

BUDGET COMMITTEE MEETING
December 30, 2014

The meeting was called to order at 6:47 p.m.

ROLL CALL

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

Also present: Sean Fitzgerald, Town Manager

The Pledge of Allegiance was led by Dennis Heffernan

APPROVAL OF MINUTES

Approval of Minutes was deferred to the next meeting.

BUDGET REVIEW

S. Fitzgerald noted that he had prepared a memo that outlined recent changes that had been reviewed and approved by the Board of Selectmen (BOS). There were adjustments made to departments with gasoline lines; electrical and gas (natural) lines. S. Fitzgerald noted that the adjustments were based on lower gasoline prices and projections from the federal energy agencies. He added the projection for 2015 is \$2.60/gallon barring any change in global demand or OPEC actions. The Town will be using a figure of \$3.00/gal to calculate budgetary needs.

Changes to budget lines were in these department budgets:

Gasoline:

<u>Department</u>	<u>YTD Usage</u>	<u>Adjustment</u>	<u>Revised Budget Line</u>
Government Buildings	\$403.51	\$150.00	\$450.00
Police Department	\$47,603.46	\$8,000.00	\$42,000.00
Fire Department	\$13,290.94	\$1,641.00	\$12,000.00
Building Inspection	\$1,859.15	\$300.00	\$2,000.00
Highway Administration	\$26,934.13	\$5,000.00	\$25,000.00
Water Department	\$420.49	\$400.00	\$2,000.00

Electric:

S. Fitzgerald noted that the Town was participating in third party vendor supplying for electricity for municipal buildings which has offered significant savings. He added that he would like to

include the water department in future contracts. S. Fitzgerald noted other efforts being made to decrease electrical bills, including using less light bulbs in the Town Hall Great Room.

J. Sherman offered that the Committee would not be seeing changes in the Library's electrical budget. He noted that the Library is still using Unitil.

There was a discussion regarding getting the Library on board with third party vendor electrical purchasing. S. Fitzgerald noted that he has been talking to the Director about the service and would continue to follow up with him. He added that the felt at this point the Library would continue to carry the approved amount even if they did move to a third party vendor. It was reminded that the Library runs autonomously.

J. Paone questioned if it was possible to deny the Library. It was noted that the Committee could vote not to approve their budget when it is presented or recommend a different amount.

<u>Department</u>	<u>YTD Usage</u>	<u>Adjustment</u>	<u>Revised Budget Line</u>
Water Department	\$7,500.00 (approx)	\$2,000.00	\$9,500.00

Gas (Natural/Propane):

It was noted that, based on projections by the US Department of Energy, there are no changes recommended for these lines beyond what has already been reviewed and/or approved.

The Committee voted to take the amended budgets under consideration.

D. Gerns moved, second by D. Britton, to take under consideration the Government Buildings Budget request in the amount of \$177,260. The vote was 8-0-0 U/A.

D. Gerns moved, second by D. Nifakos, to take under consideration the Police Department/ACO Budget request in the amount of \$1,941.054. The vote was 8-0-0 U/A.

D. Nifakos moved, second by D. Heffernan, to take under consideration the Building Inspection Budget request in the amount of \$114,347. The vote was 8-0-0 U/A.

D. Gerns moved, second by D. Britton, to take under consideration the Public Works Administration Budget request in the amount of \$286,486. The vote was 8-0-0 U/A.

D. Gerns moved, second by D. Nifakos, to take under consideration the Water Department Budget request in the amount of \$43,105. The vote was 8-0-0 U/A.

Fire Department – Additional Adjustments

S. Fitzgerald noted that the BOS had met to review the Fire Chief's request for a new administrative position. He noted that they voted to remove the request from the operating budget and propose it as a Warrant Article instead.

It was noted that the Town has always brought new positions forward as Warrant Articles and then they would be in the operating budget the following year, if approved. There was discussion of the difference between the numbers in the Warrant Article and the adjustment to the operating budget. It was noted that the Warrant Article included associated soft costs, such as insurance and taxes for the new position and the operating budget was reflective of just the salary. The new position, if approved, was anticipated to be filled in May or June of 2015.

D. Gerns moved, second by D. Britton, to take under consideration the Fire Department Budget request in the amount of \$562,606.00.

