



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, September 21, 2010

MEETING CALLED TO ORDER: 6:34 pm

PRESENT: Kristin Lewis Savage – Chair, Martha Sumner, Vice Chair – **excused**, Norman Bouchard, Michele Conte, 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:

K. Lewis Savage noted the Minutes are always one week behind for approval process.

AGENDA:

BUDGET PRESENTATIONS:

4150 – Tax Collector

R. Bayek discussed Tax Collector Budget noting it had only one change of an \$18 increase on the Data Processing line.

J. Sherman discussed BOS talking about the last account listed (Researching Owners Unknown), there were 4 properties that have owners unknown and the cost is difficult to determine. The Plaistow First Committee suggested looking for the one that will offer more bang for the buck. Most are land locked low interest properties and we cannot guarantee to do the investigation for \$2,500 but will do our best.

Motion by G. Hamel to accept for consideration the Tax Collector Budget for \$49,844.

2nd by T. Holt.

Vote 12-0-0.

4550 – Library

Catherine Willis, Laurie Houlihan and Jennifer Kiarsis presented the Library Budget.

Catherine Willis stepped down from the Budget Committee to present the Library Budget.

J. Kiarsis discussed Laurie Houlihan retiring as Library Director on November 3, 2010; Library program increased largely but Library Budget was level funded.

C. Willis presented Library Budget and discussed original presentation of \$439,274 and the newly corrected amount of \$437,094 for a difference of \$2,180. She discussed Salaries; using the same base; salary line down a little bit; Workers Comp unchanged; no insurance rates yet; three persons on insurance; Retirement rates; Material lines which include all reading materials you can get at the Library was unchanged; On Line Resources level funded; supplies are not just pens and papers and folders it included bulbs and cleaners that the Library uses; Library budget being self contained; Continuing Education level funded; Public Activities over spent but still requested to be level funded; Telephone and Postage both level funded; Capital Equipment was for a snow blower because the last one was stolen; Professional Dues remains unchanged; Miscellaneous was money that was actually taken out of the accounts; Technology was \$600 but went over; possible capital reserve fund being set up; and Repairs/Maintenance not increased.

J. Ingerson inquired who the Library used for Maintenance.

L. Houlihan noted Pro Controls.

C. Willis discussed landscaping in 3rd year of contract and increase of \$240 as indicated by their contract.

N. Bouchard inquired if they were in the last year of the contract what were plans for next year.

S. Fitzgerald deferred conversation until he holds conversation with Library Trustees

C. Willis discussed Bookkeeping; CORI checks and background checks; advertisement; Liability and earned time out; Gross amount of \$475,693; putting in \$37,500 for expenditures for a total of \$ 438,193.

K. Lewis Savage discussed Salary schedule and longevity bonus in reference to Laurie Houlihan leaving and suggested reducing by \$1,000.

C. Willis agreed.

D. Hooper inquired about volunteers and suggested for them to pay for background checks instead of the Library.

C. Willis noted they are \$25 for volunteers and \$55 for staff and it could be asked.

N. Bouchard inquired about Actuals.

C. Willis noted there was a column for Actuals however the total number was missing.

M. Conte inquired how the Library decreased their Supply line.

C. Willis discussed Actuals and having monies elsewhere.

N. Morin discussed Building Insurance covering structure and contents and inquired if it would cover the books on the shelves.

C. Willis noted yes.

N. Bouchard inquired for the bottom line number for the Library.

C. Willis noted \$437,193.

Motion by D. Hooper to take under consideration the Library Budget for \$437,193.

2nd by J. Ingerson.

Vote 10-0-2.

Abstain: C. Willis and J. Sherman

4150 – Finance Administration

S. Fitzgerald discussed slight increase in budget; Salary line had longevity increase; Data Processing increased slightly due to contractual support with BMSI; Office Supplies had been increased because the printer in the office was aged; Professional Audit had increased to cover accounting standards; and being in last year of auditing services and going out to bid.

L. Sadewicz discussed additional information both the audit and Gasby 45 - RFPs were out and she expected the return soon and would be able to update the cost.

C. Willis discussed audit and inquired if the numbers would be known this year or next.

L. Sadewicz discussed response date of the 24th and having the information this year.

B. Sadewicz inquired about Mileage Reimbursement and the line indicating “\$3.00 per gallon with varying distance”.

L. Sadewicz noted the line/sentence could be deleted under the description and it was actually 50 cents per mile.

K. Lewis Savage inquired about additional training this year.

L. Sadewicz noted it was in May.

T. Holt inquired if the printer listed under Office Supplies was the same printer as last year.

L. Sadewicz noted it was the same printer as last year and it was not replaced.

Motion by T. Holt to take into consideration Finance Administration in the amount of \$80,154.

2nd by B. Sadewicz.

Vote 12-0-0.

