



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, January 5, 2010

MEETING CALLED TO ORDER: 6:33 pm.

PRESENT: Kristin Lewis Savage – Chair, Martha Sumner, Vice Chair - late, Norman Bouchard, Michele Conte, Gayle Hamel, Ron Hayes, Tricia Holt, Dan Hooper, Joyce Ingerson, Neal Morin, Ben Sadewicz, Catherine Willis, John Sherman–Selectmen Rep.

Additional Attendee: Sean Fitzgerald, Town Manager

MINUTES:

Minutes of December 29, 2009 to be approved at January 12, 2010 meeting.

AGENDA:

REVENUE REVIEW

S. Fitzgerald discussed revenue; anticipation of being down; okay if you looked at expenses in the budget; ending in the black; and looking for efficiencies and keeping a tight handle on how we manage the budget but maintain core services in Town.

BUDGET REVIEW

S. Fitzgerald discussed change in assessing office; 10 keyed every cell and found computational error; original budget number not rolling correctly; adjusting downward by \$480 to \$137,796; BOS meeting last night and adjustment made.

K. Lewis Savage noted Budget Committee considered \$138,283.

N. Bouchard noted he was not here last week and wanted to know about the Legal Budget.

S. Fitzgerald discussed meeting with the BOS and discussing in length the Budget Committee's request. He discussed pending legal cases and what they anticipated in 2010 and recommended to keep at \$40,000 to best protect the Town's interest.

Motion by G. Hamel to accept for consideration the Assessing Budget in the amount of \$137,796.

2nd by T. Holt.

Vote 12-0-1.

Motion passes.

DEFAULT BUDGET REVIEW

S. Fitzgerald discussed the Default Budget stayed the same; discussed with BOS, Town Staff and DRA; fair budget; not exposing the Town to harm; increasing the Legal budget by \$10,500 which was based on contractual obligations and other issues that would be mandated by law; and the definition of RSA 40:13 for a total Default Budget of \$7,259,800.

WARRANT ARTICLE REVIEW

S. Fitzgerald noted the BOS met last night and looked at all Warrant Articles; changed wording to be consistent regarding Shall the Town vote to raise and appropriate; unbolding words in the Fire Suppression Water Line Article D; and on Article E Cell Tower Maintenance receiving additional information from a contractor regarding cell tower masonry work. He received a verbal estimated cost of \$8,000 which was added to the Intent of the Article. He read the Intent.

C. Willis discussed raising \$10,000 and spending \$8,000 and noted \$10,000 was to establish the reserve fund but the Town was spending \$8,000 of the \$10,000 in the first year.

S. Fitzgerald discussed minimizing impact on Tax Payers in 2010.

M. Conte discussed “initial” word in the Cell Tower Maintenance.

J. Sherman noted he would bring that information back to the BOS and have them take another look at Article E to remove the word “initial:.

K. Lewis Savage discussed Article E (Cell Tower Maintenance Capital Reserve Fund) and shared her opinions: the Article does not have enough information to inform the residents; the last line of the Intent regarding the BOS being the agents to spend out of this account she agrees with, however she thought the line should be moved for better reading.

J. Sherman suggested changing the word “account” to “reserve fund”.

K. Lewis Savage noted it was the location of the words that was dangerous for that line.

K. Lewis Savage and J. Sherman held a discussion regarding changing the wording.

J. Sherman inquired what the consensus of the Budget Committee was.

Consensus of the Budget Committee was for John to take the wording change back to the BOS.

J. Sherman noted he would take the Budget Committee’s suggestion back to the Board of Selectmen.

S. Fitzgerald discussed Fire Suppression Water Capital Reserve Fund and noted it was a recommendation by the Budget Committee to change the title. He read the Intent wording noting it came from a previous Article.

K. Lewis Savage discussed adding wording about a 6 year plan to help explain to the tax payers that there is work planned for the pump house in the upcoming years to help indicate where the money was to be going.

J. Sherman agreed with showing the calculation for the \$58,400 requested and noted he would take that information back to the Board of Selectmen.

M. Conte discussed the Operating Budget Article A and suggested adjusting the wording.

S. Fitzgerald discussed wording being taken from DRA's recommendation.

N. Morin questioned the Conservation Fund Deposit Warrant Article and inquired about the Forestry Fund and Conservation Fund listed in the Article. He thought the language regarding the Forestry Fund line was confusion.

Committee members discussed Forestry Fund and Conservation Fund.

T. Holt inquired about the removal of the Westville Road Bridge Warrant Article.

S. Fitzgerald noted it was not red listed and BOS did not vote to move it forward however last night the BOS did sign off on the DOT to review that bridge.

Approval of Budgets

J. Ingerson inquired if Committee members could state dollar amounts when approving for the record and not accept just the wording "accept as is".

Consensus of the Board was to state \$\$ amounts here on.

Executive

Motion by D. Hooper to approve Executive Office in the amount of \$280,110.

2nd by M. Sumner.

Vote 13-0-0.

Motion carries.

Town Clerk

Motion by G. Hamel to approve the Town Clerk Budget in the amount of \$103,578.

