

BUDGET COMMITTEE MEETING
September 30, 2014

Call to Order: 6:48 p.m.

ROLL CALL

Present: Martha Sumner, Chair
Kristin Lewis Savage, Vice Chair
Tricia Holt
David Gerns
Darrell Britton, *excused*
Dennis Heffernan
Jack Paone
Charles Fowler, *excused*
Dean Nifakos
John Sherman, Selectmen Ex-Officio

Also Present: Sean Fitzgerald, Town Manager

The Pledge of Allegiance was led by Tim Moore, Planning Board Chair

APPROVAL OF MINUTES

The minutes of September 24, 2014 will be voted on at the next meeting

BUDGET PRESENTATIONS:

Planning – Tim Moore, Planning Board Chair and Leigh Komornick, Town Planner

T. Moore explained the Planning Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Minute Taker	\$ 3,600.00
• Overtime	\$ 1,000.00
• Engineering Consulting Fees	\$ 3,000.00
• Mapping	\$ 3,000.00
• Attorney Fees	\$ 7,000.00
• Notices and Publications	\$ 1,500.00
• Dues	\$ 100.00
• Books and Periodicals	\$ 100.00
• Master Plan Update	\$ 5,000.00
• Impact Fee Update	\$ 5,000.00

Increased Budget Line Items

• Telephone (+\$100)	\$ 900.00
• Postage (+\$500)	\$ 1,500.00
• Equipment Purchases (+\$600)	\$ 1,000.00

Decreased Budget Line Items

• Permanent Positions (-\$8)	\$ 50,046.00
• Education and Training (-\$400)	\$ 300.00
• Office Supplies (-\$50)	\$ 200.00
• Equipment Repairs (-\$100)	\$ 300.00
• Mileage Reimbursement (-\$200)	\$ 300.00
• Recording Fees (-\$500.00)	\$ 1,000.00

T. Moore offered that the bottom line budget request for the Planning 2015 budget is \$84,846.00 (decrease of \$58).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

T. Moore noted that following about the Planning Budget:

- The telephone and postage increases are based on recent actual expenses. It was noted that the telephone is a landline only and that some of the postage is recovered from applicants
- The Planning Board members have been on the Board for many years and therefore are attending less training. They are also taking more advantage of available free training
- Office supplies decrease is based on recent actual
- Equipment repairs costs are down as the plotter was serviced last year
- The increase in equipment purchases is for flat file drawers
- With less off-site training activities the mileage costs are reduced
- The recording fees have been lowered and some of those costs are recouped from developers

There was discussion about planned updates to the Master Plan. It was noted that the Transportation Chapter is currently being worked on. The next chapter(s) to be reviewed will most likely be either Economic Development, which would be a new chapter and/or Housing, which will mostly be updating the tables.

There was discussion on updating the Impact Fees. It was noted that the Recreation Impact Fees are currently under review. The Committee was given a copy of the Town Report page on Impact Fees as well as the amounts collected 2014 year-to-date. It was noted that once the Recreation Impact Fee was updated that the School and/or Public Safety would also be reviewed, particularly in light of plans to build a new safety complex.

T. Moore updated the Committee on some of the construction that has been going on this year.

L. Komornick noted that some new residential lots had come to be from a change in legislation that unmerged substandard lots that the Town's previous zoning had merged.

There was additional discussion regarding updates to Impact Fees. It was noted that Bruce Mayberry helped with the methodology for the original School Impact Fee and was considered a "guru" on the subject. It was noted that when the last update was done to the School Impact Fees the cost was \$7,500. It was questioned whether a discount could be had by updating more than one Master Plan Chapter and/or Impact Fee at the same time.

T. Moore didn't think that there would be a significant savings.

S. Fitzgerald added that there was such a small group of professionals who do this kind of work that there wasn't a lot of price variation.

K. Lewis Savage moved, second by T. Holt, to take under consideration the Planning budget in the amount of \$84,846.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

M. Sumner suggested that if any Committee members had questions about Impact Fees they could ask T. Moore about them when he came back to do the CIP presentation.

Conservation Commission – Tim Moore, Secretary

T. Moore explained the Conservation Commission's Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Part-time Position	\$ 400.00
• Water Testing	\$ 6,730.00
• Training	\$ 500.00
• Dues	\$ 325.00
• Mileage/Travel	\$ 225.00

Decreased Budget Line Items

• Supplies (-\$10)	\$ 1,500.00
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T. Moore offered that the bottom line budget request for the Conservation Commission 2015 budget is \$9,680.00 (decrease of \$10).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

T. Moore noted the budget was essentially level funded. He noted that the decrease in the supply line was because they had completed that display booth last year. T. Moore added that there were still water shed signs to be posted.

