



Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING - Regular Meeting and Public Hearing

January 16, 2018

Call to Order: 6:04 p.m.

ROLL CALL

Present: Francine Hart, *Chair*
Bob Hamilton, *Vice Chair*
Sam Cafiso
Laurie Milette
Tricia Holt, *Leave of absence*
Dennis Heffernan
Lisa Lambert
Dean Nifakos
Jay DeRoche
John Sherman, *Selectmen Ex-Officio*

Also Present: Mark Pearson, *Town Manager*; Greg Colby, *Finance Director/Assistant Town Manager*

The Pledge of Allegiance was led by S. Cafiso.

REVIEW/APPROVAL OF MINUTES

The minutes were deferred to the next meeting.

FINAL BUDGET REVIEW

F. Hart listed the budget, department-by-department, noting the following:

- Executive (4130)	\$ 349,417	(+\$43,867)
- Elections (4140-20)	\$ 18,330	(+\$8,605)
- Town Clerk (4140-10)	\$ 114,369	(+\$3,091)
- Finance Administration (4150-10)	\$ 169,000	(+\$38,370)
- Assessor's Office (4150-30)	\$ 149,307	(-\$7,715)
- Tax Collector (4150-40)	\$ 49,563	(+\$453)
- Financial Accounting (4150-50)	\$ 9,844	(Level Funded)
- Legal Expense (4153)	\$ 75,000	(+\$40,000)
- Personnel Administration (4155)	\$2,009,174	(+\$112,944)
- Planning (4191-10)	\$ 82,360	(+\$2,110)
- Zoning (4191-20)	\$ 4,125	(-\$1,550)
- General Government Buildings (4194)	\$ 249,999	(+\$38,181)
- Insurance (4196)	\$ 124,798	(+\$462)
- Advertising (4196)	\$ 25,000	(-\$1,800)
- Cable (4198)	\$ 26,900	(-\$1,180)
- Conflict of Interest (4199)	\$ 250	(-\$350)
- Police (4210)	\$2,050,117	(+\$38,651)
- Fire (4220)	\$ 652,985	(+\$10,658)
- Building Inspection (4240)	\$ 131,166	(-\$8,872)

-	Emergency Management (4290)	\$ 17,800	(-\$2,400)
-	Highway Administration (4311)	\$ 833,045	(+\$128,616)
-	Street Lighting (4316)	\$ 97,000	(Level Funded)
-	Solid Waste Collection (4323)	\$ 663,570	(+\$48,570)
-	Solid Waste Disposal/Landfill (4324)	\$ 47,000	(Level Funded)
-	Water Services (4332)	\$ 58,600	(+\$23,860)
-	Health Department (4411)	\$ 81,749	(-\$6,295)
-	Human Services (4419)	\$ 53,010	(-\$1,072)
-	Welfare Admin & Assistance (4441-4442)	\$ 47,287	(+\$25,197)
-	Recreation (4520)	\$ 191,220	(+\$3,430)
-	Library (4550)	\$ 584,936	(+\$30,504)
-	Patriotic (4583)	\$ 500	(-\$500)
-	Cultural (4589)	\$ 22,500	(-\$2,500)
-	Conservation (4611)	\$ 11,600	(+\$775)
-	Debt Services	\$ 564,118	
o	Principal on long-term bond \$280,000 (+\$400)		
o	Interest on long-term bond \$279,118 (-\$39,280)		
o	TAN placeholder \$5,000		

The total amount of the 2018 budget was noted to be \$9,555,795, an increase of \$357,908, which is a 3.89% increase.

★D. Nifakos moved, second by L. Lambert to approve the 2018 budget in the amount of \$9,555,795.

Discussion:

It was noted that the amount presented at this meeting was \$10,000 higher than the amount reviewed at the previous meeting. It was reminded that the Board of Selectmen (BOS) approved an increase of \$10,000 to the Human Services Department budget for a transportation line. The Budget Committee (BudCom) approved the same change at the January 09, 2018 meeting.

There was no additional discussion on the motion. The vote was 8-1-0 (Sherman dissenting).

