



# *Town of Plaistow ♦ Budget Committee*

*145 Main Street ♦ Plaistow ♦ NH ♦ 03865*

## **BUDGET COMMITTEE MEETING**

**January 09, 2018**

**Call to Order:** 6:33 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*; Jill Senter, *Trustee of the Trust Funds*; and John McArdle, *Fire Chief*. Also present were a number of Fire Department personnel.

The Pledge of Allegiance was led by L. Lambert.

### **REVIEW/APPROVAL OF MINUTES**

December 19, 2017 Minutes

**★L. Lambert moved, second by D. Heffernan to approve the minutes of the December 19, 2017 meeting. There was no discussion on the motion. The vote was 8-0-1 (DeRoche abstaining).**

### **Discussion with Jill Senter – Perpetual Care Warrant Articles**

#### **Cemetery Special Maintenance Expendable Trust Fund Creation and Deposit**

**Article P-18-18:** Shall the town vote to establish a Cemetery Special Maintenance Expendable Trust Fund per RSA 31:19-a, including but not limited to the surveying and maintenance of the town cemetery's lots, open space, and all infrastructure necessary for keeping the cemetery in a state of good repair. Furthermore, shall the Town raise and appropriate the sum of \$40,000.00 to make an initial deposit into this fund with said amount to come from the General Fund, Unassigned Fund balance? The Board of Selectmen shall act as the fiscal agent for this fund.

Total Appropriation:	\$40,000
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$40,000

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**No amount to be raised by new taxation:                      \$0**

(Recommended by the Board of Selectmen (4-1-0) and the Budget Committee (0-0-0).)

[**Article P-18-18 Explanation:** The current method of financing the maintenance of the cemetery by the Perpetual Care Fund is not adequate. The creation of this Expendable Trust Fund will allow the proper cemetery maintenance to be performed. The cemetery maintenance would shift from the sole source of the Perpetual Care Fund to three sources of funding – the interest from the Perpetual Care Fund, the sale of cemetery lots and taxpayer deposits into this trust fund. This fund shall be held by the Treasurer.]

**Cemetery Special Revenue Fund Creation**

**Article P-18-19:** Shall the Town vote to adopt the provisions of RSA 31:95-c to restrict 100% of the revenues from the sale of cemetery lots for the expenditures for the purpose of the town cemetery maintenance. Such fund revenues and expenditures shall be accounted for in a special revenue fund to be known as the Cemetery Special Revenue Fund, separate from the General Fund. Any surplus in said fund shall not be deemed part of the General Fund, Unassigned Fund Balance accumulated surplus and shall be expended only after a vote of the legislative body to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of revenue.

(Recommended by the Board of Selectmen (5-0-0))

[**Article P-18-19 Explanation:** This warrant article restricts 100% of the revenues from the sale of cemetery lots to only be placed in the Cemetery Special Revenue Fund, that is, all of the sales are to be placed in this fund. The revenues accumulate from year to year and can only be expended by a vote at a future town meeting.]

J. Senter explained that there are two (2) Warrant Articles regarding maintenance at the cemetery. One that will be a Special Revenue Fund (SRF) where monies collected selling plots will be deposited to go towards the maintenance of the cemetery. Monies in the Cemetery SRF could only be spent by the vote of the residents for a specific purpose. Ms. Senter further explained that the current perpetual care only allows for the interest on monies collected at the time a lot is sold to be used for maintenance purposes. The monies collected would be held in an account, separate from the General Fund.

The other Cemetery Warrant Article is an Expendable Trust Fund (ETF) where monies will be deposited through Warrant Article for maintenance and special projects at the cemetery. Examples of such projects would be surveying of new cemetery land; marking out new lots; repairs of infrastructure.

B. Hamilton questioned if there was an anticipated need for the new cemetery.

J. Senter replied that she believed that Dan Garlington (Highway Supervisor and Cemetery Sexton (resigning)) wanted to start getting the new portion ready before there is a need.

M. Pearson added that staff will be working on a new layout with an engineering firm who specializes in cemetery layouts. He noted that he didn't have hard numbers for those costs and it wasn't a budget request for this year.

F. Hart questioned if the North Parish Cemetery was closed.

J. Senter noted that North Parish is a private cemetery, once overseen by the Town. She added that there were also issues between that cemetery and the State over operating in the red.

F. Hart asked if the Warrant Article would fund labor and the Sexton costs.

J. Senter replied that it would not pay salaries; just fund special projects.

S. Cafiso asked what the percentage of cemetery maintenance were paid by the perpetual care monies collected versus the taxpayer.

J. Senter answered that there hasn't been more than \$2,000-\$3,000 per year paid back to the Town. She noted that previously the interest could just be refunded to the Town, but now there is a formula to assign costs per lot and it's more complicated.

