



## *Town of Plaistow ♦ Budget Committee*

*145 Main Street ♦ Plaistow ♦ NH ♦ 03865*

### **BUDGET COMMITTEE MEETING**

**October 24, 2017**

**Call to Order:** 6:32 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, *excused*  
Dean Nifakos  
Jay DeRoche  
John Sherman, *Selectmen Ex-Officio*

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

The Pledge of Allegiance was led by J. DeRoche.

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

**★D. Heffernan moved, second by D. Nifakos, to approve the minutes of the October 10, 2017 meeting. There was no discussion on the amended motion. The vote was 8-0-0 U/A.**

### **Budget Review**

*Note: all training, including related mileage, will now be part of a centralized training budget. Therefore, training has been eliminated from individual budgets and mileage lines decreased where appropriate.*

*The Voice Over Internet Provider (VOIP)"land" lines will also be centralized. Department budgets will still show requests for cell phones assigned to the Department.*

### **Recreation – Christina Cruz, Recreation Director; William Coye, Recreation Commission Chair**

C. Cruz presented the Recreation Department 2018 budget request noting the following:

#### **Level Funded Budget Lines:**

- Overtime	\$ 2,500.00
- Uniforms	\$ 2,500.00

-	Supplies	\$ 3,000.00
-	Equipment Maintenance	\$ 2,100.00
-	Mileage/Exp.	\$ 1,000.00
-	Summer Rec Program	\$ 31,595.00
-	Community Transportation	\$ 1,000.00
-	Plaistow Pride	\$ 250.00
-	Concerts	\$ 8,480.00
-	Senior Programs	\$ 3,000.00
-	Senior Transportation	\$ 3,000.00
-	Community Events	\$ 6,500.00
-	Youth Disbursements	\$ 1,000.00

Decreased Budget Lines:

-	Part-Time (-\$2,147)	\$ 45,315.00
-	Telephone (-\$1,600)	\$ 1,200.00
-	Electric @ Fields (-\$1,700)	\$ 4,200.00
-	Umpires BB/SB (-\$1,000)	\$ 3,000.00

Increased Budget Lines:

-	Director Salary (+\$2,407)	\$ 40,180.00
-	Postage (+\$50)	\$ 500.00
-	Groundskeeping (+\$400)	\$ 5,400.00
-	Summer Transportation (+\$1,000)	\$ 6,500.00
-	Baseball/Softball Leagues (+\$3,000)	\$ 15,000.00

C. Cruz noted that the bottom line Recreation Department's 2018 budget request was \$187,220.00.

*It was noted that this was the same amount approved by the Board of Selectmen.*

Discussion:

C. Cruz noted the salary increase was included in the Collective Bargaining Agreement (CBA) for the Town Employees Union. The decrease in the Part-Time line was due to the loss of the Summer Recreation Assistant Director and some of the more seasoned counselors. The increase in the Postage line was because the Recreation Department is mailing out the Elder Affairs Newsletter. C. Cruz also noted that the increase in the Baseball/Softball Leagues line was due to need to purchase new bats to be compliant with a Babe Ruth League rules change.

D. Nifakos questioned the decrease in the Electric @ Fields line. It was noted to be based on the historical average of usage.

S. Cafiso, noting the overlap for grounds keeping with the Highway Department, asked why some expenses were in the Recreation Department budget and some in Highway.

C. Cruz replied that she didn't know what the separation was. It was noted that the Recreation Department Groundskeeping line included items such as pest control and porta-potties, which is different than what is in the Highway Department budget.

There was discussion about the new bats for the Baseball/Softball League. It was noted that the Babe Ruth League had changed the requirements for approved bats, therefore all the bats needed to be replaced. It was noted that new bats cost between \$99 and \$249 each. The current bats will be identified with electrical tape and given to players to practice with.

D. Heffernan asked if the year-to-date expenses in the Part-Time line was mostly Summer Recreation staff. It was offered that it was, but the line would be used for a few fall/winter activities as well.

J. DeRoche questioned if the pest control was above and beyond what the Town routinely provides.

C. Cruz noted that they do extra spraying for nighttime events such as Movie Night.

F. Hart, noting the recent review and update of the Recreation Impact Fee, asked about the change in demographics, specifically the decrease in preschool aged children and the uptick in adults and seniors. She asked if that accounted for the decrease in baseball registrations and declining field rentals.

C. Cruz offered that baseball registrations were not down, but softball was. She suggested that it was more due to the changes in the Cal Ripken League rules. She added that there were two (2) leagues, flag football and lacrosse, currently renting the PARC fields.

