



Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING AND PUBLIC HEARING October 25, 2016

Call to Order: 6:30 p.m.

ROLL CALL

Present: Dennis Heffernan, *Chair*
Francine Hart, *Vice Chair*
Sam Cafiso
Laurie Milette
Tricia Holt, *left 7:55 p.m.*
Lisa Lambert
Dean Nifakos
Martha Sumner
John Sherman, *Selectmen Ex-Officio*

The Pledge of Allegiance was led by D. Heffernan

APPROVAL OF MINUTES

★T. Holt moved, second by D. Nifakos, to approve the minutes of the October 18, 2016 meeting. There was no discussion on the motion. The vote was 9-0-0 U/A.

BUDGET PRESENTATION

Library – Cab Vinton, Library Director

C. Vinton presented the proposed 2017 Library Budget, noting the following:

Level Funded Budget Items

-	Materials	\$ 35,000.00
-	Repairs/Maintenance	\$ 17,000.00
-	Supplies	\$ 11,500.00
-	Public Activities/Programs	\$ 10,000.00
-	Online Resources	\$ 8,000.00
-	Landscaping	\$ 7,500.00
-	Technical Services	\$ 6,000.00
-	Bookkeeping	\$ 4,326.00
-	Continuing Education	\$ 2,500.00
-	Property and Liability Insurance	\$ 2,233.00
-	General Liability	\$ 2,000.00
-	Telephone	\$ 1,500.00
-	Workers Comp/Unemployment	\$ 1,000.00

- Professional Dues	\$ 750.00
- Legal Fees	\$ 500.00
- Postage	\$ 400.00
- Electricity	\$ 34,000.00
- Gas	\$ 13,500.00

Increased Budget Lines:

- Salaries & Wages (+\$7,838)	\$259,256.00
- Health/Life/Disability (+\$5,527)	\$ 80,527.00
- Janitor (+\$1,949)	\$ 23,868.00
- Retirement (+\$598)	\$ 13,239.00
- Social Security/Medicare (+\$580)	\$ 19,833.00

C. Vinton noted that the bottom line Library 2017 budget request was \$554,432.00 (increase of \$16,492.00).

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

Discussion:

C. Vinton explained that the library runs a little differently than other department budgets. The bottom line number of their budget is an accurate depiction of what it costs to run the Library. Personnel costs such as FICA, worker's comp and health insurance are shown in this budget where they are in the Personnel budget under Executive for town employees.

J. Sherman added that the Library is managed by a Board of Trustees per State regulations.

C. Vinton noted that most of the lines are level fund with the exception of personnel related costs, increased compensation, which also has related insurance and retirement cost increases. He noted that the health insurance had been underfunded for 2016.

F. Hart asked what the employee's share of insurance cost is.

C. replied that some employees by contract are paying 10% share, others are at 15%.

F. Hart inquired as to who was providing landscaping services for the Library. It was noted that Lavallee Landscaping was the contractor.

There was discussion about janitorial services. It was explained that the Town provides the Library with a custodian and the Library reimburses the Town for the costs. The janitor provides 28 hours of service to the Library.

There was discussion about some of the systems, such as the HVAC and sprinkler systems that are original to the building and are starting to show some age issues.

★F. Hart moved, second by T. Holt, to take the 2017 Library Budget in the amount of \$554,432.00 under consideration. There was no discussion on the motion. The vote was 9-0-0 U/A.

Health Department – Dennise Horrocks, Health Officer

D. Horrocks presented the Health Department's 2017 budget request noting the following:

Level Funded Budget Lines:

-	Part-Time Position	\$	500.00
-	Telephone	\$	1,416.00
-	Training	\$	400.00
-	Dues	\$	225.00
-	Office Supplies	\$	75.00
-	Mileage	\$	1,665.00
-	Medical Supplies	\$	500.00
-	Water Testing	\$	525.00
-	Mosquito Control	\$	40,000.00

Decreased Budget Lines:

-	General Supplies (-\$50.00)	\$	200.00
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Increased Budget Lines

-	Permanent Position (+\$250)	\$	42,288.00
-	Postage (+\$100)	\$	250.00

D. Horrocks noted that the bottom line Health Department's 2017 budget request was \$88,044.00 (increase of \$300.00).

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

Discussion:

D. Horrocks noted that there were three (3) sections to the mosquito control line; larvaciding; spring surveillance and emergency spraying. She noted that the line doesn't look like it's spent out every year because they have not had to do any emergency spraying. D. Horrocks added the money needs to remain available in the event emergency spraying needs to be done.