There was discussion about the price of lots. It was explained that there are resident and non-resident lot prices, with differing amount for perpetual care. It was noted that there hasn't been a price increase in approximately twelve (12) years. It was noted that the existing perpetual care fund will continue as is, but no additional deposits will be added if the Warrant Article passes. All newly collected monies, and interest from the existing perpetual care, would go into the new Cemetery SRF account.

J. Sherman noted that estimates for when the new cemetery would be needed were done as part of the redevelopment of the Public Safety Complex. He added that it was determined to be a good idea to get working on it, but that the need was not urgent.

S. Cafiso asked if there was an advantage for the Town doing their own maintenance over a private contractor. He asked if it was included in the Town's landscaping package.

J. Senter offered that it was just set up that way.

#### **Discussion with Fire Chief John McArdle – Request for new Firefighter/EMT**

J. McArdle explained that he had gone before the Board of Selectmen (BOS) with a request for a Warrant Article for a new full-time Firefighter/EMT. He noted at that meeting the BOS proposed the new position be part of the Operating Budget. Chief McArdle noted there had been discussion about all new full-time positions were proposed through Warrant Article. He added that research by Town Hall staff noted that it was about 50/50 (new positions by Warrant Article/Operating Budget).

J. Sherman noted that it was slightly more new positions added by Warrant Article, but is has been done both ways.

J. McArdle explained that the need is critical and by adding this new full-time position he can increase service coverage by 27%; cover more hours each day; and increase coverage at the station from five (5) days a week to seven (7).

J. McArdle continued to explain the stress that short-staffing was having on his current staff. He also noted that it was more and more difficult to get on-call firefighters for dedicated shift coverage. He noted that number of calls was straining his current staff and concurrent calls for service can affect response time. Currently the station is not staffed on weekends. He added that the additional person would increase coverage at the station and allow for quicker response times. There would be coverage for additional hours and through the weekend by the addition of this position. Chief McArdle offered that this was a public safety need and the addition of this position would allow the level of response that the residents and businesses of the Town deserve.

There was discussion about the number, and nature of calls handled by the Fire Department. It was noted that people are not choosing firefighting as a career. It was noted that of the full-time staff only one (1) is under the age of 30 and the rest are over 45 years old. It was also noted that personnel were being lost to other departments with higher wages. Call firefighters are receiving \$25.00/shift for being in on-call

status; surrounding towns are reported to be paying \$50 for the same commitment. It was also noted that additional calls are coming from the addition of the elderly (55+) communities, like Chandler Place.

J. McArdle reiterated the additional position would increase station coverage by 27%; allow for increased station coverage hours; and seven (7) day-a-week station coverage. He offered a scenario of the current call coverage. Currently on a Sunday afternoon if there is a call, personnel respond, which might take them away from whatever they may be doing for up to an hour and a half or more. He asked the Committee to consider what they would be doing on a Sunday afternoon and what that interruption would mean to their Sunday afternoon. He noted that individuals in the area will usually respond. He added that two-person coverage at the station will offer better response time and relief stress on the on-call system.

D. Heffernan asked about overnight station coverage.

J. McArdle replied that there is no overnight coverage at the station so response times are greater. He noted that personnel wake up, get dressed, get to the station to get the apparatus to respond to the call. He added that there are personnel on call, but not all those positions are filled, which creates additional strain.

Chief McArdle offered that things are different when there is a storm predicted. He will call personnel in to stay at the station to decrease response time. He noted that doing so has additional costs as well because he must then pay and feed those who are called into the station.

S. Cafiso asked if the Fire Department was routinely giving rides (i.e. for medical appointments).

It was noted that there had been discussion at a recent BOS meeting, related to the discussion for CART/alternate transportation funding, where it was mentioned that the Fire Department was giving rides.

J. McArdle relayed a couple of instances where he had given rides to people in need. The examples were of people walking in extremely frigid weather conditions and they were given a ride a short distance. He noted that the Department doesn't provide routine transportation services. He added that they do provide assistance to people who need help getting in and out of their home to a personal vehicle and vice-versa, but they do not transport people to doctor's appointments and the like.

There was discussion on the costs of the new position. It was noted to be close to \$80,000 with included roll up costs for the first eight (8) months. The position would then be included in the Operating Budget for 2019.

J. Sherman offered that initially the BOS was in support of the position via Warrant Article, but after the research was done and history showed that positions were created through the Operating Budget they decided to put it there. He added that he felt the new position would be supported no matter how it was initially funded.

D. Heffernan noted that he was torn, he could see the need and benefits of the new position and it was important to public safety, and he had concerns over the "no means no" aspect of a defeated Warrant Article.

