



Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING/PUBLIC HEARING MINUTES

DATE: Tuesday, October 25, 2011

MEETING CALLED TO ORDER: 6:48 pm

PRESENT:

Martha Sumner-Chair
Kristin Lewis Savage – Vice Chair – **Excused**
Norman Bouchard
Michele Conte
Gayle Hamel
Tricia Holt
Dan Hooper - **Excused**
Joyce Ingerson
Neal Morin
Ben Sadewicz
Anthony Riccio
John Sherman–Selectmen Rep

Additional Attendee: Janet Gallant – Finance Director

AGENDA:

M. Sumner apologizes for the late start due to a training session arranged by Ms. Lori Sadewicz and presented by LGC Attorney.

MINUTES:

Minutes for 10/11 just received on 10/25 and minutes for 10/4 approximately 15 pages long. Approval of these minutes postponed till next meeting to allow time for review.

BUDGET

4240 - INSPECTIONS – Mike Dorman

- M. Dorman discussed permanent positions level funded;
- Backup Inspector level funded;
- Telephone level funded;
- Data processing, BMSI Software, \$50 increase;
- Training and Conferences, increased from \$1,860 to \$2,210;
- Dues and subscriptions, increased by \$70, every three years must be recertified by ICC for his position;
- Supplies, dropped by \$100 because we are routinely under spending that line item;

- Postage decreased from \$600 to \$500;
- Gasoline increased by \$1,346 based on average of 80 gallons per month at \$3.50 per gallon; M. Sumner noted this is a number that may change (either up or down upon further review).;
- Vehicle Maintenance Supplies increased by \$170 because of the age of the vehicle and the higher mileage on the vehicle;
- Vehicle repair level funded;
- Books and periodicals decreased by \$55; M. Sumner noted that the full \$100 was spent this year, M. Dorman said that he is still confident and will not need increase until 2013 when the 2012 code book is available;
- Equipment purchase looking to purchase a digital camera for the office however still level funded at \$150; M. Sumner asked to have that inserted in description, it somehow got erased with the BUDCOM Copy. J. Gallant said that she would correct it.
- Consultants- Plumbing consultant decreased by \$1000 because of slower building;
- Consultants-Electrical dropped by \$1,000.

M. Sumner notes that the Inspections have brought in approximately \$71,000 in revenues to date. M. Sumner likes to bring it to the attention of the viewers that may be watching that although the department is asking for \$108,000 it also generates revenue of \$70,000 or greater. M. Dorman noted that they may not be in the black, but they are better this year than they were last year.

J. Sherman noted that in most budgets the Supplies line items are under expended in the different departments. He informed the BUDCOM that the Supplies expenditures are going to be reviewed overall. It was noted that most supplies are ordered under the Executive budget. J. Gallant explained that although the specific supplies that are purchased by the department, i.e. toner for the department printer or name tags for the Town Clerk are charged to the department supplies line, there are also items such as file folders, pens, and tape that are ordered under the Executive Budget and then distributed to the department heads as requested. J. Gallant said that an analysis is being done and will be presented when complete.

N. Bouchard asked why there was an increase in gallons per month. M. Dorman stated that he puts 10,000 miles a year on his truck and that the number of miles per month had not increased. N. Bouchard noted that last year's sheet was for 55 miles per month and this year it is 80 miles per month. M. Dorman stated that this year average is 80 miles per month. M. Dorman said that he would check with Dee as to why there may have been an increase from last year. M. Sumner noted that it was 620 miles for the previous year.

Motion by B. Sadewicz to take under advisement the Inspections budget in the amount of \$108,361

2nd by G. Hamel

Vote: 10-0-0

Motion passes.

4210 – POLICE – Chief Steve Savage – Deputy Kathy Jones

Chief Savage provided Budcom with a series of charts that the BOS had not been provided.

Administrative Salaries – Shifts cost of vacant patrol officer (in the patrol salary line item) to the Administration to cover the Patrol Lt position. Not dollar for dollar. 2011 approved was \$283,496 2012 request is \$338,074. No changes in salaries for 2012 – that would come out of Executive budget.

M. Sumner asked why longevity for new employee and then explained that the new employee was already an employee of the town as a part-time employee.

