



Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING- POST DELIBERATIVE SESSION

January 30, 2016

Call to Order: 4:45 p.m.

ROLL CALL

Present: Martha Sumner, *Chair*
Dennis Heffernan, *Vice Chair*
Tricia Holt
David Gerns
Dean Nifakos
Sam Cafiso
Laurie Milette
Darrell Britton
John Sherman, *Selectmen Ex-Officio*

WARRANT ARTICLES:

The Committee had previously voted whether or not to recommend these Warrant Articles as reflected. However, in some instances there were only as few as six (6) members in attendance. After public discussion and minor amendments at Deliberative Session the Committee re-voted whether or not to recommend the Warrant Articles.

PUBLIC SAFETY COMPLEX EXPANSION BOND ISSUE

Article P-16-02: Shall the Town vote to raise and appropriate the sum of \$8,500,000 for the expansion of the Public Safety Complex and to authorize the issuance of not more \$8,500,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon? This expansion shall include all remaining design work, building construction and/or renovation, site work, permit fees, access road construction, and building interior equipment. This will be a non-lapsing warrant article under RSA 32:7, VI and will not lapse until the project is completed or by December 31, 2021, whichever is sooner. Passage of a bond warrant article requires a 3/5 ballot vote.

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (6-0-0). This bond request is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To finance the construction of a new Police Station and improvements to the existing Public Safety Complex for the Fire Department. In 2015, the Board of Selectmen (BOS) engaged the services of an Owners Project Manager (OPM) to help reduce the scope and cost of the proposed project from \$11Million to \$8.5Million. The BOS also hired a General Contractor to help provide additional cost certainty and mitigate risk for the proposed project.

Additionally, there are currently many serious deficiencies with the existing Police Station that have been identified. Some examples are:

- Non-ADA compliant by Federal Standards
- No sight and sound separation for males, females, and juveniles as required by state and federal laws
- Holding cells pose undue safety hazard to detainees and police staff due to antiquated design;
- Detective/investigative function located in a trailer behind existing building
- Safety issues with prisoner separation from administrative staff and public
- Lack of storage – some evidence housed off site that poses safety and security risks
- Building does not meet standards to allow the granting of National Accreditation for Police Department Facilities.
- Through a series of additional meetings with the Town and Public Safety Departments, the space needs analysis and conceptual plans were pared down to four key projects:
 - Single Story 13,964 +/- sq ft Police Station that would include significant upgrade for the Fire Department;
 - Renovation to the existing Fire Station that would support future accommodation for 24/7 operations for the Fire Department;
 - Reduction in scope of an access road adjacent to the cemetery (which includes elimination of the drainage pond/attractive nuisance adjacent to the Safety Complex);
 - A community meeting room and training hall.]

★T. Holt moved, second by D. Gerns, to recommend Article P-16-02 in the amount of \$8.5M. There was no discussion on the motion. The vote was 9-0-0 U/A

OPERATING BUDGET

Article P-16-03: 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 **\$8,353,355**. Should this article be defeated, the operating budget shall be **\$8,319,818** 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 (5-0-0) and Budget Committee (6-0-0).)

★T. Holt moved, second by D. Gerns, to recommend Article P-16-03 in the amount of \$8,353,355 with a Default Budget of \$8,319,818. There was no discussion on the motion. The vote was 9-0-0 U/A

HIGHWAY DEPARTMENT EQUIPMENT CAPITAL RESERVE FUND DEPOSIT

Article P-16-04: Shall the Town vote to raise and appropriate the sum of \$78,000 to be added to the existing Highway Department Equipment Capital Reserve Fund?

(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (6-0-0); and this funding is included in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for future purchases of Highway Department equipment, per the Highway Equipment Replacement plan as published in the Town Report. Putting funds aside each year will allow for the orderly replacement of highway vehicles while leveling the yearly tax impact. This money can only be spent by a future vote at Town Meeting. These funds will be invested in an interest bearing account.]

Available balance of the Highway Department Equipment Capital Reserve Fund is \$280,387 as of December 31, 2015.