J. Sherman reiterated that he felt the BOS would support the position no matter where the funding because he understood the need. He added that the Fire Department doesn't ask for things they don't truly need.

L. Lambert asked for clarification that the Chief would prefer the position be included in the Operating Budget.

J. McArdle replied that would be his preference.

D. Nifakos noted that the BOS vote for the Warrant Article was 2-1-2, he questioned the split.

J. Sherman offered that the vote was driven by where it was funded, those voting no or abstaining, did so because they preferred it to be funded via the Operating Budget, not because they were opposed to the position.

L. Lambert asked if the vote would stay the 2-1-2 with regards to recommending the Warrant Article.

J. Sherman said that it would unless the BOS decided to adjust the vote of the Budget Committee (BudCom) decided to not put it in the Operating Budget. He reiterated that the BOS was in support of the new position.

J. DeRoche offered that the Fire Chief made a compelling argument for the need. He asked how the information would be relayed in the Voter's Guide.

There was discussion regarding the distribution of the Voter's Guide. It was noted the BOS have not yet decided how that will happen. It was also noted that how much information was included would be up to the BOS.

F. Hart made some suggestions as to how staffing could change to meet the needs of the Department during hours where there is currently inadequate coverage. She suggested changing some of the hours of staffing to have better coverage.

J. McArdle noted that it wasn't that he hadn't considered scheduling changes, it was that there aren't on-call personnel available to commit to those time frames as most of them are commuting to their full-time jobs during the needed coverage times.

There was discussion about response times. It was noted that when the station is staffed response time is between 4-6 minutes. It increases after midnight. It was also noted that medical personnel respond directly to the scene instead of to the station. It was also noted that when there are multiple calls for service is also a factor in response time. Delayed response times have resulted in loss of houses.

F. Hart offered that she was getting a mixed message, recalling back to there being a \$15,000 reduction in the part-time call firefighter line.

J. McArdle explained that he was asked to drop his budget when the Town Manager was tasked with coming in under 3%. He added that he made the reduction there based on there being fewer people to respond so he was paying out less money.

There was additional discussion about scheduling suggestions. The Chief reiterated that he didn't not have the call firefighters available to fill the particular time slots where there was a need. It was also noted that those same times where there weren't available personnel were the same times when children are going to school and people are commuting to work so there is an increased need.

J. McArdle reiterated that the one (1) additional position would allow him to staff more hours, seven (7) days a week. He also repeated that it was difficult to get on-call staffing during some of the needed hours because the personnel who would be asked to staff are at or are commuting to their regular jobs.

F. Hart offered that part of the problem was the \$25 being paid for on-call. She suggested that the compensation be increased for those who commit to specific time frames where there is a greater need.

J. McArdle cautioned that there could be a circumstance where an on-call be getting enough hours to qualify for benefits. He reiterated that the challenge was to find the number of people to commit as floaters.

John Judson, Deputy Chief, offered that during the critical times of 6:00am to 8:00am and 4:00pm to 6:00pm there is currently no staffing at the station and there are no on-call personnel available for coverage. He added the additional position would allow for scheduling of two people at the station during these critical times.

D. Nifakos asked what was meant by “critical.”

J. Judson replied that it meant that no one was available to respond. He reiterated what the Chief had said about the on-call members commuting from their regular jobs during those time periods which makes them unavailable for calls. He reminded that the additional person would allow for scheduling of additional hours, seven (7) days a week.

J. McArdle noted the need for a two-person crew at the station. He explained that the ambulance could not be dispatched without two (2) people.

J. Sherman reminded that if the BudCom was inclined to include the position in the Operating Budget then they would need to include changes to the Fire Department and Personnel budgets in any motion.

L. Lambert offered that if it were any members house burning or loved one in need during those critical times then it would be very personal. She added that it was a need that needed to be fulfilled.

Ryan Higgins, Lieutenant, offered that the Department was doing the very best they can with the personnel available. He added that many people don’t realize that this is not a 24/7 Fire Department and that sometimes they are not coming from the station when they are answering a call. He also noted that it stresses out the department.

S. Cafiso noted that it was not just adding an additional person, it was changing scheduling to step a little away from reliance on on-call personnel.

There was additional discussion on what the staffing changes would be. It was noted that there could be two (2) Firefighter/EMTs on staff at the station from 6:00am to 6:00pm, seven (7) days a week, if the new position was approved.

D. Nifakos asked if it was on the Warrant this year and passed, then the new position would be in the Operating Budget for next year. It was confirmed that would be true.

