



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

BUDGET COMMITTEE MEETING MINUTES

DATE: Tuesday, October 12, 2010

MEETING CALLED TO ORDER: 6:33 pm

PRESENT: Kristin Lewis Savage – Chair, *Martha Sumner, Vice Chair – arrived 6:38pm*, Norman Bouchard, Michele Conte, Gayle Hamel, Tricia Holt, *Dan Hooper – arrived 7:00 pm*, 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 T. Holt to approve the Minutes of September 28 with change to page 3; paragraph 12. 2nd by L. Stevens.

Vote: 11-0-0.

Absent: M. Sumner & D. Hooper.

AGENDA:

BUDGET PRESENTATIONS:

CIP

Tim Moore presented CIP information. He reviewed his handouts: CIP memorandum update, proposed language for 2011 Warrant Articles, Capital Improvement Program Projects for 2011-2016 and cash flows spreadsheet.

M. Sumner arrived at 6:38 pm.

B. Sadewicz inquired about the backhoe and the brush cutter.

T. Moore discussed replacement for the backhoe scheduled for this year and the need for the brush cutter which would be used more than the backhoe.

T. Moore discussed Westville Road Bridge project study/design for 2012; Garden Road Bridge Highway Capital Projects/Drainage; Road Surface Management Projects; the replacement of various vehicles in various years; corresponding revenues; net expenses; Fire Department Cash Flow; 25 year analysis; reserve deposit; Police Department; no cash flows for Police Department; Communications Radio Dispatch System; and Computer Hardware/Software replacement.

D. Hooper arrived at 7:00 pm.

T. Moore discussed Public Safety Feasibility Study; Concrete Apron at Fire Department; Highway Buildings; Salt Shed and Highway Garage; Replace Furnace at Court House; Rooftop A/C Unit and Other Repairs at Historical Society; Emergency Power Generator at Town Hall has been installed; Repave Horseshoe Driveway and Pathways around Pollard Park; Repairing Clock Tower; \$20,000 donation from Donald Sargent and \$10,000 grant; Rec Center at Beede Site; Reserve Deposit for Building Systems and proposing to put in about \$10 this year.

N. Morin discussed 2013 bonds for safety complex, garage and salt shed and suggested to look into school bond and possibly waiting until a later time so they were not all at once.

T. Moore discussed all three items (safety complex, garage and salt shed) and noted they have been in CIP for awhile and require more of a study.

K. Lewis Savage discussed concrete apron and inquired if impact fees could be used.

S. Fitzgerald noted he would have to discuss with Town Attorney.

M. Conte inquired what the asterisks under the 2013 Town Buildings meant.

J. Sherman noted they were there so they do not get added into the mathematical figure.

T. Moore discussed Building Inspection Truck and Facility Maintenance/Safety Complex/Rec Truck.

M. Sumner discussed vehicles and passing them down and inquired what would happen with the extra vehicle.

S. Fitzgerald discussed possible surplus of vehicle and replacement of vehicles.

T. Moore discussed Water Department; Cash Flows; Capital Reserve; Water Line Expenses; Water Line Impact Fee; East Road to Old Road Project 10044G to start in 2013; and Old County Road to Kingston Town Line Project 10044H to start 2015.

D. Hooper inquired what the benefit was for the Town to extend fire suppression throughout Town.

T. Moore discussed operationally if you have enough piping around to make loops and your system fails in an area then you will still have some fire suppression available, however if you have a straight pipe that fails then you lose fire suppression past the failure.

D. Hooper inquired why the Town would want to extend the fire suppression.

S. Fitzgerald discussed benefit being life safety. Location would be a big chunk of where residents or others would be and would have immediate safety. Life safety would be enhanced and there would be an increase to property values and basically to provide a basic life safety benefit.

T. Moore discussed Reserve Deposit for Pump Replacement; Reserve Deposit Pump House Replacement; and Cell Tower work.

K. Lewis Savage and S. Fitzgerald discussed current on goings with cell tower persons.

T. Moore discussed Natural Resources and Recreation; Conservation Fund; Acquisition of Property; Recreation; Playground & Shelter; Equipment Maintenance at Smith Fields; Improvements at PARC and Ingalls Terrace; and Skate Board Park.

D. Hooper discussed maintenance being an ongoing thing and being part of the budget. He shared his feelings on having the word maintenance in the listing.

M. Sumner discussed tennis courts.

J. Sherman referenced page 23.

T. Moore discussed Net Total Expenses: 2011 \$816.3; 2012 \$510.0; 2013 \$398.0; 2014 \$75.0; 2015 \$682.0; and 2016 \$270.0.