FINAL WARRANT ARTICLE REVIEW

Fire Department Full-time Staff Position

Article P-18-23: Shall the Town vote to raise and appropriate \$53,803 to establish an additional Full-time Firefighter/EMT (EMT) position in the Fire Department. This sum represents the cost of wages, associated roll up costs (such as taxes, insurance, retirement and uniforms).

(Recommended by the Board of Selectmen (2-1-2) and the Budget Committee (0-0-0)).

Discussion:

It was noted that at the previous BudCom meeting this Warrant Article was discussed. The Planning Board had directed Mr. Sherman to take a recommendation to the BOS that this Warrant Article be funded by the General Fund/Unassigned Fund Balance instead of through 2018 taxation. The BudCom recommendation vote was postponed to this meeting pending a decision by the BOS.

J. Sherman reported that he had taken the recommendation to the BOS. The BOS opted to leave the Warrant Article as written.

★L. Lambert moved, second by D. Nifakos to recommend Article P-18-23 in the amount of \$53,803.

Discussion:

D. Nifakos suggested that there be language in the Warrant Article that noted this amount to be for eight (8) months.

F. Hart noted that it was in the explanation.

D. Heffernan suggested that it be expanded even further than noting it to be for eight (8) months, but to include what the following full-year cost will be.

J. Sherman noted that the BOS were okay with how the Warrant Article was written.

D. Nifakos added that the voters should know what the annual costs will be.

J. Sherman offered that if it was the consensus of the BudCom he would take the suggestion back to the BOS.

There was discussion around if changing the language of the Warrant Article would require another vote of the BudCom.

J. Sherman suggested that the proposed change might be stretching what is allowed in a Warrant Article.

There was no additional discussion on the motion. The vote was 8-0-1 (Hart abstaining).

F. Hart went through the format for the Public Hearing that will follow this meeting of the BudCom.

There was discussion over a previous proposed Warrant Article (outlined in a red box) that had been previously reviewed by the BudCom. It was noted that the BOS decided not to move that Article forward.

It was noted that the Warrant Article language only would be on the ballot. The explanation language will be in the Voters Note/Guide.

Committee Reports

There were no reports at this meeting.

Other Business

F. Hart noted an upcoming event at the Library, a speaker on *Public Funding*, to be held on January 31, 2018.

It was noted that the terms of S. Cafiso, L. Milette and D. Nifakos were expiring this March.

There was no additional business before the Committee and the meeting was closed at 6:21 p.m.

BUDGET COMMITTEE PUBLIC HEARING

Call to Order: 6:30 p.m.

ROLL CALL

Present: Francine Hart, *Chair*
Bob Hamilton, *Vice Chair*
Sam Cafiso
Laurie Milette
Tricia Holt, *Leave of absence*
Dennis Heffernan
Lisa Lambert
Dean Nifakos
Jay DeRoche
John Sherman, *Selectmen Ex-Officio*

Also Present: Mark Pearson, *Town Manager*; Greg Colby, *Finance Director/Assistant Town Manager*

The Pledge of Allegiance was led by F. Hart.

F. Hart thanked the members of the public in attendance at the Public Hearing. She praised the cooperative efforts of the BudCom, the BOS and the Department Heads, making tough decisions in developing the 2018 budget.

2018 BUDGET PRESENTATION

F. Hart presented the 2018 proposed budget noting the following:

Executive (4130) \$ 349,417 (+\$43,867)

Increases are due to telephone consolidation, data processing and employment contracts

Decreases are due to training reallocation, professional services and labor consulting.

Elections (4140-20) \$ 18,330 (+\$8,605)

Increases are due to there being three (3) elections in the coming year, printing costs and salaries.

Decreases are due to training expenses being reallocated to the Personnel department budget.

Town Clerk (4140-10) \$ 114,369 (+\$3,091)

Increases are due to salaries, software upgrades and supplies.

Decreases are due to telephone expenses being reallocated to the Executive department budget.

Finance Administration – Comprised of two (2) budgets: Finance Administration and Assessor’s Office

Finance Administration (4150-10) \$ 169,000 (+\$38,370)

Increases are due to salaries and software upgrades.