M. Sumner asked how long we have been out of contract – S. Savage noted that it is 3 years.

All line items level funded other than those listed below:

- PD Mgmt Information Systems increased by \$808 due to increase in the support contract for Crimetrack;
- PD Equipment Maint/Repair increased by \$1,119 for warranty coverage for dispatch's recording system;
- PD Equipment Purchase increased by \$2,115 to cover the annual renewal licensing fee for the firewall;
- PD Officer Salaries decreased by \$34,348 because of the shift of the Patrol Lieutenant position to Administrative Salaries;
- PD Part-time Officers increased by \$5,000. A recently retired Sgt has been hired as the new part-time officer and it is believed that his availability will be greater than the previous part-time employees. It is also anticipated that the availability of this part-time individual will help cut back on some of the overtime use;
- PD Telephone increased by \$618 because of adjustments in cell phone services;
- PD Gasoline increased by \$3,500 due to \$.25 increase per gallon;
- PD Capital Equipment increased by \$250 due to an increase in the motorcycle lease;
- PD Dispatch Salaries increased by \$500 based on anticipated ETO buyback;
- PD Dispatch Uniforms increase by \$150 due to allowance increases.

All other line items are level funded. Total budget increased from \$1,842,727 to \$1,877,367 for \$34,640 overall increase.

J. Sherman noted that postage rates are anticipating an increase of .01.

PD Equipment - M. Sumner noted that the expenditures have not been made. Deputy Jones noted that she has been evaluating the equipment and making decisions on purchases.

PD Officer Salaries – M. Sumner noted that with the higher level officers leaving the new entry level officers would be a cost savings. However, J. Sherman then noted that there is training, overtime, etc associated with new hires.

PD Vehicle Maint Repair – S. Savage noted that the rotation of cruisers has been altered and because of that the maintenance costs have increased. If we do not get back on it we may have to redline cruisers. Hoping to be back on schedule for 2012. M. Sumner agrees that we need to be on rotation schedule. J. Sherman was looking at the chart and looking to see the estimated mileage for the vehicles driven. S. Savage said his best guess is 140,000. J. Sherman asked what was typical and the chief stated between 90-115,000 unless there are increased mechanical issues. In that case, he may rotate out or move down in level of patrol, i.e. it will become a detail vehicle and not a pursuit vehicle. J. Sherman stated that means approximately 1.5 per year. M. Sumner noted it has been 2 years since we purchased a vehicle. J. Ingerson reminded the committee that it had been discussed the previous year and that it cannot continue to be put off. M. Sumner agreed and added that we have been tightening the belt and it is going to come back. J. Sherman stated that with the need being 1.5 a year then we could maintain with a 2, 1, 2, 1 rotation. M. Sumner asked which cars were being replaced this year. The Chief stated it was the number 3 car which the lieutenant is using. Also the K9 car but will not use a new car for K9. They will rotate another vehicle down.

Chief made mention of the notes at bottom of budget – Personnel and overtime is approximately 84.5% of the PD Budget. The budget increased \$34,640 or 1.8%.

J. Sherman asked to have outside detail line item deleted since it is all zeros now.

J. Ingerson asked who the is full-time prosecuting attorney. Chief said Assistant County Attorney Jill Cook. Full-time in the Plaistow PD but only part-time. She is shared by other towns.

Motion by M. Conte to take under advisement the Police budget in the amount of \$1,877,367.

2nd by G. Hamel

Vote: 10-0-0

Motion passes

4414 – ANIMAL CONTROL – Chief Savage

Overall change from \$15,158 to \$15,306.

- Small change in gas line \$198 increase.
- Increase in General Supplies of \$200 due to new plan.
- Reduction in Rental & Leasing for NH State license fee of \$350, we are paid for 2012.
- Kennel Repair & Maintenance increased by \$200. New Kennel.

Chief Savage spoke briefly about new ACO contract with Danville. Will be reviewed in December.

Also discussed new impoundment fee and the ability to use the kennel during storms and emergencies especially with the addition of the generator which was funded through a Homeland Security Grant and private donations.

Motion by G. Hamel to take under advisement the Police budget in the amount of \$15,306.