4150 – Assessing

S. Fitzgerald discussed Assessing Budget; slight increase due to contractual items; Training increased slightly for new person in that position; Assessor’s Contract level funded; currently with Corcoran Associates; Mapping up slightly to better benefit the Town from a cartographic firm for tax maps; additional funding for Arc Vue Software under Data Processing; Dues,

Supplies, Postage and Books and Periodicals level funded; and Mileage Reimbursement increased slightly for training purposes for a total budget of \$141,421.

B. Sadewicz inquired about the difference between GIS services and having a cartographic firm.

S. Fitzgerald showed map and explained the precision and software that was required.

B. Sadewicz discussed Data Processing line which was increased for software and inquired if Tyler Technologies would be updating.

S. Fitzgerald noted yes.

L. Stevens discussed upgrades costing \$950 but the difference listed was \$1950 and inquired what the difference was for.

S. Fitzgerald discussed contract which went up.

Motion by B. Sadewicz to take into consideration the Assessor's Budget for \$141,421.

2nd by N. Morin.

Vote 12-0-0.

4150 – Treasurer/Trustee/BudCom (Financial Accounting)

S. Fitzgerald discussed Financial Accounting which changed slightly for training. He noted there was a \$300 increase for LGC programs because the Town had a newly elected Treasurer and the programs would be beneficial and helpful.

K. Lewis Savage discussed Budget Committee expense line; today's training at LGC; and learning that if you have 20 or more people LGC will come to them for free training. She suggested holding training here and having the newly elected Budget Chair coordinate with surrounding towns and schools.

K. Lewis suggested removing the Budget Committee Training Expenses.

D. Hooper recommended cutting the Training line in half to \$200 and using what was left to have refreshments during training.

N. Bouchard seconded D. Hooper's recommendation.

Motion by D. Hooper to take the Financial Accounting Budget into consideration for \$8,214.

2nd by T. Holt.

Vote 11-0-1.

Opposed: J. Sherman

J. Sherman noted he would take this request back to BOS for consideration.

4711 – Debt (Interest/TAN/Principal)

S. Fitzgerald discussed Debt Services level funded for a TAN (Tax Anticipation Note) and Lori Sadewicz working with George Stockinger from the School District to eliminate taking a TAN.

Board discussed TAN information (current and previous) and not having to take one this year.

Motion by G. Hamel to accept for consideration the Debt Budget for \$26,000.

2nd by L. Stevens.

Vote 12-0-0.

J. Sherman noted the good news was the Town was not carrying any debt.

K. Lewis Savage discussed the Library Budget that was listed on the Town's budget.

L. Sadewicz discussed refund that came back to the Town from the Library that was put into the expenditure line so the Net Actuals were different.

Revenue

S. Fitzgerald discussed Revenue from Taxes; Tax Refunds; Previous Years; making adjustments; revenue continues to be tight; lines dropping off over the years; Property Taxes; Property Tax Interest; Revenue from Town Clerk; and Motor Vehicle Revenue.

L. Sadewicz explained bottom line; projected and the MS4.

Board agreed to receive a blank MS4 to better help them understand the revenue sheet.

S. Fitzgerald discussed Police Department licenses, Permits and Fees; Town Clerk Licenses, Fees and Permits; increase to Dog Licenses; Governmental Revenues; Revenue from the State of New Hampshire; tight revenues; Revenues from Other Governments; and Revenues from Departments.

Board held discussion regarding use of fields being paid to Recreation not Friends of Rec.

S. Fitzgerald discussed Revenue from Miscellaneous Sources; leased land; cell tower; stable items; and Interfund Operating Transfers In; Enterprise Fund – Water and Capital Reserve Fund.

Discuss upcoming meetings/schedule and handouts

K. Lewis Savage noted the handouts for next week were already given out

Committee Reports

D. Hooper discussed members going to Local Government Center today: Kristin, Dan, Norm, Mickie Leona, Gayle and Tricia; and items learned at today's training.

Old Business

J. Sherman discussed email sent by Kristin in regards to the November 2 meeting and the inquiry if BudCom could rearrange their schedule but neither the Chair nor Vice Chair could meet on November 2. He reported this information back to the BOS and they are readjusting their schedule for the budgets so they can get it back to BudCom on time.

New Business

K. Lewis Savage discussed this Saturday from 2-6pm on the Town Hall Green the Friends of Rec would be sponsoring a Fall Festival which is an event for families and kids. The events are free, there will be food for sale and they are asking anyone that comes to please bring a non perishable food item for the food bank.

K. Lewis Savage discussed a Halloween Dance which is scheduled for Friday, October 22 at the Fish and Game to benefit John Wood a Firefighter/EMT. She read the flyer. Anyone looking for more information should contact the Plaistow Lions.

J. Sherman discussed his inability to attend the October 5th meeting of BudCom because he will be travelling for work.

J. Ingerson inquired if the BOS alternate would be attending in his absence.

J. Sherman noted he had not had a chance to ask her.

J. Sherman discussed upcoming CIP meeting scheduled for tomorrow night.

D. Hooper suggested getting better chairs for Committee members to sit on.

Meeting adjourned at 8:35 pm.

Respectfully Submitted,
Audrey DeProspero