Decreases are due to computer, mileage and reallocation of the training line to the Personnel department budget.

<u>Assessor's Office (4150-30)</u>	\$ 149,307	(-\$7,715)
------------------------------------	------------	------------

Increases are due to salaries, tax mapping and software support.

Decreases are due to the reallocation of salaries to appropriate departments.

<u>Tax Collector (4150-40)</u>	\$ 49,563	(+\$453)
--------------------------------	-----------	----------

Increases are due to telephone and mailing services.

Decreases are due to mortgage research, training and mileage reallocation to the Personnel department.

<u>Financial Accounting (4150-50)</u>	\$ 9,844	(Level Funded)
---------------------------------------	----------	----------------

Budgets for the Treasurer, Budget Committee and the Trustees of the Trust Fund - Level Funded.

<u>Legal Expense (4153)</u>	\$ 75,000	(+\$40,000)
-----------------------------	-----------	-------------

Increases are due to pending litigation, negotiations and contract review.

<u>Personnel Administration (4155)</u>	\$2,009,174	(+\$112,944)
--	-------------	--------------

Increases are due moving Human Resources to the Personnel department budget and to increases in FICA, Medicare and New Hampshire Retirement costs.

Decreases are due to an adjustment in unemployment costs.

<u>Planning (4191-10)</u>	\$ 82,360	(+\$2,110)
---------------------------	-----------	------------

Increases are due to overtime, plotter and Master Plan updating.

Decreases are in the reallocation of training and telephone expenses to other departments.

<u>Zoning (4191-20)</u>	\$ 4,125	(-\$1,550)
-------------------------	----------	------------

Decreases are in the legal, notice and publications, and reallocation of training to the Personnel department.

<u>General Government Buildings (4194)</u>	\$ 249,999	(+\$38,181)
--	------------	-------------

Increases are due to increased maintenance costs at the Public Safety Complex.

Decreases are to the uniforms, telephone and gasoline lines.

<u>Insurance (4196)</u>	\$ 124,798	(+\$462)
-------------------------	------------	----------

Increased due to the annual premium increase.

Advertising (4196) \$ 25,000 (-\$1,800)

Increases are in dues and publications.
There is a decrease in the Town Report line.

Cable (4198) \$ 26,900 (-\$1,180)

There is an increase in the salary line.

The decreases are in the reallocation of training, training mileage and telephone to other departments and in the equipment line.

Conflict of Interest (4199) \$ 250 (-\$350)

Decrease is due to the reallocation of training to the Personnel budget.

Police (4210) \$2,050,117 (+\$38,651)

Increases are in the salaries, prosecutor, software, rentals and leases and general supplies lines.

Decreases are due to some telephones being reallocated to the Executive budget as well as decreases in the gasoline, education, books and periodicals and uniforms lines.

Fire (4220) \$ 652,985 (+\$10,658)

Increases are in the salaries, medical services, telephone/communications, data processing, equipment maintenance/purchase, dues and supplies lines. There is also an increase for a new office position.

There are decreases in the part-time call firefighters, uniforms, events/activities, training and gasoline lines.

Building Inspection (4240) \$ 131,166 (-\$8,872)

There is an increase in the dues line.

Decreases are in the salary and inspections (plumbing/gas and electrical) lines. Training and part of the telephone expenses have been reallocated to other departments.

Emergency Management (4290) \$ 17,800 (-\$2,400)

There is an increase in the tower lease line.

Decreases are in the equipment, personnel lines and reallocation of training expenses to the Personnel budget.

Highway Administration (Public Works) (4311) \$ 833,045 (+\$128,616)

Increases are in the salaries, electric, general supplies and Highway Block Grant lines.

Decreases are in the utilities and cemetery sexton lines.

<u>Street Lighting (4316)</u>	\$ 97,000	(Level Funded)
-------------------------------	-----------	----------------

Level funded.

<u>Solid Waste Collection (4323)</u>	\$ 663,570	(+\$48,570)
--------------------------------------	------------	-------------

The increase is a contractual obligation.