It was noted that the increase in the salary line was for a longevity adjustment.

D. Horrocks reported licensing revenues of approximately \$6,800.00.

F. Hart noted that the Fire Department does flu shots for their employees. She asked if there would be cost savings by combining them with the rest those who receive flu shots.

D. Horrocks explained that the Fire Department administers their own flu shots, while she receives a reduced rate from the healthcare provider for the shots.

F. Hart asked if the water testing done by the Health Department could be combined with those for the Conservation Commission.

D. Horrocks noted that the water testing that she does is drinking water sampling for required compliance testing. If there is an issue it needs to be addressed immediately.

★D. Nifakos moved, second by T. Holt, to take the 2017 Health Department Budget in the amount of \$88,044.00 under consideration. There was no discussion on the motion. The vote was 9-0-0 U/A.

Julie McNamara - Tax Collector

J. McNamara was not available for questions when her department's budget was presented. She was at this meeting to answer questions from the Committee.

F. Hart questioned a tax levy in the Town Report from 1990.

J. McNamara explained that it was for a contaminated site. Abatement was done as far back as was possible. It was noted that the levy was there in case anything was ever done with the site once it's cleaned up.

F. Hart asked if there were any big box stores or strip plazas in arrears on their taxes.

J. McNamara replied that she couldn't recall any at this time. She added those who are behind are notified in January and if necessary liens are done in April.

Recreation – Christina Cruz, Recreation Director, William Cove, Recreation Commission Chair

C. Cruz presented the Recreation Department's 2017 budget request noting the following:

Level Funded Budget Lines:

-	Part-Time	\$ 46,250.00
-	Overtime	\$ 2,500.00
-	Director Training	\$ 700.00
-	Equipment Maintenance	\$ 2,100.00
-	Mileage & Expense Reimbursement	\$ 1,000.00
-	Summer Recreation Program	\$ 31,595.00
-	Summer Transportation	\$ 5,500.00
-	Concerts	\$ 8,480.00
-	Buses to Destination	\$ 6,000.00
-	Youth Baseball	\$ 4,000.00
-	Youth Disbursements	\$ 1,000.00

- Ump Baseball/Softball/Bball	\$ 4,000.00
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Decreased Budget Lines:

- Uniforms (-\$700)	\$ 2,500.00
- Telephone (-\$1,160)	\$ 2,800.00
- Electric @ Fields (-\$390)	\$ 5,900.00
- Supplies & Equipment (-\$900)	\$ 3,000.00
- Grounds Keeping (-\$280)	\$ 5,000.00
- Community Trips (-\$400)	\$ 100.00
- Community Transportation (-\$500)	\$ 1,500.00
- Senior Programs (-\$1,000)	\$ 3,000.00
- Senior Trips (-\$6,000)	\$ 0.00
- Community Events (-\$1,000)	\$ 6,500.00
- Baseball/Softball Leagues (-\$2,680)	\$ 12,000.00

Increased Budget Lines

- Director Salary (+\$433)	\$ 37,773.00
- Postage (+\$250)	\$ 450.00
- Plaistow Pride (+\$250)	\$ 250.00

C. Cruz noted that the bottom line Recreation Department's 2017 budget request was \$193,898.00 (decrease of \$14,077.00).

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

Discussion:

C. Cruz explained some of the changes to her budget. She noted that the salary increase was for a longevity adjustment; increase in postage was due to the new quarterly Elder Affairs newsletter; and the increase in Plaistow Pride was because that program was being revived. Decreases were due to historical usage and increased use of the revolving account for some activities.

C. Cruz offered that the Department does collect revenues to offset their budget. She noted that the approximate amount was \$90,000.00 with \$66,000.00 coming from the Summer Recreation program.

There was discussion regarding participation in some of the sports leagues. It was noted that participation can ebb and flow over time. It was also noted that the Recreation Department was planning to increase the number of summer concerts in 2017.

There was discussion regarding the Summer Recreation program. It was noted that that past year there was more transportation used, due to the hot weather and the need to get the campers out of the heat.

C. Cruz noted a number of programs that the Recreation Department is running and will continue to run in 2017.

There was discussion regarding the electrical at the recreation fields. It was noted that only the scoreboard was using LED lighting. Other fixtures would need to be retro-fitted to be converted.

There was discussion regarding field maintenance. It was noted that the parking lot was recently re-paved by the Highway Department, but they did not do all the field maintenance.

★M. Sumner moved, second by D. Nifakos, to take the 2017 Recreation Department Budget in the amount of \$193,898.00 under consideration. There was no discussion on the motion. The vote was 9-0-0 U/A.