S. Cafiso offered that he didn’t think there was a person who would deny the need. He added that the Fire Department does not ask for frivolous things or luxuries. He offered that he would have preferred to hear about this need months ago. He added that he would considered all the other department budgets differently. He added that the Fire Chief should not have to beg to get the personnel he needs.

J. DeRoche questioned if the position could be funded from the General Fund/Unassigned Fund Balance (GF/UFB).

M. Pearson noted that whether it was funded through taxes or GF/UFB the question was still whether it would the position would come through a Warrant Article or through the Operating Budget.

J. Sherman added that it could be funded through the GF/UFB, but that would still mean a Warrant Article and the risk of “no means no.”

J. DeRoche offered that it would be more likely to pass if there was the table that said no new taxation.

There was discussion about increased staffing in other communities. It was noted that Atkinson, who was primarily an on-call department was adding four (4) full-time firefighter/EMTs and Hampstead was a 24/7 staffed department. It was noted that neither community has the same volume of calls, comparable commercial district or 4,000 population regional school district to cover.

D. Heffernan started to propose a motion, but was asked to hold it until after Warrant Article review.

After a brief start of the Warrant Article review, D. Heffernan suggested that he be allowed to make his motion regarding the requested Firefighter/EMT position so that the members of the Fire Department wouldn't have to wait until after the Warrant Article review.

***★D. Heffernan moved, second by J. DeRoche, to increase the Fire Department budget full-time position line item by \$28,400 and the Personnel budget by \$35,403 for insurance and other personnel roll up costs related to a new position for a total of \$53,803 increase to the bottom line of the Operating Budget.***

J. Sherman noted that he personally thought it was the right thing to do, but would have to abstain because that was not how the BOS had voted. He added that he felt the BOS would support the position being in the Operating Budget.

J. DeRoche suggested that there be a common practice decided that would determine how new positions would be added in the future.

F. Hart offered that she didn't feel that the nine (9) members of this committee should be making and \$80,000 decision without at least checking in with the voters. She offered that she was in favor of the funding coming from the GF/UFB.

S. Cafiso stated that the only way he would vote to include the position in the Operating Budget would be if there was review of all other departments because he would change his vote on each one.

***There was no additional discussion on the motion. The vote was 4-4-1 (Nifakos, Hamilton, Hart, Cafiso dissenting, Sherman abstaining) and the motion was defeated.***

## **WARRANT ARTICLES**

J. Sherman noted his memo to the BudCom outlining the changes that had been made at the BOS meeting.

- Fund Balances have been updated to December 31, 2017 balances

- The phrase “interest bearing....” has been removed
- References to Fiscal Agent have been removed except where funds are being created
- The language has been converted to the standard of “no NEW taxation”
- The Warrant Articles have been re-numbered
- A new Warrant Article has been added for Keno
- Miscellaneous cosmetic changes
- Issues still to be determined are highlighted in yellow

There was a discussion suggesting that next year Warrant Articles be lettered while in draft form and then numbered when the final draft is ready.

J. Sherman offered that the possibility of including the Voter’s Notes in the Town Report was being considered.

F. Hart suggested that they be available in hand-out form as well.

F. Hart suggested that since there was a full committee at this meeting that all the Warrant Articles be re-vote to show the recommendation of all.

Note: The full text of the Warrant Articles was not read at this meeting except where there was new language or a new Warrant Article added to the list.

**Article P-18-01:** To elect all necessary Town Officers for ensuing year. – Non-monetary

#### **Operating Budget**

**Article P-18-02:** Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$DOLLARS?** Should this article be defeated, the operating budget shall be **\$DOLLARS** with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

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

#### **Discussion:**

Not voted on at this meeting at the final figures are not determined yet.

#### **Collective Bargaining Agreement (Police Union)**

**Article P-18-03:** To see if The Town of Plaistow will vote to approve the cost items included in the collective bargaining agreement reached between The Town of Plaistow and The Plaistow Police Union, Teamsters Local 633 which calls for the following increases and benefits at the current staffing level:

Fiscal Year	Estimated Increase	Fiscal Year	Estimated Increase
2108	\$32,805.34	2019	\$10,935.12

And further to raise and appropriate the sum of \$32,805.34 for the current fiscal year, such sum representing the additional costs attributable to the increase in the salaries and benefits required by the new agreement over those that would be paid at current staffing levels.



(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (0-0-0)).

Discussion:

*Note: This item was not previously voted on by the BudCom.*

D. Heffernan asked when the current contract expires.

J. Sherman noted that it was March 31, 2018, and the new contract would start April 1, 2018. There is no overlap in contracts.