There is a decrease in the town's cost of HAZMAT collections.

<u>Solid Waste Disposal/Landfill (4324)</u>	\$ 47,000	(Level Funded)
---	-----------	----------------

Level funded.

<u>Water Services (4332)</u>	\$ 58,600	(+\$23,860)
------------------------------	-----------	-------------

Increases are in the staff and waterline repairs lines.

Decreases are in consulting fee and pump house maintenance.

<u>Health Department (4411)</u>	\$ 81,749	(-\$6,295)
---------------------------------	-----------	------------

Increases are in the salary and mileage lines.

Decreases are due to the reallocation of the mosquito control program to an Expendable Trust Fund.

<u>Human Services (4419)</u>	\$ 53,010	(-\$1,072)
------------------------------	-----------	------------

There was a decrease in funding of community health services base on usage.

<u>Welfare Admin & Assistance (4441-4442)</u>	\$ 47,287	(+\$25,197)
---	-----------	-------------

<u>Recreation (4520)</u>	\$ 191,220	(+\$3,430)
--------------------------	------------	------------

Increases were in salaries and elderly programs.

Decreases were reallocation of revolving funds and summer programs.

<u>Library (4550)</u>	\$ 584,936	(+\$30,504)
-----------------------	------------	-------------

Increases were in the salaries, supplies, insurance lines and in the reallocation of liability insurance.

Decreases were in the legal and electric lines.

<u>Patriotic (4583)</u>	\$ 500	(-\$500)
-------------------------	--------	----------

Decrease is based on historical spending averages.

<u>Cultural (4589)</u>	\$ 22,500	(-\$2,500)
------------------------	-----------	------------

Decrease is based on 2013-2017 historical spending averages.

Conservation (4611) \$ 11,600 (+\$775)

The increase is in the water testing line.

Decreases in the supplies and mileage lines.

Debt Services \$ 564,118

- Principal on long-term bond \$280,000 (+\$400)
- Interest on long-term bond \$279,118 (-\$39,280)
- TAN placeholder \$5,000

The total amount of the 2018 budget was noted to be \$9,555,795, an increase of \$357,908, which is a 3.89% increase.

F. Hart asked if there were any questions.

Greg Taillon, 111 Willard Way, asked about the reallocation of training expenses.

F. Hart explained that all training expenses that were once in individual department budgets had been consolidated to the Personnel/Human Resources budget, which made tracking more practical.

G. Taillon asked if there would be a savings because of the reallocation.

F. Hart replied that there would not be, it was more for bookkeeping purposes.

Maxann Dobson, 5 Nicholas Road, questioned the legal expenses line and asked if it was the same as the School Board's legal line.

F. Hart responded that the Town and School budgets were totally separate budgets. She added that the Town's legal line covered contract negotiations, attorney retainer and pending litigation expenses.

J. Sherman noted that there was only a \$21,500 difference between the budget approved by the BOS and the one approved by the BudCom. He added there was a fraction of a percentage point difference between the two budgets.

D. Heffernan reminded that it was the BudCom's budget that will be presented on the Warrant.

REVIEW OF WARRANT ARTICLES

The BudCom members took turns reading through the proposed 2018 Warrant Articles, which included:

NOTE: Only monetary Warrant Articles that the BudCom had made recommendation votes on were read. The total appropriation is noted as well as any special funding. If there is no special funding noted then the funding is intended to be from 2018 taxation.

GF/UFB = General Fund/Unassigned Fund Balance

Article P-18-02: Operating Budget in the amount of \$9,555,795, with a default budget of \$9,506,742.

Article P-18-03: Collective Bargaining Agreement (Police Union), in the amount of \$32,805.34 for 2018.

Article P-18-05: Contingency Fund Creation and Deposit, total appropriation amount of \$80,000. (\$80,000 from GF/UFB)

Article P-18-06: Winter Maintenance Expendable Trust Fund Creation and Deposit, total appropriation amount of \$25,000.

Article P-18-07: Fire Department Apparatus Capital Reserve Fund Deposit, total appropriation amount of \$81,000.