★T. Holt moved, second by D. Gerns, to recommend Article P-16-04 in the amount of \$78,000. There was no discussion on the motion. The vote was 8-1-0 (Cafiso dissenting)

FIRE DEPARTMENT CAPITAL RESERVE FUND DEPOSIT

Article P-16-05: Shall the Town vote to raise and appropriate the sum of \$105,000 to be added to the existing Fire Department Capital Reserve Fund?

(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (6-0-0). This funding is included in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for future purchases of Fire Department vehicles, per the Fire Department Vehicles Replacement Plan as published in the Town Report. Putting funds aside each year will allow for orderly replacement of fire vehicles while leveling the yearly tax impact. This money can only be spent by a future vote at Town Meeting. This money is invested in an interest bearing account.]

Available balance of the Fire Department Capital Reserve Fund is \$423,635 as of December 31, 2015.

★T. Holt moved, second by D. Gerns, to recommend Article P-16-05 in the amount of \$105,000. There was no discussion on the motion. The vote was 9-0-0 U/A

SELF-CONTAINED BREATHING APPARATUS (SCBA) CAPITAL RESERVE FUND DEPOSIT

Article P-16-06: Shall the Town vote to raise and appropriate the sum of \$33,400 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 (6-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To set aside money for future replacement of the SCBA, cylinders, and masks. Putting money aside each year will allow for the orderly replacement of this equipment while leveling the yearly tax impact. This money can only be spent by a future vote at Town Meeting. These funds will be invested in an interest bearing account. The total cost of replacement is \$200,000. This is the second year of a six year deposit plan.]

Available balance of the Self-Contained Breathing Apparatus Capital Reserve Fund is \$33,431 as of December 31, 2015.

★T. Holt moved, second by D. Gerns, to recommend Article P-16-06 in the amount of \$33,400. There was no discussion on the motion. The vote was 9-0-0 U/A

UNMARKED POLICE VEHICLE CAPITAL RESERVE FUND CREATION AND DEPOSIT

Article P-16-07: Shall the Town vote to establish an Unmarked Police Vehicle Capital Reserve Fund and further to raise and appropriate the sum of \$12,000 to be added to said Fund and to designate the Board of Selectmen as Agents? This reserve fund shall fund the replacement of all unmarked police vehicles that do not participate in the annual cruiser replacement program funded through the Town Budget.

(Recommended by the Board of Selectmen (3-2-0) and the Budget Committee (5-0-1). These funds are in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To establish a fund to allow the Town to set aside money for future purchases of unmarked Police Department vehicles. Putting money aside each year will allow for the orderly replacement of these vehicles while leveling the tax impact. These funds will be invested in an interest bearing account.]

★T. Holt moved, second by D. Gerns, to recommend Article P-16-07 in the amount of \$12,000. There was no discussion on the motion. The vote was 7-2-0 (Cafiso, Milette dissenting)

BUILDING SYSTEMS CAPITAL RESERVE FUND DEPOSIT

Article P-16-08: Shall the Town vote to raise and appropriate the sum of \$11,902 to be added to the existing Building Systems Capital Reserve Fund?

(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (6-0-0); and this funding is included in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace funds spent in 2015 for unanticipated maintenance or repairs to Town-owned buildings and to continue to set aside money for future repairs of building systems in Town owned properties. Buildings are one of the Town's largest capital assets and these funds are used to maintain and repair systems such as heating and ventilation, electrical and plumbing. Monies from this fund would be used for repairs that are unanticipated prior to Town Meeting and that cannot wait until a future meeting. This money can only be spent with the approval of the Board of Selectmen. These funds will be invested in an interest bearing account.]

Available balance of the Building Systems Capital Reserve Fund is \$19,549 as of December 31, 2015.

★T. Holt moved, second by D. Gerns, to recommend Article P-16-08 in the amount of \$11,902. There was no discussion on the motion. The vote was 9-0-0 U/A

LIBRARY CAPITAL RESERVE FUND CREATION AND DEPOSIT

Article P-16-09: Shall the Town vote to create a Library Capital Reserve Fund for the purpose of capital improvements, repairs, renovations and additions to the Library, and to raise and appropriate \$50,000 to be deposited in said fund, and further to designate the Board of Selectmen as Agents of the fund?