2nd by T. Holt

Vote: 10-0-0

Motion passes

4290 – EMERGENCY MANAGEMENT – Lt. Baldwin

Lt. Baldwin is working on a 5-year plan starting in 2012 and plans to submit this the first week in December. Stated that he is feeling his way around as to what the needs are. Still gauging what is needed for equipment. With that in mind – everything is level funded.

J. Sherman stated that the BOS is excited to hear that Lt. Baldwin was going to lay out a strategic plan before making changes to budget and noted that it was possible to adjust the budget prior to final review if necessary.

Motion by M. Conte to take under advisement the Emergency Management Budget in the amount of \$18,000.

2nd by N. Bouchard

Vote: 10-0-0

Motion passes

4220 – FIRE DEPARTMENT – John McArdle

- 10-110 Permanent Positions – Chief is level funded \$69,836;
- 10-291 FD uniforms increased by \$400. Looking to change the patch to something more specific to the department. The total cost for the patches being split with the Fireman's Association;
- 10-341- decreased by \$250 based on average annual cost;
- 10-342 Data Processing increased by \$1,267 due to new program called "I Am Responding". This is valuable to the department because it lets the individuals at the station know who is on their way to the station in response to a call for service. In addition, it is used for large broadcast emails, text message, forest fire warden, etc. It reduces the work required to communicate to individuals. It is becoming more prevalent throughout the area. Atkinson has also signed on. Data Processing also includes the licensing and support for the department software;
- 10-350 Medical services in decreased by \$350 because the H1N1 vaccines is now included in the flu shots. M. Sumner asked if there would be more expenditures from this line item. J. McArdle stated that the majority of the FD budget is expended in the 4th qtr. This is when the volunteers are paid for their training. The FD holds back its spending till the 4th qtr also in case of large equipment failures;
- 10-560 Dues increased by \$500 due to looking to add membership to the Seacoast Fire Chiefs Association. They are very proactive in standardizing what departments do in an area. This is important because they are trying to buy items as a group in order to save by bulk. Volume buying would result in reduced pricing;
- 10-620 Supplies decreased by \$180 because the FD is able to get some of its supplies from the Town Hall since it does not use a lot. The \$700 remaining in that budget is to cover the cost of toner/ink cartridges specific to the department;
- 10-670 Books is level funded;
- 10-690 Unanticipated reduced by \$20;
- 10-801 is level funded;
- 10-840 Events & Activities is increased by \$150 because of the cost of the annual FF dinner and recognition awards;
- 20-11 Permanent Positions – FF is decreased slightly because there is a new employee coming in at a lower rate of pay;
- 20-120 PT Call FF is decreased slightly based on the call data through 8/30/2011. J. McArdle discussed the difficulty for volunteers because of availability and that he had discussed with the BOS presenting a warrant article for an additional FT fire fighter;
- 20-140 OT-FF increased by \$3000 because of anticipated availability of new employee to respond to off-duty calls;
- 20-500 Training down because the EMT recertification is not necessary this year;
- 20-560 Dues-Hazmat increased by \$300. This is a population based assessment. Atkinson has dropped out so the remaining 15 towns has to pick up that cost. J. McArdle stated that the Town of Plaistow has 2 threats (Rte. 125 and the railway). For the \$6,000 fee the Town of Plaistow has \$1.5 M resources that district owns available to them.
- 20-630 Equip Maintenance increased by \$1,250 to cover the cost of additional SCBA testing;
- 20-635 Fuel This is an estimate of how much fuel will be used for the year;
- 20-660 Vehicle Maintenance/Supplies increased by \$4,000. There is a need to replace the tires on the T-3; 20-661 Repairs decreased by \$3,000. This year there is a known repair on the generator compared to last year where there were 3 large repairs expected.
- 20-740 Equipment decreased by approximately \$1,100;
- 20-741 Bunker Gear decreased slightly based on anticipated purchases;

- 20-670 Books & Periodicals is level funded;
- 70-610 General Supplies decreased slightly based on usage;
- 90-120 PT Forest Fire increased by \$150 because of addition \$1 per permit. There has been no increase for many years.

Bottom line budget is down by \$4,950 from \$459,999 in 2011 to \$455,049 for 2012.

