



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

**BUDGET COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, December 8, 2009

**MEETING CALLED TO ORDER:** 6:36 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:**  
*No Minutes to review.*

**AGENDA:**

**REVENUE REVIEW**

Board decided to wait until next week to review Revenue as information had just been received.

**BUDGET REVIEW**

K. Lewis Savage asked Sean to review changes made to the Budgets.

S. Fitzgerald noted:

- Budget Committee column heading changed to Budget Committee “considered” instead of “approved.”
- Attached was the Analysis on Grounds-keeping.
- Solid Waste and Cemetery Budget language was updated in the description line.

Differences that were identified in the budget were:

- General Government Buildings, an approved budget that had calculations for the 53rd week in it – reduced accordingly.
- Town Clerk Budget, Part-Timer had 53rd week included – reduced accordingly.
- Public Works Administration had 53rd week – reduced accordingly.
- Town Insurance had additional information added that would help better define the rational for the appropriations.

Updated/Requested information:

- Memo and presentation that Dan Garlington reviewed at the Board of Selectmen regarding how we look at Town roads and repair costs to Town owned roads.
- Utility budget lines would be coming and would be brought to the BOS this coming Monday.

- RFP bids have been accepted for Solid Waste Management and he was recommending that we lower the Solid Waste Budget for 2010.
- Changes being presented to the Board of Selectmen for landscaping and he was working with Highway Department for some of the costs associated with landscaping and fertilization as well as grounds maintenance for Town owned properties.

K. Lewis Savage inquired why the Cable Studio Budget was zeroed out under BOS.

S. Fitzgerald noted that it was another budget that will be looked at. He discussed meeting with Comcast and cable negotiations; head-end information and noted he was presenting to BOS this coming Monday night and this information would impact the Legal Budget as well.

K. Lewis Savage suggested to table the Budget Review including grounds-keeping and RSMS report due to the fact the documents had just been received and put on next week's agenda. She asked that a copy of all changes made on Monday night be given to all Bud Com members on Tuesday morning.

### **WARRANT ARTICLE REVIEW**

S. Fitzgerald noted the Selectmen met last night and reviewed the Warrant Articles and he has since presented the Bud Com with the ones the BOS approved.

#### **Highway Department Equipment Capital Reserve Fund Deposit**

S. Fitzgerald read the Highway Department Equipment Capital Reserve Fund Deposit Warrant Article wording.

M. Sumner discussed the backhoe being in the CIP.

S. Fitzgerald noted that the backhoe had reached its life cycle in the CIP and we have repaired it recently and are hopeful to get a couple more years out of it.

G. Hamel inquired as to why this wasn't presented last year.

S. Fitzgerald discussed the \$350,000 worth of good ideas, making decisions to minimize the tax impact on residents, and reducing the budget.

D. Hooper asked for Kristin to describe for new comers the information that would appear in the Warrant Articles.

K. Lewis Savage discussed the look/wording of the Warrant Articles.

J. Sherman noted you would see the balance that was in the fund which typically was found in the Intent.

K. Lewis Savage noted the Committee was just reviewing the Warrant Articles tonight and NOT voting for recommending or not recommending. They were just reviewing.

Fire Suppression Water Capital Reserve Fund Deposit

S. Fitzgerald read wording for Fire Suppression Water Capital Reserve Fund Deposit Warrant Article. He noted this was a reserve fund deposit for the fire suppression system running in the Route 125 area and part of DOT improvements around Town.

J. Ingerson inquired if this Article was in the CIP.

S. Fitzgerald noted yes.

Cell Tower Maintenance Capital Reserve Fund

S. Fitzgerald read wording for Cell Tower Maintenance Capital Reserve Fund and noted this figure was based on a previous study completed on the cell tower for the maintenance of the former water tower.

M. Conte inquired what the \$20,000 was for.

S. Fitzgerald discussed concrete footing support. He noted the bigger maintenance items were the maintenance of the static paint that is on the structure.

B. Sadewicz inquired about the cost to build a brand new cell tower.

S. Fitzgerald noted they have looked into that and have found the cost range to be anywhere from \$50,000 – \$350,000.

D. Hooper inquired about the BOS decision.

J. Sherman discussed the information requested by the BOS from last night regarding Intent wording.

K. Lewis Savage discussed splitting this Article into two separate Warrant Articles; (1) establish a fund and (2) raise and appropriate the \$20,000.

Fire Department Capital Reserve Fund Deposit

S. Fitzgerald read the wording for the Fire Department Capital Reserve Fund Deposit and noted it was a reserve fund deposit. By establishing this fund it allowed the Town to go out and buy a ladder truck this year with little or no impact to the tax payers.

Board discussed the increased amount of \$88,000.

M. Sumner noted that the last three pieces of equipment came from this account (a ladder truck and a rescue vehicle).

S. Fitzgerald and M. Sumner discussed passbook accounts and noted the Town of Plaistow was debt free.

#### Conservation Fund Deposit

S. Fitzgerald noted the Conservation Fund Deposit was an annual appropriation and read the Warrant Article wording. He discussed his recent meeting with the Conservation Committee who supported this Warrant Article.

Board held discussion regarding RSA listed, explanation listed, and Intent wording.

#### Westville Road Bridge Replacement

S. Fitzgerald read the wording of the Westville Road Bridge Replacement Warrant Article and noted that it needed significant adjustments.

N. Morin inquired if this was a replacement or a repair.

S. Fitzgerald noted it would probably be a replacement however the Town would know better when they get into the preliminary specs of the bridge.

Committee members held a discussion regarding the bridge being on the red list and S. Fitzgerald was inquiring as to its status.

#### Emergency Power Generator

S. Fitzgerald read the Warrant Article wording for the Emergency Power Generator. He noted \$25,000 was recommended in the CIP. He discussed the volunteer engineer that assisted with the findings of the utility needs of Town Hall.

N. Morin suggested adding the wording after market to the Intent.

N. Bouchard suggested to list both - new/after market.

D. Hooper inquired if the Town currently had a diesel generator and if it was adequate.

S. Fitzgerald noted it was currently inadequate

D. Hooper noted that the Intent wording or Article wording needs to indicate that it was replacing the inadequate one or the one that no longer works.

K. Lewis Savage inquired if there would be any additional Articles.

S. Fitzgerald noted yes there would be, the Board had a few others that needed more information which they have deferred to a later date.

K. Lewis Savage requested to have the Articles the morning after the Board reviews them.

#### **Upcoming meetings/schedule and handouts**

K. Lewis Savage discussed:

- Next meeting was December 15<sup>th</sup>.

- Committee taking December 22<sup>nd</sup> off for the holiday.
- Coming back on December 29<sup>th</sup>.
- Meeting on January 5<sup>th</sup> which should be a quick meeting.
- Meeting on January 12<sup>th</sup> if there were any Petition Articles.
- Public Hearing on January 14<sup>th</sup>.
- Deliberative Session not set yet however they are looking at January 30<sup>th</sup>.

**OLD BUSINESS:**

No Old Business.

**NEW BUSINESS:**

K. Lewis Savage thanked Deputy Jones for bringing the cruiser for the Bud Com members to see the Project 54 impact.

Meeting adjourned at 7:48 pm.

Respectfully Submitted,  
Audrey DeProspero