J. Sherman noted for clarification that the adjustment of the Fire Department Budget was reflective of not only removing the new position salary, but changes in utility lines.

M. Sumner offered that the number still seemed like a big difference than what was originally presented, all things considered.

J. Sherman responded that Chief McArdle had initially presented an incorrect number.

M. Sumner asked if this was intended to be a part or full time position.

S. Fitzgerald noted that it would be a full time position. He added that it was felt that they would not be able to get a quality candidate for the position if it were part time.

There was no additional discussion on the motion. The vote was 8-0-0 U/A.

M. Sumner noted that next week she would like to be able to vote to approve all the budgets. She asked that anyone with questions get them to her ahead of time to hopefully get them answered for the next meeting.

S. Fitzgerald offered there may be adjustments to the liability insurance line and he hoped to have that information for the next meeting.

WARRANT ARTICLE REVIEW

It was noted that the BOS had decided not to move some of the Warrant Articles forward. It was noted that fourteen (14) Articles were not moved forward. Two that the Committee had reviewed had been dropped as the BOS was looking for additional information. Those included the paving around Pollard Park as well as requests from the Emergency Management Department.

The Committee reviewed Warrant Articles that had been recently updated by the BOS.

NOTE: Not all proposed Warrant Articles were discussed at this meeting. If there were no changes proposed for the Budget Committee to consider, the Article was not discussed.

PUBLIC SAFETY COMPLEX EXPANSION

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$11,000,000.00 for the expansion of the Public Safety Complex and to authorize the issuance of not more \$11,000,000.00 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 equipage.

(Recommended by the Board of Selectmen (3-0-0) and the Budget Committee (0-0-0). This bond request is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To finance the Public Safety Expansion. Passage of a bond warrant article requires a 60% majority.]

Discussion:

It was suggested that the intent be updated to include information on current deficiencies with the existing facility. It was also suggested that the word “or” be deleted in the phrase “...building construction and/or renovation...” because there will definitely be renovations to the building for the Fire Department. It was further suggested that there needed to be something to state that the current facility would be renovated to house the Fire Department.

S. Fitzgerald offered to have the Police and Fire Chiefs attend the next meeting to discuss the project.

S. Fitzgerald was asked how confident he was that this number would be adequate for all proposed work.

S. Fitzgerald noted that he was very confident that this number would be adequate to cover design and engineering work, site work, including the new cemetery access, building the new structure and renovating the existing building with an adequate contingency.

S. Fitzgerald explained that the Public Safety Building Complex Committee had been working very hard on this project; they had visited other newly built facilities to see what should be included in Plaistow’s facility.

M. Sumner noted that she didn’t think there would be time available for a full presentation at a Budget Committee meeting.

S. Fitzgerald suggested that it be scheduled for another night and be opened to the public.

J. Sherman added they would give the Budget Committee a presentation of any level of detail the Committee would like.

D. Heffernan (also sitting on the Public Safety Complex Building Committee) offered that they were mindful of addressing the needs of the Police and Fire Departments for the next 30-40 years. He added that they considered that possible future need for personnel having to stay overnight as well as a community meeting room. He noted there were also sacrifices made by each department. He noted there were no real luxuries included in the design.

D. Britton noted his only concern with too healthy a contingency is the tendency to spend it on frills that were considered in the plan. He added that 8-10% was not an unheard of contingency.

S. Fitzgerald reminded that the BOS would be carefully monitoring the implementation of the plan to insure the monies are spent efficiently.

M. Sumner noted that the BOS vote only included three (3) members. She asked if they intended to re-vote their support of the Warrant Article.

J. Sherman responded that they would re-vote in consideration of any changes proposed by this Committee as well as to hopefully have all five (5) members present.

BUILDING SYSTEMS CAPITAL RESERVE FUND DEPOSIT

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$6,232.00. to be added to the existing Building Systems Capital Reserve Fund?

(Recommended by the Board of Selectmen (3-0-0) and Budget Committee (0-0-0); and this funding is included in the 2014-2019 Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace funds spent in 2014 for emergency 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. The money in this Capital Reserve Account is invested in an interest bearing account.]