Motion by B. Sadewicz to take under advisement the Fire Department Budget in the amount of \$455,049.

2nd by T. Holt

Vote: 10-0-0

Motion passes

4332 – WATER DEPARTMENT – John McArdle

Chief McArdle stated that he is the water superintendent. He has 3 fire department individuals that have agreed to assist him in managing and maintaining the water system. Since 2005, the size of the line has increased by 30 to 40%. Now over 80 hydrants maintained and are on line right now. Routine maintenance is required, i.e. clear street valves, periodic pump tests, replace well pump that replenishes the reservoir, clearing drains, etc. One of the individuals is available 24 hours a week to make sure that this work gets done.

- 10-120 Payroll Temporary increased by \$8,542 to budget one individual 24 hours per week and additional hours for a second individual as needed. J. McArdle mentioned that he has opened up discussion with the BOS regarding regular staff for this department;
- 10-291 Uniforms is a new line item for this department. They are currently using fire gear when rain gear is all that is really necessary. It is not a good decision to jeopardize a \$1,600 fire suit;
- 10-310 Engineering has been decreased by \$4,000 because of the notification he received that the widening on Rte. 125 has been delayed;
- 10-341 Telephone is decreased by \$20;
- 10-410 Electric is decreased by \$4,000 because of a repair on a line break. Because of this leak the jockey pump was working harder and therefore using more electricity. Since the repair it has dropped significantly;
- 10-610 General Supplies is level funded;
- 10-801 Mileage. This is a new line item. Although there is a water truck, there is occasion when a private vehicle may need to run and get supplies. It is not prudent to move the water truck when they are working on a fix. Therefore this line item will reimburse the individual for private vehicle usage;
- 20-430 Waterline repairs is level funded. This is a contingency in case of a line break;
- 10-630 Equipment Repairs increased by \$200 for any hydrant or equipment repairs required;
- 10-631 Equipment Maintenance is increased by \$1,000 because of additional machine rentals for brush clearing;
- 10-635 Fuel filled year end;
- 10-661 Vehicle Maintenance is decreased by \$300 because this line had \$300 for fuel and this was moved to the 10-635 line item;
- 20-740 Equipment Purchase is decreased by \$200 based on anticipated needs.

Bottom line budget is increased by \$2,522 from \$53,344 in 2011 to \$55,866 in 2012

M. Sumner asked what truck was being used and how it was acquired. Chief McArdle stated that it is a blue GMC 1995 pickup and that it was purchased used for approximately \$3,000 - \$4,000. There have been repairs on brakes and muffler.

Motion by G. Hamel to take under advisement the Water Distribution Budget in the amount of \$55,866.

2nd by J. Ingerson

Vote: 10-0-0

Motion passes

M. Sumner remarked that Revenues had been received. Finance Director stated that the estimated revenues are on target. There are no concerns with cash flow. There was additional revenue received, i.e. court least.

M. Sumner asked what our fund balance was. The Finance Director explained that we had not received our MS5 as yet and did not have our undesignated fund balance as of yet. M. Sumner talked about the fact that in previous years the fund balance had been used to offset the cost of certain warrant article and to keep the tax rate level. This had caused the fund balance to become dangerously low. J. Sherman agrees with M. Sumner.

Committee reports: none

OLD BUSINESS

None

NEW BUSINESS:

New business: Discussed agenda for Nov. 1. Some discussion regarding postponement. Decision to keep meeting as planned.

N. Bouchard mentioned that there was some concern regarding overlaps in the agencies. M. Sumner thought it had been tasked to Sean to look into. J. Sherman stated that Lori had discussed this at the meeting the previous night.

J. Sherman discussed the bad article regarding the Salem tax rate. He mentioned that it might be a good idea to do a cable show regarding how the tax rate is set and how it impacts your tax bill.

M. Sumner discussed an article in Saturday paper about a grant the town had received for a work session taking place at Town Hall. J. Sherman explained that it was called Plan NH and it was a 2-day session of volunteers that come in and help towns with long range planning.

M. Sumner thanked L. Sadewicz for organizing the training workshop for the budget committee with the LGC.

Meeting adjourned at 8:50 pm.

Respectfully Submitted,
Janet Gallant