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (6-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: The creation of this capital reserve fund will allow for level funding of Library Capital Improvements documented in the Infrastructure Evaluation Study for Plaistow Public Library prepared by the Castagna Group and accepted by the Library Board of Trustees. The first year of projects will include replacement of the sprinkler system and repair the septic system. Depositing funds each year into a Capital Reserve Fund will allow for orderly repairs, renovations and improvements to the Library's capital assets while leveling the yearly tax impact. These funds will be invested in an interest bearing account]

★T. Holt moved, second by D. Gerns, to recommend Article P-16-09 in the amount of \$50,000. There was no discussion on the motion. The vote was 9-0-0 U/A

CABLE DEPARTMENT CAPITAL RESERVE FUND CREATION AND DEPOSIT

Article P-16-10: Shall the Town vote to create a Cable Department Capital Reserve Fund to be used for the replacement and/or purchase of new equipment for the Cable Department, and to raise and appropriate \$70,000 from unassigned fund balance to be deposited in said fund, and further to designate the Board of Selectmen as Agents?

Appropriation:	\$70,000
Withdrawal from the Unexpended Fund Balance:	-\$70,000

Amount to be raised by 2016 taxation:	\$0
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(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (6-0-0). This expense is in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: To begin to set aside money for funding future Cable Department Equipment. To replace the current message server and current production server with newer technology and an enhanced set of features. Cable franchise fees have been collected and as required placed into the General Fund. They provide the source of the money to be withdrawn from the Unexpended Fund Balance. Putting funds aside each year will allow for the orderly replacement of the Cable Department equipment, as outlined in the Town's Capital Improvement Plan, while leveling the yearly tax impact. These funds will be invested in an interest bearing account.]

★T. Holt moved, second by D. Gerns, to recommend Article P-16-10 in the amount of \$70,000. There was no discussion on the motion. The vote was 9-0-0 U/A

CONSERVATION FUND DEPOSIT

Article P-16-11: Shall the Town vote to raise and appropriate the sum of \$10,000 to be deposited into the existing Conservation Fund as provided for in RSA 36-A?

(Recommended by the Board of Selectmen (5-0-0) and by the Budget Committee (6-0-0). This funding is included in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: To add funding to the Plaistow Conservation Fund. The Conservation Commission intends to purchase land, easements, and/or other land rights to preserve the natural environment. These funds will be invested in interest bearing accounts.]

Available balance of the Conservation Fund is \$60,386 as of December 31, 2015.

Available balance of the Forestry Fund is \$26,379 as of December 31, 2015.

★T. Holt moved, second by D. Gerns, to recommend Article P-16-11 in the amount of \$12,000. There was no discussion on the motion. The vote was 9-0-0 U/A

RECREATION PLAN CAPITAL RESERVE FUND DEPOSIT

Article P-16-12: Shall the Town vote to raise and appropriate the sum of \$50,000 to be deposit into the existing Recreation Plan Capital Reserve Fund and to designate the Board of Selectmen as Agents of the fund?

(Recommended by the Board of Selectmen (5-0-0) and Budget Committee (6-0-0). This funding is included in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: In 2012, the Recreation Commission completed a rewrite of the Recreation Chapter of the Plaistow Master Plan. The Recreation Department also developed a Strategic Recreation Plan that includes a list of the recreation projects that the Town should pursue in order to meet all of its recreational needs. Establishing this Recreation Fund has allowed the Town to stabilize year-to-year variations in capital outlays for the various recreation projects and reduce or eliminate interest payments by having the cash on hand. Overall, this will facilitate the implementation of the Master Plan through the scheduling of proposed projects over a period of time in order to allow the Town to attain the goal of implementing the needed projects in order to meet the recreation needs of the residents of Plaistow. A few examples of projects planned for 2016 include the creation of a community garden; relocation of the Town's skate board park; new basketball and wall courts; additional playground equipment at PARC; and the establishment and support for recreational trails for Plaistow. These funds will be invested in an interest bearing account]

Available balance of the Recreation Plan Capital Reserve Fund is \$100,158 as of December 31, 2015.

