was unable to pick them up and thought someone else offered to pick them up for the Fire Department. He had not physically seen them at the Fire Station.

Emergency Management

S. Fitzgerald noted Bill Scully was in Emergency Management for a very long term however he was taking a leave of absence. He noted the Town was at a point where they were looking to bring someone on board temporarily while he was out. The function of the Emergency Management budget was critical for safety and the budget was level funded. Part Time positions was for on call or on time and level funded at \$3,812; Telephone \$400; Office Supplies \$200; Postage \$37; Equipment Maintenance \$150; Miscellaneous \$58; Equipment Purchase \$1,000; and Mileage/Travel \$200 for a Total budget of \$5,857 which was a level funded budget from last year. This was a relatively small budget which could significantly be augmented and he was looking at potential strategies that the Town could employ. He noted he was level funding now but looking at increasing for additional resources to help meet the broader needs of the Town.

N. Bouchard discussed expenses from the ice storm and noted it seemed low.

J. Sherman noted some of the ice storm expenses were in 2008.

B. Sadewicz noted the emergency generator was a deleted account and inquired if that meant we no longer have or no longer needed.

S. Fitzgerald noted that no, it hadn't been funded since prior to 2006 for historical purposes it was left listed, and was for moved to the General Government Buildings budget.

Motion by M. Sumner to take under advisement consideration Emergency Management Department Budget in the amount of \$5,857.

2nd by T. Holt.

Vote 9-0-1.

Abstain: K. Lewis Savage.

Motion passes.

NEW BUSINESS:

K. Lewis Savage noted there would be no meeting next week. The next Budget Committee meeting would be on November 10th and they would be reviewing Health, Recreation and the three Human Service budgets. She inquired about the 17th's schedule.

S. Fitzgerald noted they would still have that meeting and he would have a meeting with the Town Solicitor tomorrow to outline the final details of the Special Town meeting.

M. Sumner suggested moving Health, Rec and the other 3 Human Services budgets to next week and move Executive to the 10th and then the 17th have the Public Hearing.

J. Sherman noted the Public Hearing would not take more than one hour and noted he was not opposed to her suggestion. The Special Town Meeting on the 17th was for one Warrant Article which required a Special Town meeting regarding the Garden Street Bridge to accept funds to offset the cost for the fixing of the bridge which had been a red listed bridge and the meeting was a very good thing.

J. Ingerson inquired if the funds were available.

S. Fitzgerald noted they were appropriated by legislature and the Town just needs to gross appropriate the funds.

K. Lewis Savage discussed match, studies and engineering that the Town paid for which were suppose to be a pre-contribution and inquired if that was still valid.

S. Fitzgerald noted the Town will get some of those costs reimbursed however they have to first gross appropriate the match. Those funds are not forgotten and the Town would be seeking a refund to those funds.

J. Sherman discussed Shovel Ready Project.

S. Fitzgerald publicly thanked Tim Moore for all his hard work and bringing this information forth to the town to move it forward.

OLD BUSINESS:

No old business discussed.

Meeting adjourned at 7:26 pm.

Respectfully Submitted,
Audrey DeProspero