2nd by C. Willis.

Vote 13-0-0.

Motion carries.

Elections

Motion by B. Sadewicz to approve Elections in the amount of \$19,461.

2nd by G. Hamel.

Vote 13-0-0.

Motion carries.

Finance

Motion by T. Holt to approved Finance (Bookkeeping) Budget in the amount of \$71,554.

2nd by D. Hooper.

Vote 13-0-0.

Motion carries.

Assessing

Motion by N. Morin to approve the Assessing Budget for \$137,796.

2nd by R. Hayes.

Vote 13-0-0.

Motion carries.

Tax Collector

Motion by C. Willis to approve Tax Collector in the amount of \$49,826.

2nd by N. Bouchard.

Vote 13-0-0.

Motion carries.

Treasurer, Trustees, Budget

Motion by G. Hamel to approve Treasurer Budget in the amount of \$8,114.

2nd by M. Conte.

Vote 13-0-0.

Motion carries.

Legal

Motion by T. Holt to approve the Legal Budget in the amount of \$42,000.

2nd by R. Hayes.

Vote 13-0-0.

Motion carries.

Personnel Administration

Motion by C. Willis to approve Personnel Administration for \$1,315,502.

2nd by G. Hamel

Vote 13-0-0.

Motion carries.

Planning

Motion by N. Bouchard to approve Planning Budget in the amount of \$76,052.

2nd by J. Ingerson

Vote 13-0-0.

Motion carries.

Zoning

Motion by N. Bouchard to approve the Zoning Budget in the amount of \$9,231.

2nd by G. Hamel.

Vote 13-0-0.

Motion carries.

General Government Buildings

Motion by J. Ingerson to approve General Government Buildings in the amount of \$180,776.

2nd by B. Sadewicz.

Vote 13-0-0.

Motion carries.

Cemeteries

Motion by T. Holt to approve Cemeteries for \$3,525.

2nd by G. Hamel.

Vote 13-0-0.

Motion carries.

Town Insurance

Motion by R. Hayes to approve Town Insurance in the amount of \$71,000.

2nd by J. Ingerson.

Vote 13-0-0.

Motion carries.

Advertising/Reg Association

Motion by C. Willis to approve Advertising/Regional Association for \$23,645.

2nd by R. Hayes.

Vote 13-0-0.

Motion carries.

Cable Studio

Motion by T. Holt to approve the Cable Studio Budget for \$31,475.

2nd by R. Hayes.

Vote 13-0-0.

Motion carries.

Conflict of Interest

Motion by G. Hamel to approve Conflict of Interest for \$97.

2nd by J. Ingerson.

Vote 13-0-0.

Motion carries.

Police Department

Motion by D. Hooper to approve the Police Department Budget in the amount of \$1,787,047.

2nd by T. Holt.

Abstain: K. Lewis Savage

Vote 12-0-1.

Motion carries.

Fire Department

Motion by D. Hooper to approve the Fire Department Budget in the amount of \$449,709.

2nd by J. Ingerson.

Vote 13-0-0.

Motion carries.

Building Inspection

Motion by G. Hamel to approve Building Inspections for \$108,786.

2nd by N. Morin.

Vote 13-0-0.

Motion carries.

Emergency Management

Motion by T. Holt to approve Emergency Management in the amount of \$5,857.

2nd by R. Hayes.

Vote 13-0-0.

Motion carries.

Public Works Administration

Motion by T. Holt to approve Public Works Administration in the amount of \$271,134.

2nd by R. Hayes.

Vote 13-0-0.

Motion carries.

Highway Department

Motion by N. Morin to approve the Highway Department in the amount of \$545,090.

2nd by C. Willis.

Vote 13-0-0.

Motion carries.

Street Lighting

Motion by T. Holt to approve Street Lighting for \$85,000.

2nd by G. Hamel.

Vote 13-0-0.

Motion carries.

Solid Waste Disposal

Motion by R. Hayes to approve Solid Waste Disposal in the amount of \$615,000.

2nd by J. Ingerson.

Vote 13-0-0.

Motion carries.

Solid Waste Clean-Up

Motion by T. Holt to approve Solid Waste Clean-Up in the amount of \$46,000.

2nd by D. Hooper.

Vote 13-0-0.

Motion carries.

Water Distribution

Motion by J. Ingerson to approve Water Distribution in the amount of \$47,355.

2nd by G. Hamel.

Vote 13-0-0.

Motion carries.

Health

Motion by C. Willis to approve the Health Budget in the amount of \$78,914.

2nd by T. Holt.

Vote 13-0-0.

Motion carries.

Animal Control

Motion by G. Hamel to approve Animal Control for \$15,810.

2nd by T. Holt.

Vote 13-0-0.

Motion carries.

Human Services

Motion by J. Ingerson to approve the Human Services Budget in the amount of \$69,996.

2nd by G. Hamel.

Vote 13-0-0.

Motion carries.

Welfare Administrative

Motion by R. Hayes to approve the Welfare Administrative Budget in the amount of \$840.