Police Department – Kathleen Jones, Police Chief

K. Jones presented the Police Department's 2017 budget request noting the following:

Level Funded Budget Lines:

- Pre-Employment Screening	\$ 2,150.00
- Training	\$ 2,500.00
- Dues & Subscriptions	\$ 1,000.00
- General Supplies	\$ 12,000.00
- K-9 Supplies	\$ 2,000.00
- Postage	\$ 925.00
- Jail Maintenance	\$ 1,500.00
- Books & Periodicals	\$ 500.00
- Community Services Supplies	\$ 750.00
- Expense Reimbursement	\$ 1,100.00
- Vehicle Maintenance/Repair	\$ 19,000.00
- ACO Medical (Veterinarian Services)	\$ 500.00
- Wildlife Control	\$ 150.00

Decreased Budget Lines:

- Management Information Systems (MIS) (-\$282)	\$ 34,103.00
- Collective Bargaining Agreement Education (-\$500)	\$ 1,000.00
- Rentals & Leases (-\$97)	\$ 3,839.00
- Office Supplies (-\$1,500)	\$ 6,500.00
- Equipment Maintenance/Repair (-\$1,018)	\$ 24,725.00
- Equipment Purchase (-\$1,770)	\$ 17,630.00
- Officer Salaries (-\$12,434)	\$744,929.00
- Part-Time Officers (-\$4,887)	\$ 12,047.00
- Telephone & Communications (-\$3,931)	\$ 17,442.00
- Gasoline (-\$4,016)	\$ 30,984.00
- Part-Time Dispatch ((-\$2,752)	\$ 9,008.00
- Dispatch Uniforms (-\$100)	\$ 4,450.00
- Kennel Repair & Maintenance (-\$200)	\$ 300.00

Increased Budget Lines:

-	Administrative Salaries (+\$1,449)	\$441,311.00
-	Prosecutor (+\$4,349)	\$ 56,151.00
-	Communications Tower (+\$497)	\$ 15,737.00
-	Officer Overtime (+\$2,940)	\$149,926.00
-	Officer Uniforms (+\$5,800)	\$ 33,550.00
-	Capital Equipment (+\$218)	\$ 76,392.00
-	School Crossing Guard (+\$109)	\$ 16,895.00
-	Dispatch Salaries (+\$6,731)	\$243,472.00
-	Dispatch Overtime (+\$11,394)	\$ 27,000.00

K. Jones noted that the bottom line Police Department 2017 budget request was \$2,011,466.00 (level funded).

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

Discussion:

K. Jones noted that most of the increased line items were due to contractual obligations under the current Collective Bargaining Agreement (CBA). She noted that decreases were due to reductions in service contracts on some of the equipment. There were also reductions related to longer term officers leaving and being replaced with entry-level officers at a lower pay rate. It was noted that the gasoline line will be revisited later in the year, as will all fuel and energy lines in all departments.

There was discussion about the communications towers, one in Atkinson and one on Route 108. It was noted that they greatly increased communications abilities.

There was discussion about the training schedule for the new dog. It was noted that the dog will arrive 4-6 weeks before training in April of 2017. It was noted that the K-9 officer does get paid while training with the new dog. The department is currently looking at different breeders.

There was discussion regarding new officer training and how that affects the officer over-time line. K. Jones also explained uniforms for new officers as well as replacements under the CBA. It was noted that the Class A uniforms were the dress jackets that officers wear to funerals, parades and the like. It was also noted that the Police Association did help with some of the uniform costs.

D. Nifakos questioned the ETO (Earned Time Off) buyback in the salary lines. It was noted that employees are able to "buy back" time that they have earned. This includes vacation, sick and holiday time. There is a cap for the buy back.

S. Cafiso asked if Plaistow has their own ACO (Animal Control Officer) or if we share with another town.

K. Jones responded that we've never shared our ACO, but we have used mutual aid with other towns when we were between hires. The ACO works part-time, fifteen (15) hours a week.

There was discussion regarding the shared prosecutor. Plaistow shares a prosecutor with Atkinson, Danville, Hampstead and Kingston. Newton used to participate, but not any longer. K. Jones praised the service the town receives by housing the prosecutor, noting it to be of great quality for the price.

D. Nifakos questioned the MIS police software from 1994 and asked if there would be a need to change in the future.

K. Jones noted that they were happy with the software vendor and updates continued to be provided so she didn't see a reason to change at this time.

There was discussion about paid details for the officers. It was noted that the rate had not changed in a while so as the officer gets more of the split the Town is receiving less. K. Jones noted that she was considering requesting an increase in the rate that is charged for details.

