



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

**BUDGET COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, September 14, 2010

**MEETING CALLED TO ORDER:** 6:35 pm

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

Additional Attendee: Sean Fitzgerald, Town Manager and Lori Sadewicz, Finance Director

**MINUTES:**

*Motion by M. Sumner to approve Minutes of March 16, 2010 as written.*

*2nd by T. Holt.*

*Vote: 11-0-0.*

*Absent: M. Conte & N. Bouchard.*

**AGENDA:**

**BUDGET WORKSHOP – discuss any topics that need review**

Board discussed who would be attending Budget Workshop.

D. Hooper gave a power point presentation “Budget Worksheet”. He discussed basic understanding of the budget process; understanding RSA; SB2; purpose of Budget Committee; Right to Know; and preparation of budgets.

J. Sherman discussed Budget Committee meeting earlier; effects of the information presented; information needing to be adjusted later on; and the earlier the start, the less accurate information of the approval process.

K. Lewis Savage discussed reason why Budget Committee starts earlier; the plan and the start for getting information earlier; possibility of changes; warrant articles and rough drafts.

J. Sherman and K. Lewis Savage discussed going through appropriate process.

M. Sumner discussed meeting twice a week and starting later in the year.

D. Hooper discussed estimate of expenditures and revenues; review of expenditures; and conduct of meetings.

M. Sumner discussed not following true to Roberts Rules.

K. Lewis Savage discussed if someone else is talking you just don't speak over them; everyone gets their turn; be courteous; everyone is treated equal; how to make a motion; vote record and yea, nay and abstain.

D. Hooper discussed Right to Know and email communications – all information is public.

K. Lewis Savage discussed draft minutes will be available at Town Hall – they will no longer be available on the website in draft format.

D. Hooper discussed public meeting criteria; notice of meetings; procedures; email communications; and web links. He asked all members to reflect on last year:

J. Ingerson discussed LGC website and webinar which was very informative.

N. Morin thought last year went well and he would be tracking things this year for time line.

T. Holt thought it was a good experience and she listened and learned.

B. Sadewicz learned a lot and had a great time.

Martha is third year back; last year much better than her first with great improvement.

D. Hooper and K. Lewis Savage discussed list of person who were up for re election.

K. Lewis Savage discussed great year last year; tweaks talked about; and appreciation for Dan's training which was very helpful.

L. Stevens was looking forward to learning more and getting more involved.

C. Willis thought last year went better than the first year. She likes having budget one full week early. She was the presenter of Library budget last year and thought it went well and was better.

G. Hamel learned a lot last year; it was an eye opener. Her kids are older and she wanted to get more involved.

S. Fitzgerald thanked the Budget Committee members; summarized attitudes and relationships; and noted Dan did a great job outlining how the Town does the process.

J. Sherman discussed doing this for a long time; last year turned out to be pretty effective; and the BOS process of approving budgets and the BudCom process of accepting for consideration.

K. Lewis Savage noted she appreciated seeing a full committee and one that was dedicated to be here. She asked Committee members to please contact her if they were unable to attend and if she was not available to please contact Martha. She discussed Budget presentation schedule noting there were dates that were set off in blue which are dates set by LGC and state. The Deliberative Session is scheduled later than usual.

J. Sherman discussed Selectmen having one issue with meeting the BudCom schedule because they don't meet on Columbus Day they would fall behind one week. He asked since the BudCom does not meet on November 2 would it be possible to change their schedule so they don't meet on the 19th.

K. Lewis Savage noted they could discuss when there was a full board which would be next week.

K. Lewis Savage and J. Sherman noted they could discuss further and work it out.

J. Sherman suggested putting it on the agenda for next week.

K. Lewis Savage asked for the information on the budgets to be given one week in advance.

K. Lewis Savage discussed revenues being to the end of August.

D. Hooper inquired about the system that the revenue information came from.

S. Fitzgerald discussed Lori's system BMSI.

K. Lewis Savage noted the revolving funds were in here too.

S. Fitzgerald discussed not typically recorded in the estimated revenue and being in off budget accounts.

K. Lewis Savage inquired if she could get that information.

L. Sadewicz noted she could get the Committee a print out.

K. Lewis Savage noted she liked the set up of the room/tables – suggested to move the center desk a bit back.

#### **Discuss upcoming meetings/schedule and handouts**

None

#### **Committee Reports**

K. Lewis Savage inquired if any committee member had been to any other committee since March and if they had anything to report on it.

J. Ingerson discussed Safety Complex Committee meeting and their discussion of the possibility of new courthouse/safety complex campus. She discussed site walk and attendees of the meeting.

K. Lewis Savage inquired if anyone went to CIP.

Committee members noted that would be Norm Bouchard but he was absent.

J. Sherman discussed the next scheduled CIP meeting on September 22; CIP being in the development stage and requests from department heads.

K. Lewis Savage inquired if anything had been done for a Recycling Committee.

S. Fitzgerald noted that will gear up over the next few weeks and discussed new solid waste firm in Town.

K. Lewis Savage inquired if the Committee would get a breakdown of the contract for future budget years.

S. Fitzgerald noted yes.

K. Lewis Savage discussed handout in Town regarding new solid waste contractor and inquired if it was ever sent out.

S. Fitzgerald noted no and discussed schedule; past schedule; upcoming meeting which may modify the current schedule; making changes all at once not in bits and pieces; picking up recycle every other week; picking up solid waste every week; and analyzing opportunities.

K. Lewis Savage discussed her reasoning – if we are leaning toward recycling more the every other makes it difficult for people. She wondered if the Town would get the full effect of it.

J. Sherman discussed using garbage can and not the small recycle bins.

D. Hooper discussed going out and buying a new garbage can and putting a comingled sticker on it and the happiness towards being able to comingle items and not have to separate.

S. Fitzgerald discussed current solid waste contract and changes that are to come.

M. Sumner discussed not knowing about being able to comingle products.

L. Sadewicz discussed convenience issue; having worked with new contractor ; making allowances; making residents happy; and bulk pick up which use to be done semi annually which is now done once a week.

S. Fitzgerald discussed not paying for the tonnage.

G. Hamel discussed making it more convenient and talking to the residents in the Town and explaining to them that this will affect their tax bill.

### **Old Business**

None

### **New Business**

None

K. Lewis Savage discussed tomorrow night's Planning Board meeting whereas there is a discussion on the MBTA project.

J. Sherman noted there would be a presentation and people are welcome to ask questions. This meeting is only informational and there will be no decisions made.

D. Hooper encouraged persons to go to the BOS website to help answer some of their questions whether they attend the informational meeting or not.

J. Sherman discussed if anyone's information was only coming from the newspapers then they are ill informed. He suggested going to the Town's web page and looking at the FAQ's (Frequently Asked Questions) to get a lot of information.

S. Fitzgerald discussed tomorrow night's meeting and the information on the Town's web site.

K. Lewis Savage requested all to return their folders to Audrey to use week after week.

Meeting adjourned at 7:55 pm.

Respectfully Submitted,  
Audrey DeProspero