**★D. Heffernan moved, second by S. Cafiso to recommend Article P-18-03 in the amount of as written. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Article P-18-04: Collective Bargaining Agreement Special Town Meeting (Police Union) – Non-Monetary**  
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**Establishment of a Contingency Fund**

**Article P-18-05:** Shall the Town vote to establish a Contingency Fund for the current year for unanticipated expenses that may arise and further to raise and appropriate \$80,000 to go into the fund? This sum to come from the General Fund, Unassigned Fund Balance and no amount to be raised from taxation. Any appropriation left in the contingency fund at the end of the year will lapse to the General Fund, Unassigned Fund Balance. Use of these funds will be pursuant to RSA 31:98-a and RSA 32:11.

(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (8-0-0)).

**★D. Heffernan moved, second by L. Lambert to recommend Article P-18-05 in the amount of \$80,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Winter Maintenance Expendable Trust Fund Creation and Deposit**

**Article P-18-06:** Shall the Town vote to create a Winter Maintenance Expendable Trust Fund in accordance with RSA 31:19-a for the purpose of holding in reserve funds that may be used for plowing and for winter maintenance of Town-maintained roads, sidewalks and other outside facilities when the amount of such winter maintenance in the annual budget of the Highway Department has been depleted and furthermore shall the Town vote to raise and appropriate the sum of \$25,000 for an initial deposit? The Board of Selectmen shall be the fiscal agent of the fund.

(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (8-0-0)).

**★D. Heffernan moved, second by L. Lambert to recommend Article P-18-06 in the amount of \$25,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Fire Department Apparatus Capital Reserve Fund Deposit**

**CIP Reference: F1D.**

**Article P-18-07:** Shall the Town vote to raise and appropriate the sum of \$81,000 to be added to the existing Fire Department Apparatus Capital Reserve Fund that was created in 1998?

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (8-0-0). These funds are in the Capital Improvements Program as approved by the Planning Board.)

**★J. DeRoche moved, second by D. Nifakos to recommend Article P-18-07 in the amount of \$81,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund Deposit**

**CIP Reference: F2D.**

**Article P-18-08:** Shall the Town vote to raise and appropriate the sum of \$42,400 to be added to the existing Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund?

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (8-0-0). These funds are in the Capital Improvements Program as approved by the Planning Board.)

**★D. Nifakos moved, second by L. Lambert to recommend Article P-18-08 in the amount of \$42,400. There was no additional discussion on the motion. The vote was 9-0-0 U/A.**

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**Management Information Computer System Capital Reserve Fund Creation and Deposit**

**CIP Reference: P4D.**

**Article P-18-09:** Shall the Town vote to create a Records Management Capital Reserve Fund pursuant to RSA 35:1, for the purpose of replacing the hardware, software, all peripheral interfaces, and installation of a replacement for the existing Management Information Computer System used by the Police Department for 20 years, and furthermore to raise and appropriate the sum of \$25,000 for an initial deposit into the Capital Reserve Fund? The Board of Selectmen shall be the fiscal agent of the fund.

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (8-0-0) This expense is in the Capital Improvements Program as approved by the Planning Board.)

**★D. Heffernan moved, second by J. DeRoche to recommend Article P-18-09 in the amount of \$25,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Communications Radio Dispatching System Replacement**

**CIP Reference: P1E.1.**

**Article P-18-10:** Shall the Town vote to raise and appropriate the sum of \$175,000 for the final Phase of the replacement of the Communication Radio Dispatching System and to withdraw \$140,000 from the Communication Radio Dispatching Capital Reserve Fund that was created in 2014?

	Appropriation:	\$175,000
Withdrawal from the Communication Radio Dispatching Capital Reserve Fund:		-\$140,000

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Amount to be raised by 2018 taxation:	\$35,000
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(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (8-0-0). This expense is in the Capital Improvements Program as approved by the Planning Board.)

**★F. Hart moved, second by D. Heffernan to recommend Article P-18-10 in the amount of \$175,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Building/Building Systems Capital Reserve Fund Deposit**

**CIP Reference: MB1D.1**

**Article P-18-11:** Shall the Town vote to raise and appropriate the sum of \$10,000 to deposit into the existing Building/Building Systems Capital Reserve Fund that was created in 2007?

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (8-0-0). This fund is in the Capital Improvements Program as approved by the Planning Board.)

**★D. Nifakos moved, second by L. Lambert to recommend Article P-18-11 in the amount of \$10,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Article P-18-12: Library Capital Reserve Fund Deposit**

**CIP Reference: MB3D.**

**Article P-18-12:** Shall the Town vote to raise and appropriate \$50,000 to be deposited into the existing Library Capital Reserve Fund that was created in 2016?

(Recommended by the Board of Selectmen (4-0-1) and the Budget Committee (8-0-0). This fund is in the Capital Improvements Program as approved by the Planning Board.)