***★J. DeRoche moved, second by D. Heffernan, to take the 2018 Recreation Department Budget under consideration in the amount of \$187,220.00. There was no discussion on the motion. The vote was 8-0-0 U/A.***

### **Library – Cab Vinton, Library Director**

C. Vinton presented the Library's 2018 budget request noting the following:

#### **Level Funded Budget Lines:**

- Workers Compensation/Unemployment	\$ 1,000.00
- Materials	\$ 35,000.00
- Online Resources	\$ 8,000.00
- Supplies	\$ 11,500.00
- Continuing Education	\$ 2,500.00
- Public Activities/Programs	\$ 10,000.00
- Telephone	\$ 1,500.00
- Postage	\$ 400.00
- Professional Dues	\$ 750.00
- Technical Services	\$ 6,000.00

-	Repairs/Maintenance	\$ 17,000.00
-	Property & Liability Insurance	\$ 2,233.00
-	Landscaping	\$ 7,500.00
-	Legal Fees	\$ 500.00
-	Liability	\$ 2,000.00
-	Library Funds Expenditures	\$ 53,500.00

Decreased Budget Lines:

-	Gas (-\$3,000)	\$ 10,500.00
-	Electricity (-\$6,000)	\$ 28,000.00

Increased Budget Lines:

-	Salaries (+\$6,793)	\$ 266,049.00
-	Social Security/Medicare (+\$520)	\$ 20,353.00
-	Health/Life/Disability (+\$15,047)	\$ 95,574.00
-	Retirement (+\$6,196)	\$ 19,435.00
-	Janitor (+\$1,529)	\$ 25,397.00
-	Bookkeeping (+\$474)	\$ 4,800.00

It was noted that there could be a change in the Property & Liability Insurance Line from \$2,233.00 to \$15,700.00 and the gross budget department request is reflective of that larger number.

C. Vinton noted that the bottom line Library's 2018 budget request was \$642,958.00 (gross budget).

*It was noted that this was the same amount approved by the Board of Selectmen.*

Discussion:

C. Vinton noted that the Library operates under special statutory guidelines for New Hampshire libraries. He added the format of the Library's budget tried to adapt to the format the Budget Committee (BudCom) was seeing for other department budgets.

C. Vinton explained that the increases in the budget were nearly all related to personnel and salary-related costs. Increases in salaries contribute to matching increases in health insurance, retirement and tax-related lines.

There was discussion regarding the bookkeeper. It was noted that this was the second year of a three (3) year contract. The bookkeeper, using QuickBooks, issues routine accounts payable and payroll checks. It was noted that these services had previously been provided by TD Bank, which proved to be problematic.

C. Vinton noted that there has been consideration of shifting these services to Town Hall. He added that he wasn't sure of the history that brought about the current system as he had inherited the current model.

There was discussion of the Janitor line. It was noted the janitorial services were provided by Town employee(s) but reimbursed by the Library. It was noted that twenty-eight (28) hours of services were provided to the Library and the employee also worked in other town-owned buildings.

C. Vinton noted that two (2) part-time positions were being combined into a single full-time position. The change was to attract a more qualified person who could provide improved services and a higher level of support to the Library. It was noted that the full-time position would include an increase to the benefits. It was also noted that the two (2) part-time employees were receiving prorated benefits.

There was discussion about the status of the Library's LED lighting conversion project. C. Vinton noted the contract was approved and signed and they were waiting for an installation date to be scheduled. He added that the installation would need to be completed by December 8, 2017 in order to qualify for this year's Unitil rebate. It was noted that the budget request for electricity was reflective of the anticipated reduction from the conversion.

There was discussion about Library security and loss from theft. C. Vinton offered that he didn't consider theft to be a large problem. He added that they did have a cycle of "bad actors" but that seemed to have been resolved. He added that a video security system was included in the Library's CIP (Capital Improvements Plan)

B. Hamilton asked for the approximate annual loss attributed to theft.

C. Vinton replied that he had not run any specific numbers, but would estimate it to be in the \$600-\$700 range. He added that sometimes items are thought to be missing only to be found misplaced.

F. Hart asked about revenues streams used by the Library.

C. Vinton noted the Capital Reserve Fund (CRF), memorial funds, services provided (faxing, copies, etc.) and late fees were some of the sources of revenues for the Library.

There was discussion about a request to the Town Manager from the Board of Selectmen (BOS). It was noted that the BOS had requested that the Town Manager review the entire budget and make adjustments so that the bottom line budget request did not increase the budget more than 3%.

