

# *Town of Plaistow ♦ Budget Committee*

*145 Main Street ♦ Plaistow ♦ NH ♦ 03865*



## **BUDGET COMMITTEE MEETING**

**General Meeting: May 14, 2019**

**Call to Order:** 6:34 p.m.

### **ROLL CALL:**

Bob Hamilton, *Chair Elect*  
Lisa Lambert, *Vice Chair Elect*  
Dennis Heffernan, *Budget Committee*  
Sam Cafiso, *Budget Committee*  
Laurie Milette, *Budget Committee*  
Jay DeRoche, *Budget Committee*  
Katie Ingalls, *Budget Committee*  
Peter Bracci, *Budget Committee*  
Maxann Dobson, *Budget Committee*  
Greg Taillon, *Selectmen's Representative*  
Francine Hart, *Selectman's Representative Alternate*

### **Agenda Item 3: Pledge of Allegiance**

B. Hamilton led the Committee in the Pledge of Allegiance

### **Agenda Item 4:**

#### **Review/Approval of Budget Committee Minutes for April 9, 2019:**

- *J. DeRoche moved, second by L. Lambert to approve the April 9, 2019 Budget Committee Meeting Minutes.*

*Discussion:* There was a discussion that a correction was needed in the Meeting Minutes: K. Ingalls is to be the Alternate for the Town Report Committee, not M. Dobson as stated.

*The vote was 8-0-1 (L. Lambert abstaining).*

### **Agenda Item 5: Budget Related Public Comment:**

There was no Budget Related Public Comments.

### **Agenda Item 6: Finalize Meeting Schedule:**

There was a discussion that General Budget Committee Meetings will start at 6:30pm and

Workshop Meetings will start at 7:00pm.

New Hampshire Municipal Association (NHMA) Meetings:

May 21, 2019 meeting in Sugar Hill, NH

June 8, 2019 meeting in Concord, NH

Budget Committee Meetings:

September 17, 2019 meeting with Tim Moore regarding Capital Improvement Program (CIP)

September 24, 2019 meeting with Jill Senter, Conservation Commission Director

**Agenda Item 7: Formation of Subcommittees:**

There was a discussion about the formation of subcommittees. It was discussed that the formation of subcommittees is allowed as long as the Right to Know laws are followed, and that any information to be shared with the Budget Committee will go through the Budget Committee Chair.

M. Dobson asked if anybody on the Committee is interested in creating a subcommittee.

The Committee decided to table the discussion regarding subcommittees to a later date.

**Agenda Item 8: Recreation Commission Bylaws:**

There was a brief review of the Recreation Commission Bylaws.

It was discussed that it might be beneficial to have a member or members of the Budget Committee attend the Recreation Committee Meetings as a member of the public.

**Agenda Item 9: Status of REC Revolving Fund and Impact Fees:**

There was a discussion that the information regarding the Recreation Revolving Fund and Impact Fees is not yet available.

It was decided by the Committee that the review of the Recreation Revolving Fund and Impact Fees would be tabled until the next Budget Committee Meeting.

**Agenda Item 10: Committee Reports:**

There were no Committee Reports discussed.

**Agenda Item 11: Old Business:**

There was a continued discussion regarding one to two (1 to 2) members of the Committee reviewing the manifest and invoices.

M. Dobson offered that she is trying to coordinate with Mark Pearson, Town Manager, on when the manifest and invoices are available and when the best time for the Committee members to go to the office to review the information. It was discussed that there is some information that is confidential and not intended to be viewed by anyone other than specific authorized personnel.

There was a discussion to decide how the information gathered would be reviewed and translated to the Committee. There is a need to at least try and see if the information available would be of any value to the Committee. It was discussed that the information available in the manifest can be reviewed, but it cannot be challenged.

There was a discussion as to whether the Committee members reviewing the information would be required to take Meeting Minutes which would be provided to the Budget Committee Chair. It was discussed that it will need to be determined if Meeting Minutes would need to be taken by the subcommittee per the Right to Know Law.

S. Cafiso offered that there will be questions that the Budget Committee will ask the subcommittee to get answers to. He stated that, as a courtesy, M. Pearson would like to be able to get the financial reports to the Board of Selectmen (BOS) the day before it is provided to the Budget Committee.

P. Bracci offered there is an RSA that states that the Budget Committee is supposed to get monthly financial reports to be able to review.

M. Dobson offered that March 2019 financial reports were sent out to the Budget Committee. However the April 2019 financial reports still need to be sent out.

G. Taillon offered that financial reports can be e-mailed to the Committee. However, invoices would need to be reviewed in person.

#### **Agenda Item 12: New Business:**

There was a discussion that the Finance Director position is temporarily a part-time position. Greg Colby, Finance Director, has pursued a new opportunity and is now only working for the Town as a part-time consultant until a new Finance Director is hired. It was discussed that the Town went through several years without a Finance Director previously and it did not prove to be a good situation for the Town.

There was a discussion as to whether the Finance Director position is currently posted or not on the Town website. It was discussed that the Town website is currently updated by each department, Committee, Board, etc and that the Finance Director position does not appear to be listed on the Town website currently. It was discussed that it would be beneficial to have a webmaster to update the the Town website to keep it up to date at all times.

There was no additional business presented and the meeting was adjourned at 7:20pm.

Respectfully Submitted,  
Samantha D. Cote,  
Recording Secretary