



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, October 5, 2010

MEETING CALLED TO ORDER: 6:32 pm

PRESENT: *Kristin Lewis Savage – Chair – arrived 7:07 pm*, Martha Sumner, Vice Chair, Norman Bouchard, Michele Conte, Gayle Hamel, Tricia Holt, Dan Hooper, *Joyce Ingerson - excused*, Neal Morin, Ben Sadewicz, Leona Stevens, Catherine Willis, John Sherman–Selectmen Rep. excused

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

MINUTES:

Motion by B. Sadewicz to approve Minutes of September 14, 2010 as written.

2nd by T. Holt.

Vote: 9-0-2.

Abstain: N. Bouchard & M. Conte.

Motion by G. Hamel to approve Minutes of September 21, 2010 as written.

2nd by L. Stevens.

Vote: 10-0-1.

Abstain: M. Sumner.

AGENDA:

BUDGET PRESENTATIONS:

Elections

Nancy Jackman presented Elections Budget.

N. Jackman discussed changes in the Elections Budgets.

Committee suggested removing wording “Voting Booths” from line item Equipment/Voting booths.

6:40 pm Bob Gray arrived to take the place of John Sherman as Selectman Representative.

Motion by T. Holt to take under consideration the Elections Budget for \$18,974.

2nd by L. Stevens.

Vote 11-0-0.

Conservation

Jill Senter and Tim Moore presented Conservation Budget.

J. Senter discussed increases in budget from last year: Water Testing which increased by \$5,100 for water testing and monitoring that is required in 2011 and Supplies which increased by \$10,000 for rain barrels due to the Administrative Order placed on the Town by the EPA.

C. Willis inquired why Training line was budgeted for \$500 for training purposes however nothing was spent in the prior years.

J. Senter discussed budgeting for training just in case a workshop came up. In the past they did not budget for training and a workshop had come up but they did not have the money for it so they started budgeting for training.

Committee discussed rain barrels and associated costs.

Motion by D. Hooper to accept for consideration the Conservation Budget for \$20,025.

2nd by T. Holt.

Vote 11-0-0.

Government Buildings

David Bowles presented Government Buildings Budget.

D. Bowles discussed slight increase in Permanent Positions because of longevity; Part Time Positions reduced; Over Time level funded; Uniforms level funded at \$1,200; Custodial Training line increased because he got a computer this year; Supplies level funded; Gasoline increased because of generator out back of Town Hall; Maintenance Equipment increased because of request for tractor with snow blower attachment; and Mileage Reimbursement increased.

K. Lewis Savage arrived 7:07 pm.

D. Bowles discussed Technical Service Contracts increased; level funded Town Hall Electric, Heat and Maintenance; Town Hall Repairs increased to fix chimney; Safety Complex and Safety Complex Heat Repairs level funded; Museum Telephone level funded; Museum Electric reduced because of the actual; Museum Heat level funded; Museum Maintenance level funded; and Museum Repairs increased because of roof outback is in need of repair.

D. Hooper discussed Museum Repairs description line and noted the description needed to be corrected if the HVAC was not being repaired.

M. Sumner recommended updating the Description line for Museum Repairs.

S. Fitzgerald discussed Courthouse Maintenance; closing of Courthouse; painting of Courthouse; and Regional Board of Selectmen Meeting.

R. Gray discussed Area Selectmen meeting whereas he held a discussion requesting contributions from surrounding communities that use the District Courthouse and the verbal agreement of \$1,000 per community that use courthouse to help with the cost for painting the building.

M. Conte inquired about the reason for going over budget under TH Repairs.

D. Bowles discussed relocation of Cable Studio and unanticipated costs associated with it.

K. Lewis Savage inquired about the tractor listed in the budget and what the status was.

D. Bowles discussed deferred in the past because of economic times.

K. Lewis Savage suggested leasing a tractor for budget purposes.

***Motion by K. Lewis Savage to accept for consideration Government Buildings for \$181,710.
2nd by L. Stevens.***

Vote 11-0-1.

Abstain: R. Gray.

R. Gray discussed why he abstained: at prior BOS meeting they approved bottom line of \$183,215. \$183,215 was a reduction of \$713 from \$183,928 due to change in first line (Permanent Positions) from \$37,197 to \$36,484 which was due to correction in calculations of numbers listed (40 hours times 52 weeks times \$17.30 plus \$500 equals \$36,484).

L. Sadewicz discussed difference with numbers presented was because David's longevity should have been \$750 and the Part Time Position was level funded and incorrect.

Inspections

Dee Voss presented Inspections Budget.

