



Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING

December 20, 2016

Call to Order: 6:31 p.m.

ROLL CALL

Present: Dennis Heffernan, *Chair*
Francine Hart, *Vice Chair*
Sam Cafiso
Laurie Milette
Tricia Holt, *left at 7:40 p.m.*
Bob Hamilton
Lisa Lambert
Dean Nifakos
Martha Sumner, *excused*
John Sherman, *Selectmen Ex-Officio*

Also Present: Sean Fitzgerald, Town Manager (*left at 8:08 p.m.*); Christina Cruz, Recreation Director, William Coye, Recreation Commission Chair; and Dan Garlington, Highway Department Supervisor.

The Pledge of Allegiance was led by D. Heffernan

REVIEW/APPROVAL OF MINUTES

The minutes of the December 13, 2016 meeting were deferred to the next meeting.

BUDGET REVIEW

D. Heffernan reminded that the Committee had invited two (2) Department Heads in to answer questions about their budgets.

Recreation Department – Christina Cruz, Recreation Director and William Coye, Recreation Commission Chair were present for discussion.

S. Fitzgerald offered his memo to the Committee, which noted two (2) reductions to the Recreation Department Budget that were approved by the Board of Selectmen (BOS) at their last meeting. Those adjustments were a \$500 decrease to the Recreation/Community Transportation line (1-4520-20-841) and a \$3,000 reduction to the Recreation/Senior line (1-4520-20-859). He added that he had met with F. Hart, B. Hamilton and C. Cruz regarding the budget and the proposed adjustments were made as it was thought that the lines could be better handled through the Recreation Revolving Account (RRA).

C. Cruz explained that the RRA is used for programs where monies are collected in fees and paid back out for other Recreation programs. The example that was used was when fees are collected from participation in the town-wide yard sale.

F. Hart noted that she wanted to publicly praise and thank C. Cruz for her professionalism and spirit of cooperation.

There was a discussion regarding staffing for the summer recreation program. C. Cruz explained that it is getting more difficult to hire qualified staff as they are competing with places such as Market Basket who can offer a higher pay rate, so she was requesting a small increase for some staff. She added that there are some kids who are passionate about the program and work their way up through from camper to counselor, but it is a struggle to fill all positions. It was noted that the minimum age to be a counselor was 16 and that much of the staff are pursuing education as their major. Questions were asked about the qualifications to become a counselor and how the rate of pay offered affected filling out the staff. It was noted that Market Basket was hiring kids at a younger age and paying them at a higher rate. It was also noted that some of the surrounding towns offered a higher pay rate and regular raises. The Plaistow program was compared and contrasted to other those in other communities. C. Cruz noted that Sandown pays their recreation staff based on a matrix and staff is given a raise each year. It was noted that Plaistow staff pay rates were decided based on the approved budget and the level of experience of the counselor. There was discussion regarding the ratio of counselors to campers and the length of the program. The length of the program is flexible enough to allow those going to college to attend their orientation.

L. Lambert noted that she had done some rough math using an across the board \$0.25 increase for staff and for a seven (7) week program, with fifteen (15) staffers it was approximately a \$1,050 difference to the budget to attract qualified applicants for the program.

F. Hart noted that many baby sitters are getting \$10.00/hour.

L. Lambert noted that in line ending 472 (Umpires/Referees) that request was for \$4,000 and only \$2,700 had been spend year-to-date.

C. Cruz answered that basketball referees straddled across two (2) years.

J. Sherman offered that when the Summer Recreation Program was moved to PARC they were able to open it up to more kids to attend. He added that he understood the desire to increase the staff salaries, but reminded that only the BOS can actually approve salary increases.

There was discussion whether or not there would be time for the BOS to review and/or approve a salary increase for summer program staff. There was additional discussion as regarding whether or not to recommend increases in specific positions or an across the board increases to be competitive with other employment opportunities. It was noted that kids with more experience to get a higher rate. There was consensus to recommend to the BOS that there be an across the board \$0.25/hour increase in Summer Recreation Program staff salaries.

C. Cruz offered an update of upcoming programs offered by the Recreation Department. She noted that there was more cooperation between some local towns to provide increased programming for residents.

Highway Department – Dan Garlington, Highway Department Supervisor was present for the discussion.