Available balance of the Building Systems Capital Reserve Fund is \$X,XXX. As of December 31, 2014.

Discussion:

S. Fitzgerald noted that he was able to provide the BOS with a list of unanticipated repairs that had been made to municipal buildings in 2014. The number \$6,232.00 is reflective of that amount.

J. Sherman explained that when sudden needs for repairs arise and the operating budget is impacted this Capital Reserve Account serves to replenish those expenses. He added that account is generally maintained at a balance of \$20,000.00.

It was noted that the balance in this Capital Reserve Account, and all others would be updated for the final review of the Article.

FIRE SUPPRESSION PUMP AND PUMP HOUSE CAPITAL RESERVE FUND DEPOSIT

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$125,000 to be added to the existing Fire Suppression System Pump/Pump House Replacement Capital Reserve Fund?

(Recommended by the Board of Selectmen (2-1-0) and Budget Committee (0-0-0); and this funding is included in the 2014-2019 Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for future replacement of the pumps for the Fire Protection System and the pump house they are located in. The building that houses the pump that distributes the water for the fire suppression/protection system must be replaced at the same time that the pumps are replaced. In 2014, the Town hired Weston and Sampson to design the replacement of the Pump and Pump house and provided updates cost estimates for the project. The updated replacement costs are estimated to be \$345,100 for the pumps and \$489,900 for the pump house, site work, engineering, and construction, totaling \$835,000. These funds will be invested in an interest bearing account.]

Available balance of the Fire Suppression Pump and Pump House Capital Reserve Fund is \$XXX,XXX. as of December 31, 2014.

Discussion:

S. Fitzgerald noted that Weston and Sampson had given an update of costs for this project. Based on the updated costs the BOS had decided to increase the amount to be added to the Capital Reserve from \$70,000 to \$125,000. He offered to invite the engineering firm and the Fire Chief in to make a presentation to the Committee.

D. Britton offered that he felt \$1/2M was high for a pump house.

S. Fitzgerald noted that the estimate includes significant site work that needs to be done as well as considers the future space needs for the Water Department.

D. Gerns stated that he would prefer to just have the report sent to him instead of a presentation.

There was discussion on whether or not the pump and pump house had to remain where it is located or if there was any consideration given to combining it with the Highway Department at a future location. It was noted that even if that was a consideration, this facility would still need to be maintained at its current location, which is above the reservoir. It was noted to be a matter of public safety for this pump and pump house to be maintained. It was also noted that there is no room for a Highway Garage at the current location of the pump house.

J. Sherman noted that the costs were well broken down in the report.

RECREATION PLAN CAPITAL RESERVE FUND DEPOSIT – Is Now

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$50,000 to be deposited into the existing Recreation Capital Reserve fund?

(Recommended by the Board of Selectmen (3-2-0) and Budget Committee (0-0-0); and this funding is included in the 2014-2019 Capital Improvement Program as approved by the Planning Board.)

[Intent: To add funding to the Recreation Capital Reserve Fund 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.]

RECREATION PLAN CAPITAL RESERVE FUND DEPOSIT – Proposed Change

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$50,000 to be deposited into the existing Recreation Capital Reserve fund? Money in this fund is used to support the completion of projects included in the Towns Strategic Recreation Plan.

(Recommended by the Board of Selectmen (?-?-0) and Budget Committee (0-0-0); and this funding is included in the 2014-2019 Capital Improvement Program as approved by the Planning Board.)

[Intent: In 2012, the Recreation Commission completes a re-write of the Recreation Chapter of the Plaistow Master Plan. The Recreation Commission also developed a Strategic Recreation Plan that includes a list of the recreation projects that the Town should pursue over the next 6 years. Adding funding to this Recreation Capital Reserve each year should stabilize year-to-year tax impacts for these

various recreation projects and reduce or eliminate interest payments by having cash on hand. Money in this fund was used in 2014 to build batting cages at the PARC facility. This fund will be used to satisfy the proposed project in the Town's Master Plan, including but not limited to walking/running/biking trails, additional ball fields, community garden, dog park, etc. These funds will be deposited in an interest bearing account.]

Available balance of the Recreation Capital Reserve Fund in \$XXX,XXX. as of December 31, 2104.