**★J. DeRoche moved, second by D. Nifakos to recommend Article P-18-12 in the amount of \$50,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Public Works Facility**

**CIP Reference: MB4.E.**

**Article P-18-13:** Shall the Town vote to raise and appropriate \$600,000 as a non-lapsing appropriation, per RSA 32:7 VI, that will be used to design, engineer, and construct of an 80 ft. x 100 ft. (8000 sq. ft.) Public Works Facility that would include garage and office space for the Highway and Water Departments. Located at the former Penn Box site, Map 41 Lot 11, 144 Main Street.

Total Appropriation:	\$600,000
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$600,000

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<b>No amount to be raised by 2018 taxation:</b>	<b>\$0</b>
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(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (8-0-0). This project is in the Capital Improvements Program as approved by the Planning Board.)

**★D. Nifakos moved, second by B. Hamilton to recommend Article P-18-13 in the amount of \$600,000. There was no discussion on the motion.**

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**Records Management Capital Reserve Fund Creation and Deposit**

**CIP Reference: MS1.3.1.**

**Article P-18-14:** Shall the Town vote to establish a Records Management Capital Reserve Fund for the purpose of funding proper records management, storage, and archival pursuant to the provisions in RSA 35:1 and with the Board of Selectmen to act as the fiscal agents of the fund? Furthermore, shall the Town raise and appropriate \$10,000 to be deposited into the Records Management Capital Reserve Fund? The capital reserve fund will be used for purchase of any hardware and software, both on-site and off-site, to provide for proper records management.

(Recommended by the Board of Selectmen (3-1-1) and the Budget Committee (8-0-0). This expense is in the Capital Improvements Program as approved by the Planning Board.)

**★L. Lambert moved, second by J. DeRoche to recommend Article P-18-14 in the amount of \$10,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**Energy Capital Reserve Fund Deposit**

**CIP Reference: MS5D.**

**Article P-18-15:** Shall the Town vote to raise and appropriate the sum of \$25,000 to deposit into the existing Energy Capital Reserve Fund that was created in 2016?

(Recommended by the Board of Selectmen (4-0-1) and the Budget Committee (8-0-0). This expense is in the Capital Improvements Program as approved by the Planning Board.)

**★J. DeRoche moved, second by L. Lambert to recommend Article P-18-15 in the amount of \$25,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

**Westville Road Bridge Replacement**

**CIP Reference: T4E.1.**

**Article P-18-16:** Shall the Town vote to raise and appropriate the sum of \$586,089 for the engineering and construction phase of the replacement of the Westville Road Bridge? Furthermore, accept the reimbursement of \$516,089 from the State Aid Bridge Program (80% of \$645,111) and to withdraw \$63,655 from the Unassigned Fund Balance and \$6,345 from the Fire Suppression Water Line Impact Fee for the water line installation?"

Total Appropriation:	\$586,089
State Bridge Aid program grant:	-\$516,089
Withdrawal from the Fire Suppression Water Impact Fee:	-\$6,345
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$63,655

**No amount to be raised by new taxation: \$0**

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (8-0-0). This expense is in the Capital Improvements Program as approved by the Planning Board.)

**★D. Heffernan moved, second by D. Nifakos to recommend Article P-18-16 in the amount of \$586,089. There was no discussion on the motion. The vote was 9-0-0 U/A.**

**Accrued Leave Time Expendable Trust Fund Deposit**

**Article P-18-17:** Shall the Town vote to raise and appropriate \$25,000 to be deposited into the existing Accrued Leave Time Expendable Trust Fund that was created in 2004?

(Recommended by the Board of Selectmen (4-1-0) and the Budget Committee (8-0-0).)

**★D. Heffernan moved, second by B. Hamilton to recommend Article P-18-17 in the amount of \$25,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

**Cemetery Special Maintenance Expendable Trust Fund Creation and Deposit**

**Article P-18-18:** Shall the town vote to establish a Cemetery Special Maintenance Expendable Trust Fund per RSA 31:19-a, including but not limited to the surveying and maintenance of the town cemetery's lots, open space, and all infrastructure necessary for keeping the cemetery in a state of good repair. Furthermore, shall the Town raise and appropriate the sum of \$40,000.00 to make an initial deposit into this fund with said amount to come from the General Fund, Unassigned Fund Balance? The Board of Selectmen shall act as the fiscal agent for this fund. The fund shall be placed in an interest-bearing account.

Total Appropriation:	\$40,000
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$40,000

**No amount to be raised by new taxation: \$0**

(Recommended by the Board of Selectmen (4-1-0) and the Budget Committee (0-0-0).)

