



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, November 17, 2009

MEETING CALLED TO ORDER: 7:00 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,
Ben Sadewicz, Catherine Willis, John Sherman–Selectmen Rep.

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

MINUTES:

Motion by B. Sadewicz to approve the Minutes of October 27, 2009 as written.

2nd by J. Ingerson.

Vote 9-0-4.

Abstain: D. Hooper, M. Conte, R. Hayes and K. Lewis Savage.

Motion passes.

AGENDA:

BUDGET PRESENTATIONS

Executive

S. Fitzgerald discussed the Executive Budget. Part-Time Positions dropped by \$453 dollars due to the 53rd week; Town Office Salary of Selectmen, Contracted Consulting Services, Professional Mapping Services, Telephone Expense, Data Processing, Professional Services – Files, Labor Relations Consultant and Training/Conference were all level funded; there was an increase in Dues; increase in Rental & Leases for copier/printer and postage machine at Town Hall; increase in General Supplies due to the use of Town Hall for extra activities; Office Supplies, Postage, Office Equipment/Maintenance, RSA Supplies, and Technical Supplies/Equipment were level funded; there was an increase for the Unanticipated line which is for items such as cards, flower, awards, meetings and ceremonies; Events and Activities was increased; Salary Town Manager line was decreased due to the contractual performance bonus being a one time payment; Overtime and Mileage & Expense Reimbursement were level funded; Employment Expenses was level funded; there was a decrease in Permanent Position BOS/TM and Recycling Committee was level funded for a net decrease of \$5,668.

M. Sumner discussed Labor Consultant and inquired since the Town did not spend the full \$14,500 in 2009 do they anticipate spending the \$14,500 in 2010.

S. Fitzgerald discussed significant expenses and spending quite a bit of the legal fees set aside.

K. Lewis Savage discussed Human Service vacancy and the Part-Time Administrative Assistant line in the Executive budget.

S. Fitzgerald noted the previous person spent part of the time in Human Services and part of the time with the Town Manager.

J. Sherman noted we are budgeting less hours than we were 8 years ago. Previously we had 40 hours when Carrie left however we absorbed those hours and Nikki covered them. We are budgeting fewer hours than we did in the past for those 3 positions.

J. Ingerson inquired if the Town is required by the State to have someone in that position and for how many hours.

S. Fitzgerald noted the Town was required to have someone in that position covering Human Services and currently there are two individuals covering those services/position. He discussed working with Rockingham Community Action and meeting the requirements. The Town does not have to have a specific person, they just have to provide the service required.

J. Sherman noted that in other towns the BOS covers that position

Motion by M. Sumner to take the Executive Budget under advisement for \$268,110.

2nd by R. Hayes.

Vote 12-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Personnel Administration

S. Fitzgerald discussed the Personnel Administration Budget. Performance Management increased by \$15,000 to \$30,000 and there was a new line, Employee Tuition Reimbursement for \$10,000.

M. Sumner inquired if the new line item had any criteria set by the Board regarding what grade was required.

S. Fitzgerald noted he had a draft format set up for review.

Board held discussion regarding language needed for criteria regarding academic requirements.

M. Sumner noted that she supported this line item.

L. Sadewicz noted there was a provision in the current personnel plan however the Town had not appropriated in this way before. Historically they have reimbursed but have not paid in advance. The individual had to prove they had successfully completed the course.

S. Fitzgerald discussed Work/Health Insurance and noted that line was for changes in health care. The Town had been informed that they would receive an increase in the existing non-union health plan of 16.4% and a decrease of 7.5% in disability premiums.

The Board held a 90/10 discussion regarding health care along with mitigating costs and upcoming meetings regarding the increases.

S. Fitzgerald discussed FICA and Medicare were down because of the 53rd week; NH Retirement had increased because the State had shifted additional costs to the Towns; Special Detail Reimbursements line had been zeroed out, it was tracked for the purpose of Police and Fire contracts; Unemployment was going up slightly; Municipal Worker's Compensation and Pre-Tax was level funded.

K. Lewis Savage inquired why they were budgeting \$500 when prior year-to-date was \$964.

L. Sadewicz noted it was based on previous expenses, based on participation, and currently was under open enrollment which had already dropped.

S. Fitzgerald discussed Medical Services, Pre-Employment Screening, Notices & Publications, Employee Relations and Sick Leave Buy Back were all level funded for a Total Budget increase of \$101,546 and a total bottom line of \$1,317,933.

R. Hayes inquired about Workers Comp and if the Town had received credit or charge on the audit period.

S. Fitzgerald noted he did no recall and would have to look into.

R. Hayes inquired about the categories.

L. Sadewicz discussed auditor that comes and the review of categories.

D. Hooper inquired why Pre-Employment Screening was found in both the Executive Budget and the Personnel Administration Budget.

L. Sadewicz noted the Executive Budget included the occupational drug screen and indicated that the "notes" section could be changed.

D. Hooper discussed recouping from the Special Details line.

T. Holt discussed/inquired about the Sick Leave Buy Back.

S. Fitzgerald discussed Buy Back was a one-time event that occurred once a year at the beginning of December.

Motion by R. Hayes to accept for consideration the Personnel Budget for \$1,317,933.

2nd by T. Holt.

Vote 12-0-1.

Abstain: K. Lewis Savage.

Motion passes.

Advertising & Regional Association

S. Fitzgerald discussed the Advertising/Association Budget and noted the entire budget had been level funded at \$23,643. The budget funds public notices, costs associated with the annual Town Report and membership dues for the NH Local Government Center and Rockingham Planning Commission which both provide technical and legal assistance and municipal advocacy and land use/transportation planning.

Motion by N. Morin to take into consideration the 2010 Advertising & Regional Association Budget in the amount of \$23,643.

2nd by J. Ingerson.

Vote 12-0-1.

Abstain: K. Lewis Savage.

Motion passes.

NEW BUSINESS:

K. Lewis Savage noted there would be no meeting next week due to Thanksgiving. She wished all a Happy Thanksgiving and noted the following week the committee would be reviewing all budgets and all members would be getting a full workbook to review. She noted December 8th would be the date for Preliminary Warrant Articles to be reviewed by the Budget Committee and the Deliberative Session is usually on the first Saturday between January 30th and February 6^h and in case there was snow it would be the following Saturday. Thursday, January 14th is the tentative date for the Public Hearing however there is no snow date set yet. Tomorrow night the Budget Committee members could go to the Police Department at 5:00 pm and get a tour of the Police Department along with asking questions. C. Willis, N. Morin, M. Conte, N. Bouchard and T. Holt all noted they would be in attendance.

OLD BUSINESS:

J. Sherman discussed the Special Town Meeting that was held earlier today and noted the Warrant Article passed unanimously. They are now able to get the federal funds to offset the costs for the Garden Road Bridge which was a red listed bridge. He noted this was not a last minute thing, this had been in the CIP for the past years, and the Town took advantage of Tim Moore, Representative Norm Major and the Town Manager's support for this project.

Meeting adjourned at 8:10 pm.

Respectfully Submitted,
Audrey DeProspero