M. Sumner asked if some of the bills for water testing had yet to be submitted.

T. Moore replied that it was typically a 4th quarter expense.

S. Fitzgerald noted that the EPA (Environmental Protection Agency) was requiring a new MS4 permit, which required additional testing. He added that Little River is impaired and ways to identify the source and clean it up are being researched.

K. Lewis Savage moved, second by D. Heffernan, to take under consideration the Conservation Commission budget in the amount of \$9,680.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

Town Clerk – Maryellen Pelletier, Town Clerk

M. Pelletier explained the Town Clerk's Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Salary- Deputy & Assistant	\$ 43,715.00
• Computer License Fee (Bond)	\$ 885.00

- Dues \$ 45.00
- Office Supplies \$ 1,000.00
- Postage \$ 4,500.00
- Office Equipment & Maintenance \$ 1,000.00
- Mileage Reimbursement \$ 700.00

Increased Budget Line Items

- Town Clerk Salary (+\$1,000) \$ 40,916.00
- Telephone (+\$200) \$ 1,200.00
- Computer Hardware/Software (+\$83) \$ 4,200.00
- Dog Tags & Forms (+\$60) \$ 660.00

Decreased Budget Line Items

- Training Expenses (-\$300) \$ 1,800.00

M. Pelletier offered that the bottom line budget request for the Town Clerk 2015 budget is \$100,621.00 (increase of \$1,043).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

M. Pelletier explained each line noting the following:

- Phone increase is based on recent actual. It was noted that phone bills are no longer routinely distributed.
- Training is decreased because the Deputy has completed all the necessary training
- Dog tags fees have gone up as there is an increase in the number of dogs
- The books are in good shape and it is not felt necessary to do any work to them this year

There was a discussion about the telephone bill. It was thought odd that departments aren't given bills to be able to spot if something was off. S. Fitzgerald noted that copies are available upon request. It was also noted that lines come from a pool, but are bills out to departments, so it may not even be the department that is causing the increase. S. Fitzgerald noted that they are exploring different phone options, including VOIP (Voice Over Internet)

- Much of the postage costs are recouped

K. Lewis Savage questioned when revenue figures would be available.

J. Sherman noted that the BOS were scheduled to look at those numbers later in October.

K. Lewis Savage asked for an advance copy as she found it helpful to be able to see what costs are offset by revenues. She also questioned when the year-to-date expenditures would be updated.

K. Lewis Savage moved, second by T. Holt, to take under consideration the Town Clerk budget in the amount of \$100,621.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

Cultural – Sean Fitzgerald, Town Manager

S. Fitzgerald noted that Haley Bush would not be available to attend this meeting.

S. Fitzgerald explained the Cultural Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- | | |
|-----------------------|--------------|
| • Part-Time Positions | \$ 304.00 |
| • Events & Activities | \$ 26,315.00 |

S. Fitzgerald offered that the bottom line budget request for the Cultural 2015 budget is \$26,619.00 (level funded).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

S. Fitzgerald offered that he felt the Old Home Day Committee did an excellent job putting together the Town's celebration. He noted contributions from the Lion's Club and Town Hall Staff as well. He suggested that additional fundraising could increase the number of activities that could be made available.

M. Sumner noted that the entire Old Home Day budget was contained in a single line item and requested a breakdown of the 2014 Old Home Day expenses.

D. Heffernan asked what the part-time positions noted were.

S. Fitzgerald noted that were Summer Recreation Program Counselors.

D. Heffernan asked if Police and Fire personnel were noted in this budget.

S. Fitzgerald answered those numbers would be reported in the individual departments.

M. Sumner suggested that having those numbers included in the Old Home Day budget would show the truer costs of the event.

K. Lewis Savage moved, second by D. Gerns, to take under consideration the Cultural budget in the amount of \$26,619.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

There was additional discussion about reviewing all costs, to the all participating departments, for the Old Home Day celebration.