*Note: The BudCom had not previously voted on this Warrant Article*

**★L. Lambert moved, second by D. Heffernan to recommend Article P-18-18 in the amount of \$40,000. There was no discussion on the motion. The vote was 8-0-1 (Nifakos abstaining).**

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**Article P-18-19: Cemetery Special Revenue Fund Creation – Non-Monetary**

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**Article P-18-20: Leasing Town Property – Non-Monetary**

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**Article P-18-21: Leasing Space on The Telecommunication/Cell Tower – Non-Monetary**

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**Mosquito Control Expendable Trust Fund Creation and Deposit**

**Article P-18-22:** Shall the Town vote to create a Mosquito Control Expendable Trust Fund in accordance with RSA 31:19-a for the purpose of holding in reserve funds that may be used for emergency spraying (adulticiding) for mosquitos in response to surveillance and a public health threat per the Town's Mosquito Control Plan as directed by the Town Health Officer. Furthermore shall the Town vote to raise and appropriate \$7,000 into this fund? The Board of Selectmen shall be the fiscal agent of the fund and the fund will be placed in an interest-bearing account. A no vote on this warrant article would not preclude the Town from spraying, should an emergency arise during 2018.

(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (8-0-0)).

**★L. Lambert moved, second by D. Nifakos to recommend Article P-18-22 in the amount of \$7,000. There was no discussion on the motion. The vote was 9-0-0 U/A.**

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**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:**

F. Hart offered that she was more in favor of this being funded through the GF/UFB.

J. Sherman noted that it was still tax payer money.

F. Hart replied that seeing the funding from the GF/UFB had a psychological affect that would make voters more inclined to approve it.

J. Sherman added that taking more money out of the GF/UFB leaves less money available to offset taxes.

F. Hart offered that it would make the Warrant Article more palatable to the voters and would automatically be included in the 2019 Operating Budget.

J. Sherman responded that should be remembered when comparing the 2018 to the 2019 Operating Budget and when calculating what a 3% increase might be.

There was discussion regarding the process and what a yes or no vote would mean. If there is a yes vote then it is to recommend the Warrant Article as is. A no vote does not necessarily mean that one is voting against the position being created, but against the form of funding outlined in the Warrant Article. There was discussion about changing the wording of the Warrant Article before voting on it.

J. Sherman suggested that instead of changing the wording of the Warrant Article that the BudCom vote to direct him to bring the suggestion to fund the Warrant Article from the GF/UFB.

**★L. Lambert moved, second by S. Cafiso to direct J. Sherman to make a recommendation to the Board of Selectmen that the source of funding for Article P-18-23 be from the GF/UFB instead of through taxation.**

B. Hamilton suggested that there be mention in the wording of the Warrant Article that this is funding only for the first eight (8) months.

S. Cafiso recalled that the wording “fund the first year” had been in past Warrant Articles.

J. DeRoche noted that even though he opened the discussion for the option of funding through the GF/UFB he preferred the position be in the Operating Budget.

***There was no discussion on the motion. The vote was 5-2-2 (Heffernan, DeRoche dissenting, Lambert, Sherman abstaining).***

J. Sherman asked what the BudCom would do if there was a no vote by the BOS.

F. Hart offered that the BudCom would then vote whether or not to recommend the Warrant Article as written.

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**Article P-18-24: Allowance of Keno – Non-Monetary**

L. Lambert questioned where the Warrant Article originated from.

J. Sherman offered that it came from a new State law and was a way for the State to fund full-day kindergarten. He noted that the wording came directly from the State Lottery System. The Lottery sent out a memo to all Town Clerks.

There was discussion about whether or not this would benefit the Town since there is no full-day kindergarten. It was noted that should the Town approve full-time kindergarten in the future we could be eligible for some of the funding. All the money from Keno is paid back to the State and they determine how it is distributed. A town doesn't need to approve Keno to benefit from the monies collected if they have full-time kindergarten. It was noted that Keno is restricted to establishments where alcohol is served, so there would be a financial benefit to those businesses. It is also thought that the adoption of Keno for the border towns would help to keep the money in New Hampshire.