Article P-18-08: Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund Deposit, total appropriation amount of \$42,400.

Article P-18-09: Management Information Computer Systems Capital Reserve Fund Creation and Deposit, total appropriation amount of \$25,000.

Article P-18-10: Communications Radio Dispatching System Replacement, total appropriation amount of \$175,000. (\$140,000 from GF/UFB, \$35,000 from 2018 Taxation)

Article P-18-11: Building/Building Systems Capital Reserve Fund Deposit, total appropriation amount of \$10,000.

Article P-18-12: Library Capital Reserve Fund Deposit, total appropriation amount of \$50,000.

Article P-18-13: Public Works Facility, total appropriation amount of \$600,000. (\$600,000 from GF/UFB)

Article P-18-14: Records Management Capital Reserve Fund Creation and Deposit, total appropriation amount of \$10,000.

Article P-18-15: Energy Capital Reserve Fund Deposit, total appropriation amount of \$25,000.

Article P-18-16: Westville Road Bridge Replacement, total appropriation amount of \$586,089. (\$516,089 from State Bridge Aid Program; \$6,345 from Fire Suppression Water Impact Fee; \$63,655 from GF/UFB; \$0 for 2018 Taxation.)

Article P-18-17: Accrued Leave Time Expendable Trust Fund Deposit, total appropriation amount of \$25,000.

Article P-18-18: Cemetery Special Maintenance Expendable Trust Fund Creation and Deposit, total appropriation amount \$40,000. (\$40,000 from GF/UFB)

Article P-18-22: Mosquito Control Expendable Trust Fund Creation and Deposit, total appropriation of \$7,000.

Article P-18-23: Fire Department Full-Time Staff Position, total appropriation of \$53,803.

J. Sherman offered that the language that may seem terribly convoluted is the wording that is prescribed by the State.

F. Hart noted that there were some Warrant Articles that were not read because they were not monetary in nature.

J. Sherman offered not all Warrant Articles that were considered by the BOS this year were brought forward. He added that there were many factors considered in moving any Article forward to the final Warrant. J. Sherman reiterated that there was only a \$21,500 difference between the BOS and BudCom approved budgets. He also noted the Voter Guides will be updated and available before Deliberative Session. He offered that they are leaning away from including them in the Town Report, but more towards making them available as a standalone document.

Eric Dobson, 5 Nicholas Road, asked if a Warrant Article doesn't say that there is special funding can it be assumed that it is through 2018 taxation.

F. Hart confirmed that was correct. She added that the BOS, BudCom and Department Heads all looked for alternative funding sources to have as little tax impact as possible.

E. Dobson noted that his taxes have steadily increased over the past five (5) years. He questioned how he should vote to keep his tax bill down.

D. Heffernan explained that the tax bill is not just the Town's billing, but includes funding for State, County and the Schools. He suggested that residents take a close look at the Schools' portion of their tax bill to see where the majority of the increases are coming from.

M. Pearson added that the Town's tax rate has been relatively constant over the past 5-6 years, reiterating that the increases are not coming from the Town's portion of any bill. He noted that services provided to residents increase in costs every year and the Town has done a good job to try and minimize the tax impact without cutting or reducing services.

D. Heffernan reminded that there were a number of Capital Reserve Funds, with balances, that were no longer needed and those are also being cleaned up to put that money into the General Fund.

It was noted that there are a number of expenses that the State used to budget for that have been passed down to the community level. It was also noted that everything on the Warrant is approved then there would be an over 2.2% budgetary increase. It was noted that some of the surrounding communities were facing as much as a 4% increase to absorb some of the State's costs. It was noted that there had been some recent construction in town to provide additional revenues. It was also noted that some surplus property had been recently auctioned which will bring in additional monies.

E. Dobson asked where his tax dollars are going in town.

D. Nifakos offered that 42% were to the Police Department and Personnel Administration; 8% to the Fire Department.

F. Hart thanked all who attended the Public Hearing and praised them for being educated taxpayers.

There was no additional business before the Committee and the Public Hearing was adjourned at 7:30 p.m.

Respectfully Submitted:

Dee Voss
Administrative Assistant