S. Fitzgerald noted that D. Garlington, F. Hart and B. Hamilton had met to look at the Highway Department budget to come to agreement on where adjustments could be made. Adjustments were made and then approved by the BOS in three (3) lines: Uniforms (1-4311-00-291) reduced by \$1,400; General Supplies (1-4311-00-510) reduced by \$1,700; and Drainage Improvements (1-4311-10-730) was reduced by \$10,000. It was noted that the newly created Transportation Capital Reserve Account (CRA) could be used for some expenses related to drainage improvements.

It was noted that the Highway Department took on responsibility for maintaining town landscaping approximately seven (7) years ago. Initially there were capital expenses to acquire proper equipment and the costs to maintain that equipment is not a routine item in the department's budget. It was noted that having the Highway Department do the work has provided the Town with more flexibility and has insured that grounds are ready when important town events are held.

B. Hamilton asked if a comparison of actual costs for the Highway Department to do the landscaping work versus a private contractor.

D. Garlington noted that the biggest cost beyond the capital expenses was the hiring of a seasonal employee for the additional responsibilities.

There was discussion about the seasonal hire. It was noted that in order to cover vacations and additional workload one (1) additional laborer was hired seasonally. That person's time is used approximately twenty (20) man hours a week towards landscaping and twenty (20) for other highway responsibilities. It was noted that a comparison had been done initially before the Highway Department took over the landscaping in 2009. It was noted that the flexibility offered by using the Highway Department was valuable because instead of the grounds being maintained on a pre-determined schedule there is room to prepare for scheduled events. It was offered that a new comparison could be done, but it would take some time to compile the information. It was suggested that the comparison might be valuable to determine if it would be better to put those landscaping hours back into roadway maintenance.

D. Garlington offered that the approximate 80 hours devoted to landscaping is for three (3) laborers. He added that his department's first priority is always road maintenance and the safety of the traveling public. He noted that there is a contingency for outside contracting for landscaping if there is a need, but he has never had to tap into that.

There was discussion regarding which properties the Highway Department maintains. It was noted that landscaping for all town-owned facilities except for the Plaistow Public Library and the Town Forest are maintained by the Highway Department.

T. Holt, noting that the Highway Department did an excellent job maintaining the town's roadways and landscaping, and that she had missed the previous meeting, asked why D. Garlington was even at this meeting.

D. Heffernan explained that at the last meeting there were questions raised about two (2) particular budgets (Recreation and Highway) and those Department Heads were invited in to participate. He added that there were specific questions for the Highway Department about sanding and plowing the roads.

T. Holt asked if there was talk about reducing or dropping budget lines.

S. Fitzgerald noted that he had met with F. Hart and B. Hamilton to discuss possible reductions.

T. Holt noted that she didn't think that sacrificing the highway department was going to help taxes.

J. Sherman added that the proposed adjustments had been agreed to and approved by the BOS.

T. Holt offered that the Highway Department does an excellent job and she added that pinching pennies in this department was not going to help taxes, but could potentially impact public safety. She noted that she's been running a business for 35 years and travels all over and Plaistow roads are always the best roads to travel after a storm.

D. Heffernan noted that when there were questions regarding this budget it was felt that it wouldn't be fair to talk about adjustments without D. Garlington being part of that discussion.

S. Cafiso noted that he had brought up salt-usage comparisons between Plaistow, Kingston, Atkinson and Hampstead (Parking Lot #26) and he requested an explanation as to why.

S. Fitzgerald noted that he has met with D. Garlington to discuss staff attending salt-reduction training. He added that in light of MS4 and other EPA permitting requirements salt reduction was an annual discussion, adding that it's always a balance with public safety on the roadways during a storm event.

D. Garlington explained that while there are some commonalities, each town has different road traffic, tree covers, temperatures and a number of other variables that are used to determine how the roads are treated. He added that not all towns have a policy in place, designed to avoid liability, where Plaistow does. He said that there is no manual, only guidelines. He noted that the classes are not specifically on salt usage, but on general winter road maintained and how to handle all the different variables.

Members noted their positive experiences on Plaistow roadways after a storm event compared to surrounding towns.

S. Cafiso offered that measuring in tons (of salt) per mile, Plaistow uses twice as much as Atkinson and more than Kingston and Hampstead per mile. He noted that he has looked at the snow 1998 policy on the town's website and suggested that it was time to revisit and update it.

D. Garlington offered that the only real change in guidelines was the use of more salt than sand, adding that sand has more environmental impact because it traps oils and other contaminants.

B. Hamilton asked if procedures in the lower-traffic neighborhoods was the same as in more heavily traveled neighborhoods.

