

Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865



BUDGET COMMITTEE MEETING

December 4, 2018

Call to Order: 6:35 p.m.

ROLL CALL:

Bob Hamilton, *Chair Elect*
Lisa Lambert, *Vice Chair Elect*
Katie Ingalls, *Budget Committee*
Laurie Milette, *Budget Committee*
Sam Cafiso, *Budget Committee*
Dennis Heffernan, *Budget Committee*
Jay DeRoche, *Budget Committee*
Greg Taillon, *Budget Committee*
Dean Nifakos, *Budget Committee, excused*
Francine Hart, *Selectman Ex-Officio*

Also in attendance:

Greg Colby, Finance Director and Mark Pearson, Town Manager

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 November 27, 2018:

It was decided that the approval of the November 27, 2018 Budget Committee would be postponed until the next meeting because many members of the Committee have not had a chance to review the minutes.

Agenda Item 5: Budget Related Public Comment:

B. Hamilton stated that there was no one in attendance for Budget Related Public Comment.

Agenda Item 6a: Presentation of the 2019 Warrant Articles Version I:

Power point presented by Greg Colby, Finance Director

B. Hamilton recommended using tonight's meeting to review the warrant articles but waiting to vote on them until the next BC Meeting, so that the Committee has time to digest the information presented.

G. Colby offered that the Town Hall Operating Budget is still being negotiated. However, the BOS has voted on all of the others.

G. Colby offered that the slides colored blue are part of the BOS presentation and the slides that are colored orange are part of the BC presentation.

G. Colby reviewed the following:

A) Operating Budget: General Fund:

Vote: recommended by the BOS (0-0-0) and BC (0-0-0).

B) Operating Budget: Water Department:

G. Colby offered that the Water Department is broken out into its own stand alone budget.

Vote: recommended by the BOS (5-0-0) and BC (0-0-0).

C) CBA: Police Union:

Vote: recommended by the BOS (5-0-0) and BC (0-0-0). Majority vote required.

D) CBA: Town Unit:

G. Colby offered that there aren't any figures entered currently. However, they will be entered in as soon as they are available.

Vote: recommended by the BOS (0-0-0) and BC (0-0-0). Majority vote required.

E) Public Works Facility Garage: Phase II:

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

F) Contingency: RSA 31:98a:

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

G) Create/Transfer to Fire Department Radio Capital Reserve Fund:

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

H) Expendable Trust Fund Deposit: Highway Department Equipment:

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

I) Capital Reserve Fund Deposit: Fire Department Apparatus:

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

J) Capital Reserve Fund Deposit: Self Contained Breathing Apparatus (SCBA):

Vote: recommended by the BOS (5-0-0) and BC (0-0-0). Majority vote required.

K) Capital Reserve Fund Deposit: Police Department Management Information Computer System (MICS):

Vote: recommended by the BOS (5-0-0) and BC (0-0-0). Majority vote required.

L) Capital Reserve Fund Deposit: Buildings/Building Systems:

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

M) Capital Reserve Fund Deposit: Library:

B. Hamilton offered that the Library converting to LED lighting is saving \$1,000 per month in utility costs. It is estimated that the conversion to LED will pay for itself in just over three (3) years.

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

N) Capital Reserve Fund Deposit: Energy:

F. Hart offered that she is part of the Energy Committee. The Energy Committee has discussed prioritizing the facilities for LED conversion.

It was discussed that the energy audit cost was \$7,700.00.

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

O) Capital Reserve Fund Deposit: Recreation:

Vote: recommended by the BOS (3-1-1) and BC (0-0-0). Majority vote required.

P) Capital Reserve Fund Deposit: Transportation Infrastructure:

Vote: recommended by the BOS (5-0-0) and BC (0-0-0). Majority vote required.

Q) Capital Reserve Fund Deposit: Land/Buildings Acquisition:

G. Colby offered that this warrant article was not supported by the BOS and will be removed.

R) Expendable Trust Fund Deposit: Snow Removal:

M. Pearson offered that snow removal requires \$1,700 per hour for each snow event.

There was a discussion about the Salt Shed. It was stated that salt is purchased and brought in off-season so that the cost is cheaper than purchasing during the peak season.