C. Vinton noted that without the insurance re-allocation the Library budget has a 3.9% increase. The increase is 5.4% with the insurance re-allocation.

**★F. Hart moved, second by B. Hamilton, to take the 2018 Library Budget under consideration in the amount of \$642,958.00. There was no discussion on the motion. The vote was 8-0-0 U/A.**

There was additional discussion about the overall budget. It was noted that the BOS request did not dictate which lines or departments to adjust, just that the bottom line not be more than a 3% increase. It was noted that the currently requested budgets would need a \$400,000 reduction overall. The BOS suggested that the Town Manager work with Department Heads to try and find the appropriate reductions.

***★D. Heffernan moved, second by J. DeRoche, that the Chair work with the Town Manager and Department Heads to work out a total budget with no more than a 3% increase in the overall bottom line.***

D. Nifakos asked what would happen if the Town Manager did not come back with the 3% budget.

J. Sherman replied that there were no fallback plans now. He added that the 3% is tricky because some 2017 salary lines were incorrectly reported and Warrant Articles would need to be considered as well.

***★D. Heffernan withdrew his motion, J. DeRoche withdrew his second.***

There was discussion of the review schedule going forward.

M. Pearson offered that he was not used to the current budget process used by the Town, which he felt made the process more complicated than necessary. He added that the model he would like to use in the future would be that he would work with the Department Heads on the individual budgets to put together a total budget to present to the BOS and BudCom. M. Pearson noted it was his intent to deliver a revised total budget to the BOS for their November 06, 2017 meeting.

J. Sherman noted there was no deadline included in the BOS motion directing the Town Manager to revise the budget.

There was discussion about how the BudCom will continue with the review of the department budgets. It was suggested to suspend the review of the remaining budgets in anticipation of a revised budget being submitted. It was decided to continue with the current review process. If the budget comes back to the BudCom on November 7 with only the 3% increase then the bulk of the work will be done and the Committee could review the details at the November 14 meeting. It was suggested that the continued BudCom review could bring up different questions than what the BOS may consider, which could assist in the adjusting process.

M. Pearson noted that the 3% will be a challenge as there are many lines that are not discretionary and are the same items that drive the budget up. He reminded that even if the 3% is achieved it does not guarantee that there will not be an increase in taxes because the Town is only 25% of the overall tax bill. The schools, county and state increases were out of the Town's control.

## **Police Department – Kathleen Jones, Chief**

K, Jones presented the Police Department 2018 budget request noting the following:

### **Level Funded Budget Lines:**

-	Prosecutor	\$ 56,151.00
-	Pre-Employment Screening	\$ 2,150.00
-	Training	\$ 2,500.00
-	Dues	\$ 1,000.00
-	K9 Supplies	\$ 2,000.00
-	Office Supplies	\$ 6,500.00
-	Postage	\$ 925.00
-	Jail Maintenance	\$ 1,500.00
-	Books & Periodicals	\$ 500.00
-	Gasoline	\$ 30,984.00
-	Vehicle Maint/Repair	\$ 19,000.00
-	Dispatch Uniforms	\$ 4,450.00
-	AC Medical	\$ 500.00
-	AC Wildlife Control	\$ 150.00
-	AC Kennel Maint/Repair	\$ 300.00

### **Decreased Budget Lines:**

-	Administrative Salaries (-\$44,785)	\$396,526.00
-	CBA Education (-\$500)	\$ 500.00
-	General Supplies (-\$3,000)	\$ 9,000.00
-	Expense Reimbursement (-\$100)	\$ 1,000.00
-	Telephone (-\$9,953)	\$ 7,849.00
-	Capital Equipment (-\$23,291)	\$ 53,101.00

### **Increased Budget Lines:**

-	Management Information Systems (+\$3,180)	\$ 37,283.00
-	Rentals & Leases (+\$840)	\$ 4,679.00
-	Communications Tower (+\$512)	\$ 16,249.00
-	Equipment Maintenance (+\$268)	\$ 24,993.00
-	Equipment Purchase (+\$30,658)	\$ 48,288.00
-	Equipment Purchase AFIS (+25,000)	\$ 25,000.00
-	Miscellaneous (+\$450)	\$ 1,200.00
-	Officer Salaries (+\$80,782.55)	\$825,711.55
-	Part-Time Officers (+\$10,955)	\$ 23,002.00
-	Officer Overtime (+\$2,999)	\$152,925.00
-	Officer Uniforms (+\$1,700)	\$ 35,250.00
-	School Crossing Guard (+\$812)	\$ 17,707.00
-	Dispatch Salaries (+\$2,807.20)	\$246,279.20
-	Part-Time Dispatch (+\$3,590)	\$ 12,598.00
-	Dispatch Overtime (+\$540)	\$ 27,540.00

K. Jones noted that the bottom line Police Department's 2018 budget request was \$2,095,290.75.

*It was noted that this was the same amount approved by the Board of Selectmen.*

Discussion:

K. Jones noted that the decrease in the Administrative Salaries line was due to the Lieutenant's position being shifted to the Police Union. It was noted that many of the personnel-related cost increases, including salaries, overtime, education and uniforms, were included in the Police Union CBA.