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**Article P-18-25: Conversion of Fire Suppression Water System to a Potable Water and Fire Suppression Water System – Non-Monetary**

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**Article P-18-26: Water Department Pump(s) & Pump House Capital Reserve Discontinuance – Non-Monetary**

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**Article P-18-27: Fire Suppression Line Capital Reserve Discontinuance – Non-Monetary**

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**Article P-18-28: Internet Capital Reserve Fund Discontinuance – Non-Monetary**

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**Article P-18-29: Town Hall Expendable Trust Fund Discontinuance – Non-Monetary**

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**Article P-18-30: PEG Cable Access Fund Discontinuance – Non-Monetary**

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**Article P-18-31: Recreation Commission Capital Reserve Fund Discontinuance – Non-Monetary**

**BUDGET REVIEW**

**CART/Alternate Transportation (Human Services Budget)**

J. Sherman noted that a last-minute request had been received from CART (Cooperative Alliance for Regional Transportation) for support. The request for \$14,000 was received on January 8, 2018. It was also noted that CART was requesting \$9,500 for services rendered ten (10) years ago that they are saying were not paid for. It was noted that CART had initially been supported and then was not supported as it was felt the Town was not getting enough bang for the buck. The BOS voted not to support CART but to add \$10,000 to the Human Services budget to allow for in-house coordination of transportation services. That would give the Human Resources Coordinator more flexibility to find additional resources beyond CART.

There was discussion about the limited services times and areas that CART provides. It was suggested to reach out to Atkinson to see if they would be interested in partnering with Plaistow. M. Pearson noted that he had already heard from Atkinson and they were not interested. It was noted that there had been a decline in volunteer resources, mostly because of liability concerns.

There was discussion about the type of services that might be provided through funding this program. It was noted that the current Human Resources Coordinator was just the person to get this program up and running. It was also noted that the Human Services Department would be better suited to be able to assess eligibility for services and prevent abuses.

There was additional discussion regarding the limited service hours and area of service that CART provides. It was noted that they do not transport to either Exeter or across the Massachusetts border.

There was discussion regarding restrictions for use of the in-house program. It was noted that eligibility would be needs-based. Clients would have to prove their need and it would not be a substitute for a long-term transportation solution. It was also noted that this would meet one of the goals set by the Elder Affairs Committee.

S. Cafiso asked where the \$10,000 amount came from.

M. Pearson replied that it was an arbitrary number based on the \$14,000 request from CART. It was thought to be a good start to get a program up and running and it could be re-evaluated in the future.

**★D. Nifakos moved, second by B. Hamilton to add \$10,000 to the Welfare Budget in a line item to be designated for general transportation and to increase the bottom line amount in the Welfare Budget to \$47,287. There was no discussion on the motion. The vote was 7-0-2 (Cafiso, Lambert abstaining).**

**★D. Heffernan moved, second by J. DeRoche to add \$2,500 to line item 01-4589-10-855 events in the Cultural Budget for Old Home Day activities, for a bottom line budget of \$25,000.**

Discussion:

D. Heffernan offered that the reason for his motion was in consideration of the Old Home Day chair stating that she didn't know that she had to present her own budget. He added that it would also give the Old Home Day Committee a year to try and work out some fundraising strategies.

F. Hart noted that she will be attending the first Old Home Day Committee meeting and has been made aware that they may have additional funding.

D. Heffernan offered that the issue could be brought back up again at Deliberative Session depending on what was discovered at the Old Home Day Committee meeting. He withdrew his motion. J. DeRoche withdrew the second.

J. Sherman noted that Haley Bush, Old Home Day Committee Chair, now has a Town email address of [hbush@plaistow.com](mailto:hbush@plaistow.com).

F. Hart noted that there was a copy of her presentation for the Budget Committee Public Hearing included in the member folders. She noted that she would amend it for the change to the Welfare Budget for the new transportation line.

**COMMITTEE REPORTS**

Public Safety Complex Building Committee (PSCBC)

D. Heffernan reported that the PSCBC would be meeting Thursday, January 11, 2018, 8:00am at the new Police Station and the public is welcome.

Highway Garage Committee

No report

Capital Improvements Plan (CIP)

No report

Town Report Committee (TRC)

L. Lambert noted that the TRC had met the previous day and it was decided that employee names, with the position(s) they hold and the breakdown of compensation for each position will be included in the Town Report. It was also noted that there is discussion about including the Voter's Guide as a handout in the Town Report.

**OLD BUSINESS**



### Parking Lot

The Parking Lot is up to date and there are no outstanding items. No new items were added at this meeting.

### NEW BUSINESS

D. Heffernan noted the Public Hearing on the Timberlane Regional School District budget was scheduled for Thursday, January 11, 2018, at 7:00pm at the Performing Arts Center.

There was discussion about when the final budget will be officially presented to the BOS. That target date is January 19, 2018.

J. Sherman noted that the BOS had decided not to hold a meeting after the BudCom Public Hearing.

There was discussion about when the MS7 would be available for signature.

J. Sherman noted that the current plan was to put have Voter's Guide printed and inserted into Town Reports. He added that the draft Warrant Articles and the Voter's Guide would soon be split into separate documents. They had been kept together up to this point to keep both in sync.

There was no additional business before the Committee and the meeting was adjourned at 8:55 p.m.

Respectfully Submitted:

Dee Voss  
Administrative Assistant