There was discussion about the possibility of using the old Highway Garage for additional salt storage.

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

S) Expendable Trust Fund Deposit: Mosquito Control:

There was a brief discussion about some mosquito control that was done in 2018. There will be a review of the funds used and an estimate of the funds needed in the future.

Vote: recommended by the BOS (5-0-0) and BC (0-0-0). Majority vote required.

T) Pollard Park: Paving and Sidewalk Repairs:

Vote: recommended by the BOS (4-1-0) and BC (0-0-0). Majority vote required.

U) Expendable Trust Fund Deposit: Accrued Leave Time:

Vote: recommended by the BOS (5-0-0) and BC (0-0-0). Majority vote required.

V) Long-Term Borrowing: Asset Management Study:

There was discussion that the development of a Drainage Asset Management Plan and mapping effort is part of the State's Clean Water Revolving Fund and that by accepting this warrant article it would qualify the Town for 100% of principal forgiveness on this loan. The Town would be borrowing from the State but it wouldn't have to be paid back.

There was a brief discussion about the Hazard Mitigation Plan. This is the Town being proactive as a means of preventing problems that could result in fines.

Vote: recommended by the BOS (4-0-1) and BC (0-0-0). 3/5 ballot vote required.

TBD) CASA & Keystone Hall:

G. Colby offered that CASA and Keystone Hall are warrant articles from outside agencies.

Agenda Item 6b: Review of the following Department Budgets:

Highway:

It was discussed that the \$5,000 increase for the Recreation Department wage increase was approved by the BOS.

There was a discussion regarding the Pollard Road culvert project.

- ***G. Taillon moved, second by D. Heffernan, to approve the Highway Department Budget for \$854,786.00. There was no discussion on the motion. The vote was 5-2-2 (S. Cafiso and K. Ingalls opposed, L. Lambert and B. Hamilton abstaining).***

There was a discussion about the excess salt usage by the Town. It was discussed that there was a survey of the salt usage for surrounding towns to determine why Plaistow's salt usage is close to double that of the next highest town. Salt reduction courses have been taken. The specific budget for salt usage needs to be reviewed in detail. How many tons of salt is the Town actually using? The Town would need to look at the actual invoices for salt purchased minus what is currently held in the Salt Shed. It was also discussed that most of the salt purchased by the Town each year has to be bought during the peak season because of lack of storage space. If salt were able to be purchased off-season, and stored until needed, the cost would be much cheaper.

Street Lighting:

- ***J. DeRoche moved, second by G. Taillon, to approve the Street Lighting Budget for \$107,500.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).***

There was a discussion about street lights that have gone out around town. There are no personnel specifically assigned to change out lights that have gone out. They are replaced when a call comes in that a change out is needed. BOS is looking at changing all street lighting to LED. However, the current poles do not support LED. Therefore, in order to change to LED, the fixtures need to be replaced as well.

There was a brief discussion about the decorative lanterns located at Eugenia Lane and Village Way.

Solid Waste Collection:

There was a discussion about the Town hosting the Spring pickup and the involvement of other towns. It was discussed that Plaistow's cost for hosting was \$15,281.45 and that 43% of vehicles were Plaistow residents.

It was discussed that the MS4 Stormwater Management Program requires that there be an appropriate method of disposing of items properly so that they are not dumped improperly and lead to contamination.

- *J. DeRoche moved, second by L. Lambert, to approve the Solid Waste Collection Budget for \$692,000.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Solid Waste Disposal:

- *D moved, second by L. Lambert, to approve the Solid Waste Collection Budget for \$53,000. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Health:

- *L. Lambert moved, second by D. Heffernan, to approve the Health Budget for \$84,606.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

There was a discussion about the incentive program for well water testing. Testing was last done in 2016. It was discussed that it is promoted online, but that there has not been much resident response in the past. NHDES has new standards. Some residents may be required to buy filters. Questions regarding what test(s) should be done can be directed to the Health Officer.