T. Moore reviewed handout of recommendations for proposed language for Warrant Articles.

K. Lewis Savage noted there was no language for a capital reserve account for communications or acquisition of property.

J. Sherman noted the acquisition of property would be for going after one particular piece of property.

T. Moore noted he would work with Leigh to get wording for Ingalls Terrace and communications.

J. Sherman noted this was a pretty impressive document; it has gotten better every year; and he does not know of any other town that has a plan for the next six years.

Highway Administration

Dan Garlington presented the Highway Administration Budget.

D. Garlington discussed level funded most of the Highway Administration Budget; Salary line went down a little bit; and level funded Engineering for updating RSMS system.

Committee commented on the landscaping work done by the Highway Department.

M. Conte inquired what the 2010 budget would have been to maintain the grounds if we did nothing.

S. Fitzgerald noted the Town expended \$72,000 in 2008 and if they put escalators on that number then they would be looking at somewhere around \$80,000. He discussed the care spent by the Highway Department.

T. Holt noted she has received numerous compliments for the fields. People came down just to see the fields and commented that they wanted their town's fields to look like Plaistow.

B. Sadewicz inquired if the Highway Department mowed the Library.

S. Fitzgerald noted they did not. The Trustees of the Library have mentioned that there may be a possibility at a later date.

Motion by M. Sumner to take under advisement the Highway Administration Budget for \$267,843.

2nd by L. Stevens.

Vote 13-0-0.

Highway Streets/Public Works

D. Garlington discussed Highways & Streets - Vehicle Maintenance Supp. increased by \$1,000.

K. Lewis Savage inquired if the equipment was leased or purchased.

S. Fitzgerald noted they were leased.

K. Lewis Savage inquired how many years into the lease was the Highway Department.

S. Fitzgerald noted two years.

D. Garlington discussed Vehicle Repairs up \$1,000; and Equipment Purchase up \$5,000 to purchase a machine to help maintain the infields.

K. Lewis Savage inquired why the Equipment Purchase line was so overspent this year.

S. Fitzgerald noted we purchased a trailer out of that line for the Highway Department's lawnmowers.

K. Lewis Savage inquired if the description line should be changed.

S. Fitzgerald noted the description line should be update to match the equipment.

D. Garlington discussed Pavement Management; and Grounds Maintenance/Fertilizer/Sprinkler.

Motion by G. Hamel to accept for consideration the Highway Streets/Public Works Budget for \$542,590.

2nd by L. Stevens.

Vote 13-0-0.

Solid Waste Clean Up/Landfill

S. Fitzgerald discussed Solid Waste Disposal Budget level funded at \$46,000. This budget was for monitoring water quality of the cap's maintenance and how the water affects the cap, working with DES on additional strategies to repair areas that have settled over time, and also funds overtime for the Highway Staff to support the landfill.

K. Lewis Savage discussed the Grounds keeping line and inquired if it was really needed.

S. Fitzgerald discussed the need for keeping Grounds keeping line in the Solid Waste Disposal Budget and noted it was for specialized landscaping. It was not just for mowing the cap; it was for shaping the cap to allow water to run off.

Motion by M. Sumner to take the Solid Waste Disposal Budget under consideration for \$46,000.

2nd by T. Holt.

Vote 13-0-0.

Solid Waste Collection/Sanitation

S. Fitzgerald discussed contract for solid waste; bid; dropping budget; revising budget by \$50,000; \$550,000 for negotiated contract with \$68 per ton; and the \$15,000 for scheduled Hazardous Household Waste collections.

D. Hooper discussed recycling.

Committee shared feelings on recycling and current contractor.

M. Conte and S. Fitzgerald discussed limitation on solid waste; bulk clean up; and flyers.

J. Sherman noted the budget went down \$100,000.

***Motion by M. Conte to take under consideration the Solid Waste Collection Budget for \$565,000.
2nd by L. Stevens.
Vote 13-0-0.***

Streetlights

S. Fitzgerald discussed Streetlights budget level funded.

J. Sherman and S. Fitzgerald discussed the number of street lights in Town.

***Motion by M. Sumner to take under consideration the Streetlights Budget for \$85,000.
2nd by D. Hooper.
Vote 12-0-0.***

Discuss upcoming meetings/schedule and handouts

K. Lewis Savage noted the Police and ACO budgets are next week.

Committee Reports

No Committee Reports.

Old Business

No Old Business discussed.

New Business

K. Lewis Savage discussed the Finance Budget and noted she received a phone call regarding a survey for the Finance budget. She discussed this matter with Sean, who noted he would get her information.

Meeting adjourned at 8:57 pm.

Respectfully Submitted,
Audrey DeProspero