



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, September 28, 2010

MEETING CALLED TO ORDER: 6:32 pm

PRESENT: Kristin Lewis Savage - Chair, *Martha Sumner, Vice Chair - arrived 7:08pm*, Norman Bouchard, Michele Conte, *Gayle Hamel - excused*, 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 of the 14th would not be reviewed this evening and both the Minutes from the 14 & 21st would be reviewed and approved next week.

AGENDA:

BUDGET PRESENTATIONS:

Town Clerk

Maryellen Pelletier discussed Town Clerk Budget; Salary line level funded; telephone increased slightly; Computer Hardware/Software increased slightly; Training decreased due to Nancy leaving; Dues level funded; Computer License Fee (Bond) decreased; Dog Tags & forms level funded; Office Supplies level funded; Postage level funded; Office Equipment & Maintenance level funded; and Mileage Reimbursement decreased.

M. Pelletier and K. Lewis Savage discussed credit card usage through the Town Clerk.

D. Hooper inquired if the Town Clerk would be looking for an increase in her salary line.

M. Pelletier discussed the current Union situation, possible raises and her thought for putting in a request for a raise.

***Motion by D. Hooper to accept for consideration the Town Clerk Budget for \$102,697.
2nd by L. Stevens.
Vote 11-0-0.***

K. Lewis Savage noted there was no volume being broadcasted on Channel 17.

S. Fitzgerald discussed the situation in the cable studio.

Cemetery

S. Fitzgerald discussed Cemetery Budget level funded at \$3,525.

K. Lewis Savage and S. Fitzgerald discussed companies that could come out and view the cemetery for stones in need of repair.

Motion by T. Holt to accept for consideration the Cemetery Budget for \$3,525.

2nd by B. Sadewicz.

Vote 11-0-0.

Cultural

S. Fitzgerald discussed Cultural Budget which had \$10,000 added back in for fireworks.

J. Ingerson inquired how much was raised by the Committee's fundraising.

S. Fitzgerald noted about \$3,500.

J. Sherman inquired if the \$3,500 raised was specifically for fireworks.

S. Fitzgerald noted yes it was.

L. Sadewicz discussed monies held in separate account.

J. Sherman and L. Sadewicz discussed Revenue from Old Home Day.

K. Lewis Savage discussed accountability and thought something needs to be done as to rules for brining in funds through a Committee.

S. Fitzgerald discussed updated Cash Policy and getting it out to Committees.

T. Holt discussed fundraising that was done; persons who donated monies for fireworks; and upset persons that did not have fireworks on Old Home Day.

Committee discussed fireworks, donations, vendors, quotes, history, warrant article and feelings.

M. Sumner arrived 7:08 pm

M. Conte inquired if the Committee had to get approval to spend budget money or can they spend it anyway they want.

S. Fitzgerald discussed Committee needing approval.

Motion by M. Conte to take under consideration the Cultural Budget for \$31,619.

2nd by M. Sumner.

Vote 12-0-0.

Conflict of Interest

Kathryn Jones was present to discuss Conflict of Interest Budget.

S. Fitzgerald discussed increased budget for additional training.

K. Jones discussed first year in Town Office; jumped right in to the Conflict of Interest Committee; wild ride on the Committee; official business; clarity that some material and equipment was needed to do their job; secretary had been using own personal items; committee needs to keep own records; increased equipment to purchase required items such as recording device and DVDs; three brand new members; not being very familiar with Robert's Rules of order; necessary to have significant training on purpose of business and how to run committee; training will help members work together on purpose of the committee; zero previously budgeted for training; and \$400 increase requested.

J. Ingerson discussed Budget Committee had requested in the past that the Conflict of Interest Committee have training.

Committee members discussed their request for Conflict of Interest Committee to have training.

M. Conte inquired who gives training.

S. Fitzgerald discussed LGC and special folks who specialize in open meeting law that may be of interest to the Conflict of Interest Committee.

M. Conte inquired what kind of training the Committee would be looking for.

K. Jones discussed brief discussion with Sean along with Committee members.

J. Ingerson inquired how often the Committee met.

K. Jones noted every third Tuesday of the month at the Library.

C. Willis inquired how many cases the Committee reviewed each year.

K. Jones discussed none that she was aware of but there were three this year.

D. Hooper and J. Ingerson discussed Conflict of Interest's web site and posted information.

M. Conte discussed big black hole; interest as to how the committee works; and inquired if the Committee's job was to resolve the issues.

K. Jones discussed the job of the Committee.

J. Ingerson inquired if it was done publically.

K. Jones noted it was not done publically.

K. Lewis Savage noted it was nice to have someone here answering questions on the Committee.

J. Sherman noted the Committee does not resolve the problem they make recommendations to BOS.

S. Fitzgerald thanked Kathryn Jones for being present at the Budget Committee and for joining the Conflict of Interest Committee.

***Motion by M. Conte to accept for consideration the Conflict of Interest Budget for \$597.
2nd by J. Ingerson.
Vote 12-0-0.***

Patriotic

S. Fitzgerald discussed level funded Patriotic Budget at \$1,000 and monies used for the WWII Veteran's event on Memorial Day.

K. Lewis Savage inquired if the 9/11 event came from this budget.

S. Fitzgerald noted no, it came from the Executive Budget.

K. Lewis Savage discussed and suggested to use the Patriot Budget.

D. Hooper discussed donation to American Legion and inquired if the Town stipulated exactly why the Town was giving the donation (the purpose for donation).