D. Voss discussed decrease in Permanent Positions; Back up Inspector level funded; Telephone level funded; Data Processing increased by \$475; Training & Conferences level funded; Dues & Subscriptions decreased; Supplies increased; Postage level funded; Gasoline decreased; Vehicle Maintenance Supplies level funded; Vehicle Repair decreased; Books & Periodicals decreased; Equipment Purchase level funded; Consultant-Plumbing and Consultant-Electrical level funded; and no change to Vehicle Maintenance line.

C. Willis discussed Supply line noting it was over spent previously and inquired if there was enough money budgeted in the Supply line.

D. Voss discussed previous year's copier lease.

M. Sumner inquired why Vehicle Repairs dropped from \$1,000 to \$500.

D. Voss discussed budgeting for tires.

D. Voss noted the Permanent Positions line was incorrect because she is due an increase in Longevity in 2011.

S. Fitzgerald verified longevity with L. Sadewicz and noted the bottom line should be \$107,971.

***Motion by K. Lewis Savage to take under consideration the Inspections Budget for \$107,971.
2nd by D. Hooper.
Vote 11-0-1.
Abstain: R. Gray.***

R. Gray discussed why he abstained: because amount approved by BudCom was different from what BOS approved.

Zoning

D. Voss discussed decrease in Part Time Positions because she no longer takes Minutes for the Zoning Board and an outside person has been hired; Attorney Fees increased because of possible court action; Training increased; Legal Notices and Supplies level funded; Certified Mailings was a wash; and Expense Reimbursement dropped because she would be playing less of a roll for ZBA.

***Motion by G. Hamel to take into consideration the Zoning Budget for \$10,567.
2nd by T. Holt.
Vote 12-0-0.***

Planning

Tim Moore was present to answer any questions directed at the Planning Budget.

S. Fitzgerald discussed \$250 Longevity adjustment; Overtime line adjusted; reduction in Overtime because Minute taker was being paid a stipend; Engineering Consultant Fees increased; Mapping dropped \$500 for GIS; and Attorney Fees dropped by \$1,000.

C. Willis noted the Description field for Attorney Fees indicated Increased and needs to be corrected.

K. Lewis Savage discussed previous look at Legal budget; current MBTA situation and inquired what legal line these expenses would come from.

S. Fitzgerald noted it may come from both.

R. Gray discussed Beede legal action and the Legal budget may need to be relooked at.

K. Lewis Savage and S. Fitzgerald discussed the technical grant application and award.

S. Fitzgerald discussed Telephone dropped; Data Processing reduced; Education & Training dropped by \$300; and Notices & Publications dropped.

K. Lewis Savage discussed notices for MBTA and mailings to abutters.

R. Gray discussed postage not coming out of Planning Board Budget; money being held for CMAQ; and postage possibly coming from Executive Budget.

S. Fitzgerald discussed Dues and Office Supplies level funded; Postage dropped \$600; Equipment & Repairs dropped \$300; Books & Periodicals increased by \$50 to keep up with rates;

Equipment Purchases level funded; Mileage & Expense Reimbursement level funded; Recording Fees level funded; and Master Plan Update increased by \$1,499 for a Total bottom line of \$76,087 which is a \$35 increase over the 2010 Budget.

S. Fitzgerald discussed the Planning Department, Leigh Komornick who worked successfully to get the Town a \$10,000 Conservation Grant to help repair the clock tower. The Town also received a \$20,000 donation from Donald Sargent.

T. Moore discussed Leigh Komornick has also worked with the school department for Safe Routes to School Grant and is currently working on Phase II of the Plan.

S. Fitzgerald recognized Tim's efforts for all his dedicated time to Plaistow Town Hall.

K. Lewis Savage inquired if there was a target date for the Master Plan.

T. Moore discussed next round of visioning sessions hopefully completed this year, early next year. Once information is absorbed they will start cranking chapters out.

K. Lewis Savage inquired if \$1,500 would be enough to complete the plan or did he plan on coming back next year.

T. Moore noted it was hard to say.

K. Lewis Savage inquired about the date of the last Master Plan.

T. Moore noted it was 2004.

Motion by K. Lewis Savage to accept for consideration the Planning Budget in the amount of \$76,087.

2nd by L. Stevens.

Vote 11-0-1.

Abstained R. Gray.

R. Gray discussed why he abstained: because of the difference in the Permanent Positions line and the vote of the BOS.

Discuss upcoming meetings/schedule and handouts

M. Sumner discussed upcoming budgets for next week's agenda: Highway Administration, Highway Streets/Public Works, Solid Waste Clean Up/Landfill, Solid Waste Collection/Sanitation, and Street Lights. She noted all these budgets were received last week.

M. Sumner noted the ACO and Police Department Budgets were received this evening. She requested a list of the car rotations and salaries which were not in the PD packet.

Committee Reports

No Committee Reports reported on.

Old Business

No Old Business reported on.

New Business

No New Business reported on.

Meeting adjourned at 8:21 pm.

Respectfully Submitted,
Audrey DeProspero