Human Services:

- *L. Lambert moved, second by G. Taillon, to approve the Human Services Budget for \$42,362.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Welfare:

- *J. DeRoche moved, second by G. Taillon, to approve the Welfare Budget for \$43,385.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Library:

It was discussed that the Library is under the Board of Trustees and is regulated by State Law. Therefore, it has its own separate budget.

- *L. Lambert moved, second by D. Heffernan, to approve the Library Budget for \$599,210.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Patriotic Purposes/Cultural:

There was a brief discussion that the Patriotic Purposes budget has a reduction due to the postponing of last year's fireworks.

- *D. Heffernan moved, second by G. Taillon, to approve the Patriotic Purposes/Cultural Budget for \$500.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Conservation Commission:

- *G. Taillon moved, second by K. Ingalls, to approve the Conservation Commission Budget for \$9,650.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

There was a discussion that the Conservation Commission Budget includes water testing for ponds, etc, but does not include wells.

Debt Service:

B. Hamilton offered that the payment of bond principal lowers the interest that needs to be paid. Therefore, this budget will continue to go down each year.

- *G. Taillon moved, second by J. DeRoche, to approve the Debt Services Budget for \$547,562.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Water Department:

- *G. Taillon moved, second by D. Heffernan, to approve the Water Department Budget for \$78,910.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

There was a brief discussion about the re-purposing of the Water Department truck for dual use by the Water Department and the Highway Department. There will be a warrant article presented in 2019 for the change of intent for dual purpose.

Budgets that were deferred from the November 27, 2018 BC Meeting:

Executive:

- *D. Heffernan moved, second by G. Taillon, to approve the Executive Budget for \$274,514.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Assessing:

- *G. Taillon moved, second by D. Heffernan, to approve the Assessing Budget for \$158,556.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Planning:

- *G. Taillon moved, second by K. Ingalls, to approve the Planning Budget for \$97,419.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

There was a discussion about the hiring of a Town Planner for twelve (12) hours per week for fifty-two (52) weeks. There will be a maximum of six hundred twenty-four (624) hours per year. The twelve (12) hours will include an eight (8) hour work day on Friday and attendance at the Planning Board Meetings.

There was also discussion that the Planning Coordinator position has been decreased and has now become an Assistant to the Town Planner. The purpose of the reorganization of the department is to make it more responsive to residents coming in and provide extra support to the Planning Board.

Other General Government:

There was a discussion that Page 21 shows a placeholder for MS4 Stormwater Management Program for a total line item of \$24,857.00. MS4 requires compliance and is mandated, but not funded. The individuals involved are scientists as well as engineers.

- *G. Taillon moved, second by B. Hamilton, to approve the Other General Government Budget for \$146,733.00. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Agenda Item 6c: Discussion of the remaining Budget Committee Meeting Schedule:

The next Budget Committee meeting will be December 11, 2018.

- *D. Heffernan moved, second by G. Taillon, to approve the elimination of the December 18, 2018 Budget Committee Meeting. There was no discussion on the motion. The vote was 9-0-0 (U/A).*

Agenda Item 7: Committee Reports:

December 17, 2018 will be the Town Report Committee Meeting.

Agenda Item 8: New Business:

There was a discussion about the number of full-time and part-time Town employees.

G. Colby offered that there are forty-eight (48) full-time employees and one hundred and five (105) part-time employees.

Agenda Item 9: Old Business:

There was a discussion about the new streamlined budget process. The BC has worked with the BOS to come up with a much more efficient process. It is better to know the questions upfront which allows time to review and compile the answers.

L. Lambert asked about the pending topics that were discussed with Chief Jones at the previous BC Meeting.

M. Pearson offered that Chief Jones has completed gathering the information. He will forward the information to the BC for review and Chief Jones will present at the next BC Meeting scheduled for December 11, 2018.

There was no additional business presented and the meeting was adjourned at 9:01pm.

Respectfully Submitted,
Samantha D. Cote
Recording Secretary