D. Garlington replied that it depended on the storm, the timing, and other factors. He explained that process and noted that a lot of the time he is working in close cooperation with the Police Department to determine where the greater need for treatment is. He talked about some of the mechanics of the equipment used to apply the salt. He acknowledged the concerns expressed by some members of the Committee, adding that his first concern was to be proactive for public safety, especially for school busses and emergency response personnel.

D. Garlington explained that they have tried some of the technology designed to computerize how much salt is applied. He noted that with the new styled bodies of the trucks was not compatible with the computers.

S. Cafiso offered that no one was saying that the Highway Department wasn't doing a good job, he was just looking at trying to get the bang for the buck.

There was discussion about specific years and which were more difficult than others. It was noted that sometimes a storm of 2-3 inches of snow was more difficult to deal with than a storm with a foot of snow. There was a discussion of which roadways were owned by the State of New Hampshire and which of those roads were maintained by the Town. There was also discussion as to who will be responsible for the new median strips on Route 125.

B. Hamilton asked about the heating systems for the Highway Garage.

D. Garlington noted that the garage is heating with diesel and with propane. He noted that the propane heater does a good job, but it's very drying.

There was discussion about the amount of diesel fuel that is used. Concern was expressed over the costs of diesel fuel. It was noted that the Town is tax-exempt for the purchase of diesel fuel. It was also noted that there had been a recent change in propane provider, which provided another cost savings to the Town. It was noted that the office trailer used by the Highway Department was heated with electric.

D. Garlington offered that they had tried to eliminate the diesel heating for the garage, but the propane doesn't effectively cover the needs of the building.

There was a discussion about the heat loss that the building experiences due to the old structure and the large doors that are opened and closed frequently.

S. Fitzgerald noted that the Highway Garage was a legacy building with some issues and concerns related to its close proximity to the capped landfill.

There was discussion about the July 2016 microburst and how that cleanup had affected the department's budget. There was discussion about responsibility of tree cleanup and removal related to the microburst and as part of general maintenance and storm preparation. It was noted that when a tree either falls naturally or is taken down for safety the first right to that wood goes to the property owner. If the tree is in the road or right-of-way it gets pushed to the side of the road. If the property owner doesn't want the wood, the contractor who takes the tree down will usually take the wood. D. Garlington added that if the Town were to get a new highway garage he would like to look into a wood furnace.

T. Holt left the meeting at 7:40 p.m.

J. Sherman offered that the Highway Department does a super job maintaining the roads and that it was important to give them the resources to continue to do so.

There was additional discussion about the department's landscaping responsibilities. It was suggested that once again comparing costs of a private contractor with the costs to have the Highway Department take care of the grounds would be beneficial. It was also suggested that a private landscaping contract could give the department back some man-hours for roadway maintenance projects.

There was discussion about why the Plaistow Public Library doesn't use the Highway Department for the landscaping maintenance. It was noted that the Library operates on a different budgeting system. It was also noted that their current contract offers them a very favorable rate for the service.

Personnel Administration – Retirement – Sean Fitzgerald, Town Manager

S. Fitzgerald offered that additional review of the employee census allowed for an additional reduction of \$35,000 in the retirement line (01-4155-40-230) of the personnel budget.

S. Fitzgerald noted that his meetings with F. Hart and B. Hamilton had helped to identify an additional \$51,600 in adjustments to the overall budget. He noted that team effort involved in achieving the reductions.

F. Hart and B. Hamilton both noted that cooperation with department heads/staff and their level of knowledge of their budgets.

J. Sherman noted he's always appreciated the ability to ask department heads questions. He applauded their hands-on knowledge of their department budgets and their ability to give solid answers to any question.

★D. Heffernan moved, second by B. Hamilton to take under consideration the proposed \$51,600 adjustments to the Recreation, Highway and Personnel Administration budgets as listed in the Town Manager's memo dated December 20, 2016.

There was discussion on holding the line in budget increases in light of the coming Debt Service for the new Police Station. It was also noted that approximately \$100,000 of encumbrances from 2016 that will be held for payment of existing contracts in 2017. It was also noted that any surpluses that might be added to the Unassigned Fund Balance (UFB) would help insulate the taxpayers from spikes related to the Debt Service in the future.