Discussion:

J. Sherman noted that since the last Budget Committee meeting was canceled that he K. Lewis-Savage and M. Sumner took the liberty of re-wording some of the Warrant Articles. He noted that the intent was updated to mirror that of last year's Warrant Article.

D. Britton asked if the BOS had seen the new wording.

J. Sherman answered they had not but he spoken with members about the revision and he had confidence that the BOS will approve the revisions.

REPLACEMENT OF HIGHWAY DEPARTMENT DUMP TRUCK – Is Now

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$160,000 for the replacement of the 2008 dump truck and to withdraw \$160,000 from the Highway Department Vehicle Capital Reserve Fund for such replacement?

Appropriation:	\$160,000	
Withdrawal from the Highway Department Vehicle Capital Reserve fund:		=
<u>\$160,000</u>		
Amount to be raised by taxation:		\$0~

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

[Intent: To replace the Highway Department's 2008 International 6-wheel Dump Truck as part of the replacement schedule for Highway Department vehicles. This vehicle currently has been used for 2663 hours and the mileage is currently 20882. This also may authorize trading in the 2008 vehicle and applying the proceeds towards the purchase of a new truck. The new truck will be equipped with a dump body, plow, wing and sander. This is 1 of 2 main dump trucks that apply the salt and sand to our town roads]

REPLACEMENT OF HIGHWAY DEPARTMENT DUMP TRUCK – Proposed Change

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$160,000 for the replacement of the 2008 dump truck and to withdraw \$160,000 from the Highway Department Vehicle Capital Reserve Fund for such replacement?

Appropriation:	\$160,000	
Withdrawal from the Highway Department Vehicle Capital Reserve fund:		=
<u>\$160,000</u>		
Amount to be raised by taxation:		\$0~

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

[Intent: To replace the Highway Department's 2008 International 6-wheel Dump Truck as part of the replacement schedule for Highway Department vehicles. This vehicle currently has been used for 2663 hours and applying industry standard of one hour equals 45 miles driven equates to approx 120,000 miles. The Town has delayed needed repairs to the existing truck since it will be retired. Approval of this article may also authorize trading in the 2008 vehicle and applying the proceeds towards the purchase of this new truck. The new truck, like the current truck, will be equipped with a dump body, plow, wing and salt&sand spreader. This is 1 of 2 main dump trucks that apply the salt and sand to our town roads.]

Discussion:

D. Gerns stated that he could see what they were trying to do with this intent statement, but he found it to be confusing.

J. Sherman noted that he had received the information from Highway Supervisor, Dan Garlington.

D. Gerns offered that all that really needed to be known is that the truck is needed for plowing and digging etc. He added that the level of detail made it confusing. D. Gerns noted that all that really was necessary was to state that the truck get beat because it's used for very heavy work. He added that all the information about the mileage and how it translates is apples to oranges. He suggested that the intent state what the truck is used for and that it is at the end of its life cycle.

S. Fitzgerald added that it should also be noted that these vehicles are important public safety equipment.

M. Sumner noted that she didn't recommend putting in the information about the hours.

J. Sherman replied that he would take it out.

D. Gerns added that he felt it would be too confusing in the voting booth.

J. Sherman noted that he would make it more about the use and the avoided maintenance and there would be no mention about the hours and mileage.

D. Nifakos suggested that the year of the truck (2008) didn't make it sound all that old.

D. Gerns offered that it would be important to focus on the maintenance that will be avoided.

M. Sumner noted that the good thing is that the Town already has the money saved for the truck.

D. Heffernan added it was important to note that it's at the end of the typical life cycle.

D. Gerns suggested that the minutia could be discussed at Deliberative Session.

J. Sherman offered that he would be glad to accommodate the changes.

M. Sumner asked that they be emailed out to the members.

FIRE DEPARTMENT CAPITAL RESERVE ACCOUNT FOR THE REPLACEMENT OF THE SCBA (SELF CONTAINED BREATHING APPARATUS) TANKS AND HIGH TEMPERATURE MASKS AND ASSOCIATED DEPOSIT? – Is Now

Article P-15-XX: Shall the Town vote to create a Capital Reserve Fund to help level fund the replacement of Self Contained Breathing Apparatus (SCBA), SCBA tanks, and high temperature masks and further to raise and appropriate the sum of \$33,400 to be added to the SCBA Capital Reserve Fund?