S. Fitzgerald discussed marking for graves and stones at the cemetery.

J. Sherman suggested cleaning up the description line for Patriotic Purposes.

***Motion by M. Conte to take into consideration Patriotic in the amount of \$1,000.
2nd by B. Sadewicz.
Vote 12-0-0.***

Legal

S. Fitzgerald discussed budget consisted of two lines: Legal Expenses and Legal-Cable Consultant Attorney. He reviewed the Legal Expenses line regarding the recommendation to include the \$4,000 for the settlement with the EPA.

M. Sumner discussed definition of legal fees was for payment of Town's legal fees and inquired why the settlement was included in the Legal Budget. Her thought was to take the \$4,000 from the previously under spent budget or in another line from 2010.

S. Fitzgerald discussed settlement with EPA and part of the 2011 budget process.

M. Sumner did not approve of raising and appropriating funds for \$4,000 that she knew the Town already had in the budget.

K. Lewis Savage suggested having a separate line in the budget called fines/fees because the \$4,000 would get confused if it was left under Legal Expenses.

J. Sherman discussed taking this information back to the BOS for consideration.

M. Conte inquired for a simple explanation as to why the Town had to pay the fine.

S. Fitzgerald discussed fine associated with storm water management (MS4).

K. Lewis Savage inquired if Union negotiations and labor negotiations were coming from the Executive Budget or the Legal Budget.

S. Fitzgerald noted the Executive Budget.

C. Willis inquired about the Comcast Negotiation Fee listed under Legal Cable Consultant Attorney and noted she thought the cable contract was completed.

S. Fitzgerald discussed completed contract with Comcast; ongoing telecommunications and high speed information structure.

K. Lewis Savage inquired if the five year contract was just signed.

S. Fitzgerald noted yes.

N. Bouchard inquired why the budget went over this year.

S. Fitzgerald discussed additional meetings that the cable attorney attended; changes at the end; issues and delays with studio; and he engaged attorney to help advance some efforts with Comcast.

M. Conte discussed issues that Town has had with going live and inquired if we actually contacted Comcast or did we go through a lawyer.

S. Fitzgerald discussed a little bit of both; Dean Zanello working with Comcast along with himself; meeting with contractors of Comcast to fix issues; and language for contract done by an attorney because they were complicated legal documents.

M. Conte inquired if the Town got charged for technical services Comcast provided.

S. Fitzgerald noted we do not get charged for modulator or local origination. Comcast covers those services.

Motion by T. Holt to take into consideration the Legal Budget for \$46,000.

2nd by M. Conte.

Vote 12-0-0.

Cable Studio

S. Fitzgerald discussed Cable Studio dropped a little over \$4,000 from the 2010 budgeted amount; number of lines changed due to the relocation of the Cable Studio; Part Time staffer for Cable Coordinator; and increased the Permanent Position.

C. Willis and S. Fitzgerald discussed the hours listed in the Permanent Position.

S. Fitzgerald discussed adding hourly rate for each position under Operators; Telephone level funded at \$500; Electric, Heat and Rent/Lease all reduced; all other lines level funded; and

discussion with Dean Zanello regarding equipment for studio to help support editing and programming of the studio.

M. Sumner discussed monies from franchise fee to general fund and to offset costs to cable.

D. Hooper discussed contract; general fund; Town Report; and capital equipment.

S. Fitzgerald discussed Peg Access Fund.

D. Hooper discussed and expressed his feelings toward cable access.

K. Lewis Savage and D. Hooper discussed service level fee, feelings and problems.

K. Lewis Savage discussed Equipment Repairs and New Equipment and information listed.

S. Fitzgerald discussed relooking at both lines.

S. Fitzgerald discussed bottom line of \$27,308 and reduction from last year.

K. Lewis Savage discussed 2010 budget having alarm at zero and nothing should have been spent out of that line.

J. Sherman noted that depends on level of detail that your budget is posted at and discussed budget posted .

K. Lewis Savage discussed information she received at LGC training.

Motion by M. Sumner to take the Cable Studio Budget into consideration for \$27,308.

2nd by N. Morin.

Vote 11-0-1.

Opposed: D. Hooper because of Town not spending enough on Cable Coordinator.

Insurance

S. Fitzgerald discussed Insurance increased slightly to keep up with the premium and included funds to insure close to 12 million dollars in property.

J. Sherman inquired what the dollar value insured last year was.

K. Lewis Savage noted 10.8.

J. Sherman discussed going from 10.8 to 11.7. He noted the increase was not only an increase in rate but in value of what was being insured.

M. Conte wanted to know why the insurance rate increased on property.

L. Sadewicz discussed being under contract with a maximum of 9% increase per year and being in the third year of the contract.

***Motion by L. Stevens to take into consideration the Insurance Budget for \$76,720.
2nd by T. Holt.
Vote 12-0-0.***

D. Hooper and K. Lewis Savage discussed Warrant Article for fireworks and consequences of it being voted down.

Discuss upcoming meetings/schedule and handouts

K. Lewis Savage discussed:

- Next week's Conservation and Election budgets were in tonight's handout and would also be in next week's handout;
- Having handouts for next week;
- Approving Minutes from September 14 and September 21 next week;
- Updated Revenue handouts received tonight;
- John Sherman will not be here next week and Michelle Curran may be able to take his place;
- Herself being late next week;
- Martha Sumner would be running the meeting;
- Next week's budgets: Conservation, Election, Government Buildings, Inspection, Planning, Zoning and CIP; and
- Mike Dorman's absence next week and not presenting the Inspection Budget but Dee Voss or Sean Fitzgerald would present it.

Committee Reports

N. Bouchard discussed CIP meeting that was held prior to the Budget Committee meeting.

Old Business

None reported.

New Business

K. Lewis Savage discussed CIP to be moved up one week to October 12th – Week 5.

Meeting adjourned at 8:42 pm.

Respectfully Submitted,
Audrey DeProspero