There was no additional discussion on the motion. The vote was 8-0-0 U/A

F. Hart offered additional suggestions for adjustment for the Committee to consider.

- \$15,000 reduction to the Solid Waste Collection line

S. Fitzgerald noted that \$15,000 was for Household Hazardous Waste Collection program

- Town Clerk's Salary – F. Hart suggested that the numbers still didn't work

S. Fitzgerald offered to discuss Ms. Hart's concerns at their upcoming meeting later in the week.

S. Fitzgerald left the meeting at 8:08 p.m.

WARRANT ARTICLES

J. Sherman read the Warrant Articles as the BudCom reviewed each of them.

HIGHWAY DEPARTMENT EQUIPMENT CAPITAL RESERVE FUND

Article P-17-02: "Shall the Town vote to raise and appropriate the sum of \$87,000 to be added to the existing Highway Department Equipment Capital Reserve Fund?"

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for future purchases of Highway Department vehicles. Putting funds aside each year will allow for the orderly replacement of highway vehicles by leveling the yearly tax impact. This money can only be spent by a future vote at Town Meeting. These funds will be invested in an interest bearing account.]

Available balance of the Highway Department Equipment Capital Reserve Fund is \$32,876 as of October 31, 2016.

Discussion:

J. Sherman noted that all the balances in each of the Capital Reserve Accounts (CRA) throughout the Warrant Articles will be updated for end of year numbers when available.

J. Sherman explained that the CIP (Capital Improvement Plan) Committee had adjusted this recommended number from \$82,000 of last year's request to \$87,000 for this year's. He added that adjustment was based on updated information on life expectancy and replacement values of the current fleet.

B. Hamilton asked if the noted balance in the CRA reflected the monies that were approved at last year's Town Meeting.

J. Sherman replied that it did not; adding those amounts were added in at year's end.

D. Nifakos asked if the goal was working towards a minimum amount.

J. Sherman responded that the goal was working towards cash flow. He added that it made good sense to work from a vehicle replacement schedule.

F. Hart suggested that the Board of Selectmen deposit the funds approved at Town Meeting closer to when they are approved in March to be able to realize additional interest on the balance.

J. Sherman offered that he wasn't sure why the funds were not deposited until the year end, whether or not it had something to do with auditing.

There was additional discussion regarding the \$5,000 increase in the requested amount. It was noted that it was based on a review of vehicle costs. There was discussion of what is anticipated to be the spending need as outlined in the CIP in the next three (3) years.

B. Hamilton asked if trade-in values were taken into consideration.

J. Sherman replied that there were different kinds of trade-ins that can have differing results. He added that vehicles could be sold as well.

L. Lambert asked if there isn't enough in a CRA at the time a vehicle is to be replaced.

J. Sherman responded then we would go without.

L. Lambert asked if other accounts could be borrowed from.

J. Sherman answered that it would not be appropriate due to the specific wording of each of the Warrant Articles. He noted that when a CRA is created how it may be used is specifically defined in the language of that Warrant Article. He added that these numbers can be updated at Deliberative Session once the year end numbers are known.

FIRE DEPARTMENT CAPITAL RESERVE FUND

Article P-17-03: "Shall the Town vote to raise and appropriate the sum of \$108,000 to be added to the existing Fire Department Capital Reserve Fund?"

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for future purchases of Fire Department vehicles. Putting funds aside each year will allow for orderly replacement of fire vehicles while leveling the yearly tax impact. This money can only be spent by a future vote at Town Meeting. These funds will be invested in an interest bearing account.]

Available balance of the Fire Department Capital Reserve Fund is \$299,765 as of October 31, 2016.

Discussion:

It was noted that this Warrant Article is related to Article P-17-05.

SELF-CONTAINED BREATHING APPARATUS (SCBA) CAPITAL RESERVE FUND

Article P-17-04: "Shall the Town vote to raise and appropriate the sum of \$33,400 to be added to the Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund?"

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To set aside money for future replacement of the SCBA, cylinders, and masks. Putting money aside each year will allow for the orderly replacement of this equipment by leveling the yearly tax impact. This money can only be spent by a future vote at Town Meeting. These funds will be invested in an interest bearing account. 2017 would be the third year of a 6-year multi-year project. The total cost of replacement is \$200,000.]

Available balance of the Self-Contained Breathing Apparatus Capital Reserve Fund is \$34,050 as of October 31, 2016.

Discussion:

D. Nifakos asked if all the equipment was being replaced in six (6) years and if anticipated inflation was taken into consideration.

J. Sherman noted that the \$200,000 was the best estimate currently available. He noted that the number could be adjusted as the purchase time was closer.

D. Heffernan asked if six (6) years was the life expectancy of the current equipment. It was not known and the question will be asked of the Fire Chief (PARKING LOT ITEM).