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (0-0-0). 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, tanks, and masks. Putting money aside each year will allow for the orderly replacement of this equipment by leveling the yearly tax impact. This money can only be spent by a future vote at town Meeting. Reserve Funds are invested in an interest bearing account. This is the 1st year of 6 years of deposits. The total cost of replacement will be \$200,000.]

FIRE DEPARTMENT CAPITAL RESERVE ACCOUNT FOR THE REPLACEMENT OF THE SCBA (SELF CONTAINED BREATHING APPARATUS) TANKS AND HIGH TEMPERATURE MASKS AND ASSOCIATED DEPOSIT? – PROPOSED CHANGE – Including input from McArdle.

Article P-15-XX: Shall the Town vote to create a Capital Reserve Fund and raise and appropriate the sum of \$33,400 to deposit into this fund for the purpose of setting aside money for the replacement of Self Contained Breathing Apparatus (SCBA), SCBA cylinders, and high temperature masks? This capital reserve fund is being established pursuant to RSA 35:1.

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (0-0-0). 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 by leveling the yearly tax impact. This money can only be spent by a future vote at town Meeting. Reserve Funds are invested in an interest bearing account. This is the 1st year of 6 years of deposits. The total cost of replacement will be \$200,000. The current apparatus was purchased in 2007 under a federal grant and has an expected service life of 15 years.]

Discussion:

J. Sherman noted that changes were made with input from Fire Chief, John McArdle.

It was suggested that the last line of the intent to be removed as people may question why the Town is not pursuing more grants to fund this need.

COMMUNICATIONS RADIO DISPATCHING SYSTEM CAPITAL RESERVE ACCOUNT AND ASSOCIATED DEPOSIT?

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$50,000 to be Added to the Communications Radio Dispatching System Capital Reserve Fund?

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

[Intent: To continue to set aside money for the future purchase of a communication radio

Dispatching system. Putting money aside each year will allow for the orderly replacement of this system by leveling the yearly tax impact. This money can only be spent by a future vote at town Meeting. Reserve Funds are invested in an interest bearing account. This is the 2nd year of a 5 year deposit schedule to replace the Police Department's Communications Dispatching System for a total cost of \$200,000.]

Discussion:

It was noted that the balance of this capital reserve account needs to be added to the Warrant Article.

REPLACEMENT OF THE ROOFTOP HEATING AND COOLING CONTROL SYSTEM UNIT #4 ON THE PUBLIC SAFETY COMPLEX

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$15,000 for the replacement of the heating and cooling system for Unit #4 on the roof of the Safety Complex?

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

[Intent: To replace the existing Safety Complex heating and cooling component that is at the end of its serviceable life. This is the last unit that is part of the Johnson Control System which is failing. This unit was replaced in 1997 and generally has a life expectancy of 18-20 years]

Discussion:

It was suggested that some language be added to the intent to note that if the new Safety Complex is approved this building will still be used for the Fire Department.

There was discussion about whether or all these units would be replaced as part of the renovations on the building. It was noted that they wouldn't necessarily have to be as there has been good maintenance of the units and it would be a cost savings not to replace those that are still functioning well.

REPLACEMENT OF BUILDING DEPARTMENT INSPECTIONS TRUCK

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$27,000 to replace the Building Department's 2005 Inspection Truck?

(Recommended by the Board of Selectmen (3-2-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Building Inspector's truck that is utilized for Building Inspections and Code Enforcement issues in Town. ~The current vehicle is a 2005 Ford F-150 with 88,952 miles that is showing signs of wear and tear.~ As the vehicle is also utilized to travel to Concord several times a month, it's dependability is more and more in question.~ ~Approximately 10,000 miles put on annually. ~The Town would likely transfer the existing 2005 truck to the Town's Maintenance Department to be utilized around town for routine maintenance on various Town properties.]

Discussion:

S. Fitzgerald noted that there may be a change in the requested dollar amount as they were still exploring which vehicle option would best serve the Town.