Zoning – Dee Voss, ZBA Administrative Assistant

D. Voss explained the Zoning Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- | | |
|----------------|-------------|
| • Minute Taker | \$ 1,800.00 |
| • Legal | \$ 2,000.00 |
| • Training | \$ 300.00 |

- Notices & Publications \$ 1,746.00
- Supplies \$ 100.00
- Postage \$ 1,000.00
- Equipment \$ 1.00
- Books & Periodicals \$ 163.00
- Expense Reimbursement \$ 0.00

D. Voss offered that the bottom line budget request for the Zoning 2015 budget is \$7,110.00 (level funded).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

K. Lewis Savage moved, second by D. Gerns, to take under consideration the Zoning budget in the amount of \$7,110.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

Patriot – Sean Fitzgerald, Town Manager

S. Fitzgerald explained the Patriot Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- Memorial Day \$ 800.00
- Patriotic Purposes \$ 200.00

S. Fitzgerald offered that the bottom line budget request for the Patriotic 2015 budget is \$1,000.00 (level funded).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

S. Fitzgerald noted that this budget supported Memorial Day and Veteran's Day activities. He added that the Carl. G. Davis post will be submitting receipts for reimbursement for the support they give the town.

K. Lewis Savage questioned that only \$117 had been paid out year-to-date.

S. Fitzgerald replied that some years the receipts come early, some years late. He noted that he would remind them to submit.

K. Lewis Savage moved, second by D. Gerns, to take under consideration the Patriotic budget in the amount of \$1,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

Conflict of Interest – Sean Fitzgerald, Town Manager

S. Fitzgerald explained the Conflict of Interest Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- Training \$ 350.00
- Office Supplies \$ 140.00
- Postage \$ 110.00

S. Fitzgerald offered that the bottom line budget request for the Conflict of Interest 2015 budget is \$600.00 (level funded).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

S. Fitzgerald noted that this was a minimal budget. He added that he had hopes that the members would take more advantage of training.

K. Lewis Savage moved, second by D. Heffernan, to take under consideration the Conflict of Interest Committee budget in the amount of \$600.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

Insurance – Sean Fitzgerald, Town Manager

S. Fitzgerald explained the Insurance Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- Deductible Prop-Liability \$ 3,000.00

Decreased Budget Line Items

- Property Liability (-\$20,000.00) \$ 60,000.00

S. Fitzgerald offered that the bottom line budget request for the Insurance 2015 budget is \$63,000.00 (decrease \$20,000).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

It was noted that this is the insurance the covers the Town in case of a car accident or damage municipal property. The town's property is valued at \$14.7M.

D. Heffernan questioned if all Town property was covered. It was confirmed that it was.

S. Fitzgerald noted that the deductible line was in the budget in the event that a payout had to be made the cost of the deductible would not affect other department line items.

It was questioned why there was a \$20,000 decrease in the line. S. Fitzgerald offered that if information to the contrary comes to his attention he would come back for an adjustment to the line, but based on the \$14.7M valuation he felt this was a good number.

K. Lewis Savage moved, second by T. Holt, to take under consideration the Insurance budget in the amount of \$63,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

Street Lights – Sean Fitzgerald, Town Manager

S. Fitzgerald explained the Street Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- Street Lights \$ 97,000.00

S. Fitzgerald offered that the bottom line budget request for the Street Lights 2015 budget is \$97,000.00 (level funded).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

S. Fitzgerald noted that there are 437 street lights in Town. He added that these numbers will be reviewed again later in November/December when certain energy markets and commodities reports are available.

M. Sumner asked if the count included new streets that have been added.

S. Fitzgerald offered that he believed that it did. He added that they were also exploring the possibility of LED lighting replacements to lower energy consumption. S. Fitzgerald noted that up until this time LED was not a viable option as they were not well suited for cold weather. He added that advances in the technology have been made to make LED lighting worth another look.

It was noted that there are four (4) new light poles being installed at PARC and they would need to be added into the count. It was also noted that the Highway Safety Committee was responsible for making recommendations for the placement of street lights in new developments. It was noted that when new roads are accepted by the Town the street lighting costs then become the responsibility of the Town.

J. Sherman related a story about what happened when half the street lights were turned off to save costs. There were many unhappy residents.

S. Fitzgerald noted that public safety benefits of adequate street lighting. He reiterated that LED lighting was being explored as the cost-saving way to go.