F. Hart asked if the CRA will be eliminated once the equipment is replaced.

J. Sherman replied that he wasn't sure if it would be.

F. Hart asked if there was a protocol to the closing of a CRA.

J. Sherman responded that there was and there were some remnant CRA accounts on the books that need to be cleared up.

S. Cafiso offered that he didn't think the account would go away because safety equipment often has an expiration date.

J. Sherman added that grant opportunities to replace the equipment were also being explored.

L. Lambert asked where the remnants in the CRA accounts go when they are closed.

J. Sherman offered that CRA accounts are managed by the Trustees of the Trust Funds and they are currently in interest-bearing accounts. He added that he believed there are rules for the closing of CRA accounts probably involving a vote at Town Meeting.

There was a discussion about the current numbering of the Warrant Articles. It was noted that this was just a working order of the numbering and the final number would be done once the Warrant is finalized. It was noted that Article P-17-02 would be the Operating Budget on the Final Warrant.

REPLACEMENT OF FIRE DEPARTMENT VEHICLE

Article P-17-05: "Shall the Town vote to raise and appropriate the sum of \$400,000 for the replacement of the Tanker 5 Fire Truck and to withdraw \$386,000 from the Fire Department Capital Reserve Fund and \$14,000 from the Public Safety Impact Fee Fund?" This warrant article shall be null and void if warrant article P-17-03 depositing \$108,000 into the Fire Department capital reserve fund fails."

	Appropriation:	\$400,000
Withdrawal from Fire Department Capital Reserve Fund:		-\$386,000
Withdrawal from the Public Safety Impact Fee Fund:		-\$ 14,000

Amount to be raised by 2017 taxation: \$0

The balance in the Fire Department Capital Reserve account after this withdrawal will be \$28,152 if Warrant Article P-17-03 passes.

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Tanker 5 Fire Truck as part of the replacement schedule for Fire Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized. Tanker 5 is one of the department's water supply truck. It was purchased in 1993 and is used to transport a large volume of water to the scene of fires to supply the initial water for fire attack. The truck is equipped with 2,000ft of large diameter supply hose which is used to shuttle water from additional tankers into the scene. The 1993 truck was purchased with an expected 25 year life as a front line piece and will remain as a reserve tanker and mutual

aid response truck until it is completely retired. It will be housed inside the Safety Complex.]

Discussion:

L. Lambert suggested that the intent statement was overly wordy.

J. Sherman offered that the Committee could offer suggested changes that he could take back to the Board of Selectmen.

It was noted that Article P-17-03 will need to pass if there is to be enough money to purchase the new tanker.

It was suggested that the words “one of” be added to the sentence “Tanker 5 is the department’s water supply truck.”

There was additional discussion of the wording of the intent statement. It was suggested that everything after the word “maximize” was unnecessary and may rise to the level of electioneering. Another suggestion was to end the intent statement after the sentence “Tanker 5 is *one of* the department’s water supply trucks.”

There was discussion regarding the life expectancy of the tanker and whether or not it is the only tanker in the Fire Department fleet. It was noted that the CIP implied that it was the only tanker, but it will be verified with the Fire Chief (PARKING LOT ITEM).

There was discussion over the appropriation for this Warrant Article. It’s noted that there is no amount raised from taxes, yet there is a request for an additional \$108,000. It was noted that the taxation appropriation for the \$108,000 is accounted for in Warrant Article P-17-03 and there is no *additional* request for appropriation through taxation as part of Warrant Article P-17-05.

UNMARKED POLICE VEHICLE CAPITAL RESERVE FUND CREATION

Article P-17-06: “Shall the Town vote to create an Unmarked Police Vehicle Capital Reserve Account and further raise and appropriate \$16,000 to be added to the Unmarked Police Vehicle Capital Reserve Fund?” This reserve Fund shall fund all police vehicles and equipment trailers that do not participate in the annual cruiser replacement program funded through the Town Budget and to designate the Board of Selectmen as Agents of the fund.” This capital reserve fund is being established pursuant to RSA35:1”

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To establish a fund to allow the Town to ~~continue~~ to set aside money for future purchases of unmarked Police Department vehicles. Putting money aside each year will allow for the orderly replacement of these vehicles by leveling the yearly tax impact. These funds will be invested in an interest bearing account.]

Discussion:

It was noted that the words “to continue” needed to be deleted as this would be a newly established CRA.

It was noted that the following Warrant Article is the request to spend the money appropriated in this Warrant Article.