D. Heffernan asked for a listing of all the Town's vehicles and their mileage (excluding Police vehicles).

M. Sumner suggested taking the mileage information out of the intent statement.

D. Heffernan suggested that in the interest of being honest and upfront the mileage information should be kept in.

WESTVILLE ROAD BRIDGE REPLACEMENT DESIGN

Article P-15-XX: Shall the Town vote to raise and appropriate the sum of \$140,000 for the Design Engineering Phase Study for the replacement of the Westville Road Bridge?

(Recommended by the Board of Selectmen (4-1-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To allow the Town to appropriate the money needed to hire a consultant to complete the required Design Engineering Phase Study for the replacement of the Westville Road Bridge.]

Discussion:

J. Sherman suggested that the title of this Article be changed as it is just for design work.

There was discussion as to whether or not this money would be eligible for replacement. It was noted that it could be, but it was important that the Town have a shovel-ready project when the monies are available as it would move us up the list to qualify. Having a complete design ready would be very important towards that goal.

There were concerns that it would be a gamble to spend the money and then not have the project be accepted by the State. It was noted that this is a red-listed bridge and there was confidence that it would be approved.

S. Fitzgerald noted that this Article needed to be listed as a non-lapsing article.

D. Gerns agreed that it needed to be noted as non-lapsing for legal purposes, but the voter may not understand what that means.

REPLACEMENT OF CABLE DEPARTMENT PLAYBACK/MESSAGE BOARD SERVER

Article P-15-XX: Shall the Town raise and appropriate the sum of \$40,000 to purchase a new playback/message server? The new server would provide future HD capabilities, and accept files in the modern media formats currently in use. We would be able to accept MPEG4/H.265 files. Currently all videos being posted on Vimeo and Channels 17/23 have to be encoded twice – in different formats. By having this equipment in place, we would be better prepared for when Comcast allows us the ability to broadcast in HD. Additionally, the program scheduling utility is far more powerful and allows us much more flexibility with the scheduling of shows on both channels.

Recommended by the Board of Selectmen (3-0-0) and the Budget Committee (0-0-0). This expense is in the 2014-2019 Capital Improvement Program as approved by the Planning Board.

[Intent: to replace the current server which will be obsolete from a functionality standpoint and would be an upgrade to the message board system currently in place. The upgrade would offer several benefits not currently realized by our 2008 Nexus equipment currently in use: flexibility of scheduling slides and short videos; ability to post “live” data, unattended, from various sources (Weather info, twitter feeds, etc); separate schedules for each channel; easily delegate slide posting to various department(Police/Fire, Library, Rec, etc); easily post emergency information while continuing regular rotation of slides. (See T.E.N./Channel 6 as an example).

Discussion:

It was noted that this is a new Article that the Committee had not yet seen.

S. Fitzgerald explained that when he initially with Dean Zanello on this server it was for \$27,000, but for \$40,000 the Town will be able to broadcast in HD. He offered that he felt this was a worthwhile enhancement, especially in consideration of the income that the Town receives from Comcast.

J. Sherman noted it would have capabilities such as being able to set an item in the scroll to automatically delete once the event had passed.

Professional Banking and Brokerage Assistance

Article P-15-XX: To see if the Town will vote, pursuant to NH RSA 35:9-a-II, to authorize the Trustees of the Trust Funds to pay for capital reserve fund investment management services, and any other expenses incurred, from capitol reserve funds income. No vote by the Town to rescind such authority shall occur within five years of the original adoption of this article.

Recommended by the Board of Selectmen (3-0-0).

[Intent: The Trustees of the Trust Funds wish to bring the Plaistow trust funds and capital reserve funds into the 21st century and begin to earn modest returns, rather than lose purchasing power to inflation every year. Trustees of the Trust Funds unanimously have voted to support this warrant article to manage these funds to obtain a fair and prudent return for the Town.]

Discussion:

It was noted that this Article was provided to the Committee as a courtesy and there was no need for them to vote on it.

Rail Study Special Meeting

Article P-15-XX: Shall the Town vote to raise and appropriate up to the sum of \$3,000. for the purpose of calling a Special Town Meeting in 2015 to allow the citizens of Plaistow to vote in favor or against the potential expansion of the MBTA commuter rail service from Haverhill, MA to Plaistow, NH?