There was discussion regarding the Prosecutor's line. Chief Jones noted that having the prosecutor in-house provided an invaluable service at a cost savings.

It was noted that the Communications Tower expenses were shared between the Police, Fire and Emergency Management Departments.

It was noted that the AFIS (Automated Fingerprints Information System) was necessary as the FBI (Federal Bureau of Investigation) will eventually no longer accept paper fingerprints. The new system will also allow for faster search and identification of fingerprints. It was questioned if the system could be shared with smaller communities unable to afford the system. It was suggested that a fee could be charged for other community use. It was noted that was possible, but the machine was not portable and other communities would have to come to Plaistow to make use of the system. It was offered that costs to operate the system would need to be evaluated before a price could be assigned to use by other communities.

It was noted that the current CBA expires in April of 2018 and negotiations for a new contract are ongoing. There was discussion regarding current staffing. It was noted that full-time positions were being filled by current part-time officers.

There was discussion of the leased cruisers. It was noted that vehicles are being kept in the fleet longer to be used as detail cars, which keeps the newer vehicles for normal shift use. It was noted that the leases were not renewed for the motorcycles as there is not enough interest for use and maintenance costs are expensive.

It was noted that both crossing guards and SROs (School Resource Officer) are reimbursed by the school district.

There was discussion regarding officer time in the Courts. It was noted that, unless an officer is already scheduled for day shift, they are in an overtime status when appearing in Court. It was noted that fire arms training is the same, however details are not. Details are scheduled on the officer's off-time and are paid out differently.

There was discussion about dispatcher scheduling. It was noted that there is minimal overtime for dispatchers and it is usually to cover vacation, training and sick leave. It was also noted that

Dispatch uses an ETO (Earned Time Off) system. There was discussion about how the shifts are scheduled to provide adequate coverage. It was also noted that all time is recorded and logged and it audited through the State. It was noted that there are overlaps in shifts so there is no gaps in coverage.

***★D. Nifakos moved, second by D. Heffernan, to take the 2018 Police Department Budget under consideration in the amount of \$2,095,290.75. There was no discussion on the motion. The vote was 8-0-0 U/A.***

## **COMMITTEE REPORTS**

### **Town Report Committee**

The Town Report Committee will be meeting again in early December. Request for reports have been sent out.

## **OLD BUSINESS**

### **Parking Lot**

#### **Old Parking Lot Items:**

It was noted that in light of the process requested of the Town Manager by the BOS, Paul Lucia, Building Maintenance Supervisor, does not need to come back before the BudCom. D. Voss will contact Mr. Lucia.

#### **New Parking Lot Items:**

## **NEW BUSINESS**

There was discussion regarding the meeting schedule. It was decided in light of the Town Manager review of the budget the BudCom would not meet on October 31, but will meet on November 7. At that meeting the Personnel/Human Services, Zoning, Insurance and Solid Waste Disposal budgets would be reviewed.

J. DeRoche brought up the Old Home Day Budget. He noted that he understood the concept of getting corporate sponsors for the event, but felt the \$5,000 reduction might be too high for the first year. He reminded that those who are on the Old Home Day Committee were volunteers and asking them to solicit donations may be asking a lot.

F. Hart suggested that the discussion be tabled until the November 14 meeting in hopes of being “pleasantly surprised.”

S. Cafiso suggested that there could be an Old Home Day “Go Fund Me” page established.

J. Sherman offered that the BOS would be reviewing the donations policy to see how fit in rules about soliciting.

J. DeRoche asked if the Library personnel were employees of the Library or the Town.

J. Sherman replied that they were covered by their own personnel plan, independent of the Town.

F. Hart reminded that the janitorial is paid out of the Library budget to the Town.

J. Sherman likened it to a contracted service.

D. Heffernan asked if it was a town-owned building. It was confirmed that it is, but Library budget includes maintenance and repairs of the building.

There was no additional business before the Committee and the meeting was adjourned at 8:10 p.m.

Respectfully Submitted:

Dee Voss  
Recording Secretary