There was a discussion of the vehicles that would be included in this description as listed in the CIP.

There was discussion as to how these types of vehicles were purchased in the past. It was noted that there are various ways including cast offs from other departments. It was also noted that some of these vehicles are currently being leased. It was noted that there is no contingency plan in place if this Article fails.

REPLACEMENT OF UNMARKED POLICE VEHICLES

Article P-17-07: “Shall the Town vote to raise and appropriate \$15,000 for the replacement of the Animal Control Officer’s (ACO) vehicle and to withdraw \$15,000 from the Unmarked Police Vehicle Reserve Fund? This warrant article shall be null and void if the warrant article creating the capital reserve fund and depositing \$16,000 into the capital reserve fund fails.”

	Appropriation:	\$15,000
Withdrawal from the Unmarked Police Vehicle Capital Reserve Fund:		-\$15,000
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Amount to be raised by 2017 taxation:		\$0

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the ACO vehicle as part of the replacement schedule for unmarked police vehicles. The ACO vehicle is a 2002 model with over 100,000 miles on it. Timely replacement of vehicles ensures maintenance costs and vehicle down time are minimized while driver safety is maximized. This vehicle is used to respond to all Animal Related Calls such as reposted of deceased, injured, or sick animals that have to be transported, animals (wild or domestic) complaints, response to Town Ordinance violation complaints, transport of deceased animals to State Lab for testing, and animal transfers to local shelters if the owner cannot be located. Mileage is over 101,000, constant mechanical failures due to age (2002) and mileage, and various areas of the body are rusting.]

Discussion:

As was suggested in previous discussion it was suggested that the intent statement is too wordy. It was the Committee’s consensus was that the intent statement should be ended after the word “maximized.”

There as additional discussion regarding the wording in one article that raises and appropriates through taxation and then a corresponding article that spends that money, noting it not to be raised through taxation. It was suggested to be considered misleading. It was noted that the

phrasing “raise and appropriate” is standard language for Warrant Articles. It was noted that more consistent language should be applied consistently across all Warrant Articles. It was suggested that the phrase “raise and appropriate *through taxation*” would be a clearer statement. It was suggested that all Warrant Articles show the breakdown of how the appropriation request is being funded. It was suggested that any Warrant Article is assumed to be funded through taxation and only exceptions (i.e. through a CRA withdrawal or through Impact Fees) were noted.

There was additional discussion about the wording of the Intent Statements. It was suggested that the Intent Statement is the only information voters have regarding the Town’s request and there should be adequate information for voters to make a decision. It was also noted that there are other sources of information if voters wish to educate themselves on the request. A voter’s guide was proposed to offer additional information to the voters. It was further noted that some voters have offered comment that they appreciate the amount of information that is provided in the Intent Statement. It was also reiterated that some of the Intent Statements seem to rise to the level of electioneering, designed to persuade instead of inform. It was suggested that there needed to be more counterpoint in the Intent Statement. Some offered that the amount requested offered the counterpoint to the Intent Statement. It was again noted that the words “raise and appropriate” had to be part of the Warrant Article. It was again suggested that “from taxation” should be added to “raise and appropriate.” It was offered that all the Warrant Articles needed to be worded consistently.

COMMUNICATION RADIO SYSTEM CAPITAL RESERVE FUND

Article P-17-08: “Shall the Town vote to raise and appropriate the sum of \$65,000 to be added to the Communications Radio Dispatching System Capital Reserve Fund?”

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for the future purchase of a communication radio dispatching system which will update the existing system with a successor Motorola system. This Change would be a third generation change since the creation of a 24 hour dispatching center in the early 1990’s. As the current technology is rapidly becoming outdates, and replacement parts are no longer being manufactured, putting aside money each year will allow for the orderly replacement of this system by leveling the yearly tax impact. The total cost of this project will be approximately \$400,000. There is currently \$76,493.96 in the Capital Reserve account. The Town plans on adding \$65,000 for the next five years for replacement equipment in 2021. This money can only be spent by a future vote at a Town Meeting. Reserve Funds are invested in an interest bearing account.]

Available balance in the Communication Radio System Capital Reserve Fund is \$76,493.96 as of October 31, 2016.

Discussion:

F. Hart suggested that everything after the first sentence up to the green highlighted line be removed. There was consensus to recommend the change.

J. Sherman offered the position that there should be more informative details.

S. Cafiso noted that the Warrant Article does not state “through taxation.”

J. Sherman reiterated that it is assumed that all Warrant Article requests are to be raised through taxation unless noted otherwise.