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

[Intent: to conduct a Special Town Meeting to allow the citizens of Plaistow to vote in favor of or against the potential extension of the rail service into Plaistow.]

Discussion:

There was discussion that the Article needed to be tied into receipt of the study that is currently being done. It was suggested that a summary of the project be included. It was also noted that this was not the Warrant Article to decide on the rail service, but the Warrant Article to decide to have the meeting to vote on the Warrant Article.

M. Sumner read an email from K. Lewis Savage that noted just because the monies are set aside to have a Special Town Meeting doesn't mean they have to be spent. She also suggested the date of a Special Town Meeting needed to be tied into the receipt of the report.

There was discussion over concerns about whether or not the report will be complete by the Town's standards of what is complete.

There was discussion about what modifications have been made to the trains that mitigate environmental and noise issues like what are experienced in Bradford.

It was noted that the \$3,000 amount was arrived at after discussion of costs with the Plaistow Town Clerk.

It was noted that putting the money in the budget to allow for a Special Town Meeting was a clean way to have the opportunity to give the voters an opportunity for a yes/no vote.

It was decided that some kind of time line, related to the receipt of the study needed to be added to this Article.

There was a brief discussion about what has been happening with the rail station plans and the potential alternatives.

There was also discussion about a previous Petition Warrant Article and its applicability to this Article. It was noted that wording of that Article was ambiguous and did not preclude the Town from moving forward with the project.

EXECUTIVE ADMINISTRATIVE OFFICE MANAGER FOR FIRE DEPARTMENT

Article P-15-XX: Shall the Town vote to establish the position within the Fire Department of Executive Administrative Office Manager and to raise and appropriate the sum of \$49,798 to fund this position. The sum represents the cost of wages and associated rollup costs (taxes, insurance and retirement). With an anticipated hiring date in May, this represents eight months of funding for the new position. If established, future funding will be contained in the Fire Department's operating budget.

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

[Intent: The Fire Department does not have any administrative staff. The functions typically assigned to an administration are completed by the Fire Chief. These include, but are not limited to, tracking of payroll (call and fulltime staff), managing and coordinating the department's specific software for tracking incidents, training, and inspections and maintenance, accounting (invoice processing), general filing and distribution of department correspondence/document/plans, etc. in addition to preparing and tracking any grants applied for an approved. Over the last several years, the time allotted to these tasks have steadily increased and detract from the Chief's primary function of managing activities of the department.]

Discussion:

D. Heffernan asked if the amount noted included all benefits.

S. Fitzgerald noted that some of the benefits are in the Personnel Administration budget and he is not able to specifically disclose the insurance choices made by an employee due to HIPPA laws.

D. Heffernan said he was having a hard time comparing it to the Police Department's staff.

S. Fitzgerald offered that the hourly rate was about the same.

D. Heffernan replied that he had a problem with someone new getting paid the same as someone who has been here a while.

J. Sherman offered that they should strike the words "executive administration" from the Article as they were seeking more of an office manager candidate.

M. Sumner asked if there would be any more Warrant Articles for the next meeting.

S. Fitzgerald replied that he was hoping to have a collective bargaining agreement (Town Hall employees) for the Committee to review.

There was discussion about the final meeting and the Public Hearing. It was noted that the Committee will meet on January 6 as usual. The Committee will meet at 6:30 on January 13 to tie up any loose ends prior to the Public Hearing which will start at 7:00 that day.

Committee Reports

The Public Safety Building Committee information was discussed with the Warrant Article

New Business

M. Sumner suggested it wasn't necessary for the chiefs to come to a meeting to discuss the Public Safety Complex.

It was suggested that such a meeting could be held after budget season and opened to the public. It was noted that if any committee members had questions there were more than enough resources to get them answered.

J. Sherman noted there was also a program running on Channel 17 about the project.

There was discussion about a matter before the Timberlane School Board Budget Committee regarding a proposal from Sandown to change how towns contribute to the school system. It was noted that Plaistow could be negatively impacted if the proposed change is adopted, which seems unlikely.

Old Business

There was no old business discussed at this meeting.

The meeting was adjourned at 8:45 p.m.

Respectfully Submitted:

Dee Voss
Recording Secretary