2nd by J. Ingerson.

Vote 13-0-0.

Motion carries.

Welfare Direct Assistance

Motion by C. Willis to approve the Welfare Direct Assistance Budget in the amount of \$53,350.

2nd by G. Hamel.

Vote 13-0-0.

Motion carries.

Recreation

Motion by M. Conte to approve Recreation for \$203,779.

2nd by C. Willis.

Abstain: K. Lewis Savage

Vote 12-0-1.

Motion passes.

Library

Motion by R. Hayes to approve the Library Budget in the amount of \$437,094.

2nd by J. Ingerson.

Abstain: C. Willis.

Vote 12-0-1.

Motion passes.

Patriotic Purposes

Motion by G. Hamel to approve Patriotic Purposes for \$1,000.

2nd by B. Sadewicz.

Vote 13-0-0.

Motion carries.

Cultural

Motion by R. Hayes to approve Cultural Budget in the amount of \$21,619.

2nd by C. Willis.

Vote 13-0-0.

Motion carries.

Conservation Commission

Motion by G. Hamel to approve Conservation Commission for \$4,925.

2nd by T. Holt.

Vote 13-0-0.

Motion carries.

Debt Service

Motion by G. Hamel to approve the Debt Services Budget in the amount of \$26,000

2nd by T. Holt.

Vote 13-0-0.

Motion carries.

Approval of Warrant Articles

K. Lewis Savage noted the Operating Budget was \$7,298,045 and the Default Budget was \$7,259,800.

J. Sherman noted the Operating Budget Article P-10-A had not been voted on by the BOS.

K. Lewis Savage noted Budget Committee would refrain from voting on the Operating Budget until after the BOS has made their vote for recommendation.

Public Safety Complex Feasibility Study Article B

Motion by M. Sumner to recommend the Public Safety Complex Feasibility Study for \$25,000.

2nd by T. Holt.

Vote 13-0-0.

Motion passes.

Highway Department Equipment Capital Reserve Fund Deposit Article C

Motion by D. Hooper to recommend the Highway Department as written (\$66,000).

2nd by M. Sumner.

Vote 13-0-0.

Motion passes.

Expansion of the Fire Suppression Water Line Article D

Motion by C. Willis to recommend as written (to raise and appropriate \$498,250 with \$50,000 to be raised from taxes).

2nd by M. Sumner.

Vote 13-0-0.

Motion passes.

Cell Tower Maintenance Capital Reserve Fund Article E

B. Sadewicz discussed Article E's wording had been requested to be changed by BOS and inquired how to handle this article.

K. Lewis Savage noted the Committee can wait to vote on Article E until changes have been considered by BOS.

Fire Department Capital Reserve Fund Deposit Article F

Motion by M. Sumner to recommend the Fire Department Capital Reserve Fund Deposit in the amount of \$88,000.

2nd by J. Ingerson.

Vote 13-0-0.

Motion passes.

Conservation Fund Deposit Article G

J. Sherman noted the Committee asked the BOS to adjust the Intent.

K. Lewis Savage noted the Budget Committee would hold off on their vote until changes considered by BOS.

Emergency Power Generator For Town Hall Article H

Motion by B. Sadewicz to recommend Article H Emergency Power Generator for Town Hall in the amount of \$45,000.

2nd by T. Holt.

Vote 13-0-0.

Motion passes.

Building Systems Capital Reserve Fund Deposit Article I

Motion by M. Sumner to recommend Building Systems Capital Reserve Fund Deposit for \$5,000.

2nd by J. Ingerson.

Vote 13-0-0.

Motion passes.

Fire Suppression Water Capital Reserve Fund Article J

K. Lewis Savage noted the Budget Committee would skip Fire Suppression Water Capital Reserve Fund because they requested the Board of Selectmen to change the wording.

K. Lewis Savage discussed the Operating Budget and expressed her feelings of being uncomfortable regarding the Default Budget and discussed the wording defined in RSA 40:13.

Discuss upcoming meetings/schedule and handouts

The Committee discussed the need whether to meet next week or just before the public hearing. Due to the fact that some warrant articles still needed recommendation votes, it would be necessary for the Committee to meet next week so the MS-7 can be properly prepared. Next meeting on January 12th will include review of budgets, warrant articles and MS-7.

The Public Hearing will be January 14th at 6:30 PM.

K. Lewis Savage noted January 30th at 10am at Town Hall was the Deliberative Session and the snow date was February 6, same time, same place.

Old Business:

No Old Business discussed.

New Business:

K. Lewis Savage noted sign-ups for new members was the last two weeks in January – first day of sign up is believed to be January 14th* and the last day is January 29th. The four members that are up are: Norm Bouchard, Ron Hayes, Tricia Holt and Neal Morin.

*NOTE: following the meeting K. Lewis Savage noted that this date was incorrect. To avoid confusion, it is hereby noted that the correct date is January 20th for first day of declaration of candidacy. An e-mail stating such was sent to all members on January 8th.

Meeting adjourned at 7:53 pm.

Respectfully Submitted,
Audrey DeProspero