BUILDING/BUILDING SYSTEMS CAPITAL RESERVE FUND – DEFERRED TO 12-29-16

Article P-17-09: “Shall the Town vote to raise and appropriate the sum of \$10,000 to deposit into the Building/Building Systems Capital Reserve Fund?”

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace funds spent in 2016 for unanticipated maintenance or repairs to Town-owned buildings and to continue to set aside money for future repairs of building systems in town-owned properties. Buildings are one of the Town’s largest capital assets and these funds are used to maintain and repair systems such as heating and ventilation, electrical and plumbing. Monies from this fund would be used for repairs that are unanticipated prior to Town Meeting and that cannot wait until a future meeting. This money can only be spent with the approval of the Board of Selectmen. These funds will be invested in an interest bearing account.]

Available balance of the Building/Building Systems Capital Reserve Fund is \$7,672.84 as of October 31, 2016.

Discussion:

J. Sherman noted that the BOS has not yet voted on this Warrant Article as more information is needed.

F. Hart asked if this was a new CRA. It was noted that it was not.

J. Sherman explained that this account provided funding for unanticipated maintenance issues.

ACQUISITION OF LAND AND/OR BUILDINGS CAPITAL RESERVE FUND – DEFERRED TO 12-29-16

Article P-17-10: “Shall the Town vote to raise and appropriate \$100,000 to be placed into the Acquisition of Land and/or Buildings Fund capital reserve with \$100,000 coming from the Unassigned Balance Fund?”

	Appropriation:	\$100,000
Withdrawal from the Unassigned Fund Balance:		-\$100,000
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Amount to be raised by 2017 taxation:		\$0

(Recommended by the Board of Selectmen (4-1-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: The intent of this capital reserve fund deposit it to build a fund that may be used to purchase land and/or buildings that would enhance the town-owned assets.]

Available balance of the Acquisition of Land and/or Buildings Capital Reserve Fund is \$TBD as of December 31, 2016.

Discussion:

F. Hart asked if this applied to land and buildings and suggested that a better name might be "Property" Capital Reserve Fund.

J. Sherman noted that the title of a CRA cannot be changed.

B. Hamilton noted that he had heard talk about selling land based on recommendations from the Plaistow First Committee. He added that selling surplus property not only puts money into the general fund, but puts land back on the tax rolls.

J. Sherman offered that selling of land was discussed at the last BOS meeting and they were putting together a plan. He noted that money from land sales could not be deposited into this CRA.

B. Hamilton asked if it could go into the UFB.

J. Sherman noted that it would have to go through the General Fund first.

B. Hamilton expressed concern that there was already talk about using the UFB to offset some of the Debt Service and now for acquisition of land and there wouldn't be anything left for tax relief.

J. Sherman noted that selling land did not relate to this Warrant Article. He added that the Conservation Commission was not in favor of selling land. He noted that selling of land could not be linked to a purchase.

F. Hart offered that she had a discussion with Stephen Buckley (New Hampshire Municipal Association) with reference to the Palmer property behind the Safety Complex. The Town has first right of refusal. She noted that she was told by Attorney Buckley that proceeds from land sales could be put into the General Fund and then encumbered for land purchases.

D. Nifakos asked what was the process to decide to tap the UFB for some warrant articles was made.

J. Sherman answered that there was no hard and fast rules, but it was usually to satisfy a one-time need.

L. Lambert asked if J. Sherman would be taking all the BudCom suggestions back to the BOS, even though he may not agree.

J. Sherman replied that he would and that would include adding the language “from taxation” to the Warrant Article language.

LIBRARY CAPITAL RESERVE FUND

Article P-17-11: “Shall the Town vote to raise and appropriate \$65,000 to be added to the Library Capital Reserve Fund for the purpose of capital improvements, repairs, renovations, and additions to the Library?”

(Recommended by the Board of Selectmen (4-1-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: In 2016 the voters approved the creation of a Library Capital Reserve Fund to stabilize year-to-year variations in funding for capital improvements documented in the Infrastructure Evaluation Study for Plaistow Planning Library prepared by the Castagna Group and accepted by the Library Board of Trustees. Projects planned for the immediate future are documented in the Town’s 2017-2022 Capital Improvement Program, approved by the Capital Improvement Program Committee and the Planning Board and include the purchase and installation of an emergency backup generator, energy efficiency improvements, and repairs and upgrades to the Library’s roofing, windows, HVAC, fire suppression, & fire alarm/security systems, and exterior siding, walkways and parking areas. Funds may only be spent with the approval of the Board of Selectmen. These funds will be invested in an interest bearing account.]