★D. Nifakos moved, second by M. Sumner, to take the 2017 Police Department Budget in the amount of \$2,011,466.00 under consideration. There was no discussion on the motion. The vote was 9-0-0 U/A.

NEW BUSINESS

Budget Committee Vacancy

D. Heffernan noted that he had checked the RSAs and the proper posting period for a vacancy is five (5) days. He added that the position left vacant with the resignation of Scott Sullivan was posted last Wednesday through this afternoon.

D. Heffernan explained that three (3) letters of interest were received:

- Bob Hamilton
- David Gerns, with letters of support from Kristin Lewis Savage and Peter Bealo
- Ty Vitale

B. Hamilton and T. Vitale were present in the gallery.

J. Sherman explained that it was not law, but practice, that he as the Selectmen's Representative to the Budget Committee votes on matters based upon how the Board of Selectmen vote on a matter, which includes the filling of a vacancy on the Budget Committee. He noted that the Board of Selectmen considered the vacancy at their meeting and he would be voting as directed.

D. Heffernan noted that these two of the current candidates, Hamilton and Gerns were on the ballot for Budget Committee last March. He added that it was difficult to compare how each did in that voting because they were on the ballot for different terms. He also added that Mr. Sullivan's term was for one (1) year.

F. Hart offered that she didn't think it was right for the Board of Selectmen to make a suggestion as to who the Budget Committee should appoint.

D. Heffernan noted that J. Sherman is a voting member of the Budget Committee as a representative of the Board of Selectmen. He added that he was offering an explanation as to why he was voting the way he was, that it was at the directive of the Board of Selectmen.

Voting:

- David Gerns – 4 votes (Heffernan, Holt, Sumner, Sherman)
- Bob Hamilton – 5 votes (Hart, Cafiso, Milette, Lambert, Nifakos)
- Ty Vitale – 0 votes

Bob Hamilton will be sworn in to take the seat vacated by S. Sullivan.

COMMITTEE REPORTS

Capital Improvement Plan (CIP)

F. Hart offered that she had not been getting all the updates from the CIP Committee.

J. Sherman noted that there were some typos in the document that Greg Jones, Town Planner was correcting and then the document was to be distributed.

It was noted that the CIP has been approved by the Planning Board. Tim Moore, Planning Board Chair will be presenting it to the Budget Committee on November 15.

S. Cafiso noted that he was the alternate to the CIP Committee and asked if he would be filling S. Sullivan's seat on that committee. It was noted that the CIP Committee would not be meeting again until next year.

Public Safety Building Committee (PSBC)

M. Sumner noted that the PSBC will be meeting the next Thursday morning. It was noted that pictures still need to be posted to the website.

There were no other committee reports

OLD BUSINESS

There was discussion regarding changing the way that budgets are presented, perhaps even going to a single day of presentations. It was also suggested that if it were a single day presentation then perhaps both the Budget Committee and Board of Selectmen could be there together. It was noted that could be problematic when it came to voting, where the Board of Selectmen vote to approve before the budgets move on to the Budget Committee. This will be posted as an agenda item for a future meeting to discuss ideas.

M. Sumner noted that the Committee should be setting the dates for the Budget Public Hearing and the Deliberative Session.

Budget Committee Operating Procedures

D. Heffernan noted that changes discussed at the last meeting had been made and he was looking at adoption of the Operating Procedures. He suggested that a consensus would be sufficient to adopt the document. All agreed to the adoption of the Budget Committee Operating Procedures as of October 25, 2016.

L. Lambert noted a number of typos and offered to fix them for the final document.

J. Sherman suggested that the date the document was adopted be noted on the first page as well.

S. Cafiso offered that he wished he had something like this document when he was first starting out on the Budget Committee.

It was noted that this document would be a guideline for the Budget Committee.

Parking Lot

T. Holt left the meeting at 7:55 p.m.

Pending Items Resolved:

- J. Sherman provided the link to revenues on the Town's website. That link was emailed to the members after the last meeting (Item #20)
- The Budget Committee Operating Procedure was adopted at this meeting (Item #11)
- RSA Information on BudCom Appointments/Posting Timelines was completed with the appointment of Bob Hamilton at this meeting (Item #21)
- J. Sherman requested that Item #17's due date be changed to November 15 as there will be more information available after the RSMS (Road Service Maintenance System) was updated
- No additional updates were available

New Items Added: None

There was no additional business before the Committee and the meeting was adjourned at 8:00 p.m.

Respectfully Submitted:

Dee Voss
Recording Secretary