★T. Holt moved, second by D. Gerns, to recommend Article P-16-12 in the amount of \$50,000. There was no discussion on the motion. The vote was 8-1-0 (Milette dissenting)

TRANSPORTATION INFRASTRUCTURE CAPITAL RESERVE FUND CREATION AND DEPOSIT

Article P-16-13: Shall the Town vote to establish a Transportation Infrastructure Capital Reserve Fund for the level funding of transportation infrastructure projects including preliminary engineering expenses, Right-of-Way expenses, construction expenses, sources for matching state and federal funds, to raise and appropriate the sum of \$50,000 to be deposited into said fund and further to designate the Board of Selectmen as Agents?

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (6-0-0). This expense is in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: To begin to set aside money for public safety improvements, hazardous mitigation investments and traffic calming investments as identified in the Transportation Chapter of Master Plan. These funds will help support improvements to the Town's transportation infrastructure, including the Pollard Road drainage and realignment and the Main Street conceptual design and preliminary engineering for intersection improvements. These funds will be invested in an interest bearing account.]

★T. Holt moved, second by D. Gerns, to recommend Article P-16-13 in the amount of \$50,000. There was no discussion on the motion. The vote was 9-0-0 U/A

HIGHWAY DEPARTMENT FRONT END LOADER REPLACEMENT

Article P-16-14: Shall the Town vote to raise and appropriate the sum of \$120,000 for the replacement of the 2001 Caterpillar 924 Front End Loader and to withdraw \$117,100 from the Highway Department Equipment Capital Reserve Fund and to withdraw \$2,900 from the Town of Plaistow's New Road Impact Fee Fund for such replacement?

Appropriation	\$120,000
Withdrawal from the Highway Department Capital Reserve Fund	-\$117,100
Withdrawal from the New Road Impact Fee Fund	-\$ 2,900
Amount to be raised by 2016 taxation	\$0

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (6-0-0). This expense is in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the 2001 Caterpillar 924 Front End Loader as part of the replacement schedule for Highway Department vehicles. Some of the significant issues currently are the transmission is slipping, the water pump leaks, head gasket is leaking which would include replacing several other engine components, bucket issues and front fender bracket has rotted off. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized. The Town will sell/surplus the Town's current Front End Loader.]

★T. Holt moved, second by D. Gerns, to recommend Article P-16-14 in the amount of \$120,000. There was no discussion on the motion. The vote was 6-3-0 (Nifakos, Cafiso, Milette dissenting)

RAISE FOR THE TOWN CLERK

Article P-16-15: Shall the Town vote to authorize that the position of Town Clerk receive a raise in the amount of \$5000.00, beginning April 1 of 2016. The current salary is \$40,916, if passed, this warrant would bring the salary in 2016 to \$45,916.

Proposed Increase (9 months)	\$3,750
Roll up costs (SS, Medicare & NHRS)	\$ 706
Total raised by Taxes in 2016	\$4,456

(Recommended by the Board of Selectmen (4-1-0) and the Budget Committee (6-0-0).)

[Intent: In July 2015 the State Legislature passed HB258 granting a raise in the Town Clerk Fee from \$1.00 to \$2.00 per vehicle. This was intended as a raise for town clerks, especially for those clerks still on fees. Since 1993 Plaistow voted to take all fees into the general fund and pays the position of Town Clerk a salary. This fee accounts for over \$10,000 in 2014, over \$15,000 in 2015 and will double to around \$21,000 in 2016 with this change in the law.]

★T. Holt moved, second by D. Gerns, to recommend Article P-16-15 in the amount of \$5,000. There was no discussion on the motion. The vote was 9-0-0 U/A

There was no additional business before the Committee and the meeting was adjourned at 5:56 pm

Respectfully Submitted:

Dee Voss
Recording Secretary