Available balance in the Library Capital Reserve Fund is \$TBD as of December 31, 2016.

Discussion:

It was noted that the Library is now 17-18 years old and needing of maintenance and repairs. It was also noted that the Library now participates in the CIP, but is playing catch up with repairs.

There was discussion about the intent statement, which was thought to be too wordy like some of the other Warrant Articles. It was noted that the information was included to show that the analysis of the needed work was done by an independent expert. It was suggested that there be a period after “Planning Board” and everything from that point to “parking areas” be eliminated.

J. Sherman offered that all the information that was suggested to be deleted is exactly what he would want to know as a voter. He noted that he would take the suggestion back to the BOS.

D. Heffernan suggested that reference to the backup generator be retained as it points to the Library being used as a warming center.

B. Hamilton noted that he had spoken with Jim Peck (Library Trustee) and he thought there was \$15,000 from last year’s warrant for the generator.

B. Hamilton offered that he was going to approach Cab Vinton (Library Director) and recommend a \$50,000 reduction in light of the Debt Service.

J. Sherman read a letter from Jim Peck.

B. Hamilton offered that he has had a conversation with Mr. Peck since the writing of the letter and he looking to participate in saving efforts.

REPLACEMENT OF SALT SHED

Article P-17-12:

Voted by BOS to withdraw this article on 11-28-16

Vote 4-0-0

PURCHASE OF SNOW REMOVAL MACHINE

Article P-17-13:

Voted by BOS to withdraw this article on 12-12-16

Vote 4-0-0

CABLE DEPARTMENT CAPITAL RESERVE FUND

Article P-17-14: "Shall the Town vote to raise and appropriate \$30,000 to be deposited into the Cable Department Capital Reserve Fund?" Funds to be used for the replacement and/or purchase of new equipment for the Cable Department and furthermore, shall the Town vote to raise and appropriate \$20,000 from the Licensing fees to be deposited in the Cable Department Capital Reserve Fund and \$10,000 to be withdrawn from the unassigned fund balance.

(Recommended by the Board of Selectmen (2-1-1) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

	Appropriation:	\$30,000
	Withdrawal from the Cable Licensing Fees:	-\$20,000
	Withdrawal from Unassigned Fund Balance:	-\$10,000
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	Amount to be raised by 2017 taxation:	\$0

[Intent: To set aside money for funding future Cable Department Equipment. These funds will be used to improve the quality of programming originating at the Plaistow Public Library facility by providing a more user friendly set-up, ability to provide higher quality programming, reduce set-up times, and to provide visual and work space enhancements.]

Available balance in the Cable Department Capital Reserve Fund is \$29,878 as of December 31, 2016.

The Committee decided that to defer further discussion on Warrant Articles until the next meeting.

COMMITTEE REPORTS

Public Safety Building Committee (PSBC)

D. Heffernan reported on the recent site walk at the construction site of the new Police Station. It was noted that all the ground work was completed except for the paving.

J. Sherman added that they were on schedule and under budget.

NEW BUSINESS

J. Sherman offered that he did find information on roads that are narrower than the 24' standard, but had not done any analysis of how it impacts the roadway maintenance budget.

OLD BUSINESS

Parking Lot

Resolved/Updated Items:

- Item #16 – Drainage Improvements/Permitting for Pollard/Congressional culvert – Due date extended to January 03, 2017
- Item #25 – D. Heffernan withdrew his request for information on the town's grant inventory
- Item #25 – Information on sanding/salting procedures provided to S. Cafiso as requested
- Item #19 & 31 & 39 – Town Clerk and Deputy Town Clerk's Salary lines have been updated.

New Items Added:

- Recommend to BOS (by consensus) that all salary lines related to the Summer Recreation program receive a \$0.25/hour increase
- Recommend to BOS (by consensus) that snow policy be reviewed and updated if needed
- Find Out Why Monies Approved ATM for Capital Reserve Account Deposits are not Noted Until Year End
- Ask the Fire Chief what the life expectancy of the current SCBA equipment is (D. Voss)
- Ask the Fire Chief if Tanker #5 is the only tanker in the Fire Department fleet (J. Sherman)

There was no additional business before the Committee and the meeting was adjourned at 9:55 p.m.

Respectfully Submitted:

Dee Voss
Recording Secretary