M. Sumner asked if there could be revisions in these numbers once the energy and commodities market numbers are updated.

S. Fitzgerald replied that could be true of all department budgets with utility lines.

Solid Waste Collection – Sean Fitzgerald, Town Manager

S. Fitzgerald explained the Solid Waste Collection Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- Sanitation/Solid Waste Collection \$ 500,000.00
- Hazardous Household Waste \$ 15,000.00

S. Fitzgerald offered that the bottom line budget request for the Solid Waste Collection 2015 budget is \$515,000.00 (level funded).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

S. Fitzgerald explained how the solid waste collection fees are billed out the town. He noted that a rainy season can increase the collection costs because the weight of the trash when it is wet. S. Fitzgerald noted that there had been great decreases in the amount the Town has to pay with the increase in recycling. He offered that more work needed to be done to increase the recycling even more, which decreases the costs of trash collection.

There was a discussion about Household Hazardous Waste Collection Days. It was noted that Plaistow Shared the collection days with two other towns and the location rotates, each Town bearing the costs of hosting a collection day. It was noted that there was a grant that was shared by all the participating communities when hosting the event. Plaistow hosted the event twice in 2104 and it wasn't the Town's turn to receive the grant money, that's why the costs show has higher last year.

K. Lewis Savage noted that the line for hazardous waste collection had been overspent.

S. Fitzgerald replied that there has been some renegotiating of contracts for additional savings. He added that they were exploring additional ways to encourage or even mandate more recycling for significant savings. He noted that Plaistow's current recycling rate is 18% with a short term goal of 30% participation.

There was discussion on state-wide recycling efforts. It was noted that collecting data on the subject was difficult as most are too many varied sources on the information. It was noted that state-wide recycling is estimated to be 20%.

K. Lewis Savage moved, second by D. Nifakos, to take under consideration the Solid Waste Collection budget in the amount of \$515,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

Solid Waste Clean-Up – Sean Fitzgerald, Town Manager

S. Fitzgerald explained the Solid Waste Clean-Up Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- | | |
|---------------------|--------------|
| • Landfill Overtime | \$ 8,000.00 |
| • Engineering | \$ 29,000.00 |
| • Grounds Keeping | \$ 10,000.00 |

S. Fitzgerald offered that the bottom line budget request for the Solid Waste Clean-Up 2015 budget is \$47,000.00 (level funded).

It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).

Discussion:

S. Fitzgerald noted that this budget was to support the maintenance of the Landfill and all the regulations involved. He added the budget included engineering required to meet all the regulatory demands of the capped landfill. S. Fitzgerald offered that it also included overtime for the Highway Department personnel who attend the brush collection pile.

K. Lewis Savage noted that nearly \$87,000 was spent in 2103 and only \$47,000 was requested for 2014. She questioned if the budget was being adequately funded.

S. Fitzgerald explained the fluctuations are due to changes in engineering costs for monitoring the landfill. He added that 2013 included a one-time trenching expense to mitigate the gases and protect the Highway Garage. S. Fitzgerald noted that Highway Garage needs to be relocated to get it away from the landfill and the gases that are produced there.

There was discussion about how the landfill cap functions and what efforts are necessary to maintain it over time. There are very specific requirements from NHDES (New Hampshire Department of Environmental Services) that must be adhered to. It was noted that there is also an issue with ATVs (All Terrain Vehicles) riding over the landfill cap. It was noted that grants and alternative methods of maintenance are being looked into.

K. Lewis Savage moved, second by T. Holt, to take under consideration the Solid Waste Clean-Up budget in the amount of \$47,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.

It was noted that the following budgets would be reviewed at the next meeting:

- Government Buildings
- Legal
- Assessing
- Human Services Admin
- Human Services Assistance
- umanhhuman Services Agencies
- Elections & Registrations
- Cable
- Highway Admin
- Highway Street

K. Lewis Savage requested that the updates for year-to-date expenditures be made for the next meeting. She also requested a spreadsheet that showed approved budgets versus actual expenditures (over all budgets, not line-by-line) dating to 2013 be provided.

It was noted that the Budget Committee training would be on October 29, 2014 at Plaistow Town Hall.

COMMITTEE REPORTS

D. Heffernan noted that he had a Public Safety Complex Building Committee Meeting on Thursday.

D. Gerns offered that he had been told there would be a CIP meeting soon.

NEW BUSINESS

A detailed report of the Old Home Day Committee 2014 Expenses was requested.

New binders for the members will be ordered.

OLD BUSINESS

M. Sumner reminded that the detailed roll-up expenses for a new Finance Director had been requested.

S. Fitzgerald replied that he had the numbers and would be sharing the information with the Board of Selectmen at their next meeting and then would distribute it to the Budget Committee.

The meeting was adjourned at 8:33 p.m.

Respectfully Submitted:

Dee Voss
Recording Secretary