

BUDGET COMMITTEE MEETING
December 29, 2015

Call to Order: 6:34 p.m.

ROLL CALL

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

Also Present: Sean Fitzgerald, Town Manager; Kathy Jones, Police Chief; John McArdle, Fire Chief

The Pledge of Allegiance was led by John Sherman

APPROVAL OF MINUTES

D. Heffernan moved, second by D. Gerns, to approve the minutes of the December 01, 2015 meeting as amended. There was no discussion on the motion. 5-0-1 (Britton abstaining)

SAFETY COMPLEX PRESENTATION

S. Fitzgerald noted that there will be a Public Hearing on January 11, 2016 at the Board of Selectmen (BOS) meeting. He noted that there will be a full PowerPoint presentation at that time.

Police Chief Kathy Jones and Fire Chief John McArdle spoke about the critical space needs of the current Public Safety Complex. They noted changes from the previous efforts to get approval for a new facility. They explained that some compromises had been made, but nothing that would affect programing or critical functions. It was noted that the project took a big picture approach to take into consideration both departments' needs for the next twenty (20) years.

K. Jones noted that the Police Department had doubled in personnel since 1986 and that every room had been cut in half to try to accommodate the need. She noted that the lunchroom doubled as the interview room; the detectives are using a temporary office trailer in the back of the lot; there is no juvenile holding facility; the sally port is being used for storage; there is nowhere to properly process evidence; the booking area was not separate from the rescue area. Many of these issues expose the Town to potential liability issues. K. Jones also spoke about the many issues with the temporary trailer the detectives were using, including HVAC malfunctions; mold and moisture issues.

It was noted that the new design would address many of these issues now and into the future. It was added that there would be a community room for public use.

J. McArdle noted that the majority of the cost savings were to the site works, which were items that could be addressed in the future. It was noted that savings were gained by deleting paving in

the back parking area; not paving the access to the back cemetery area; relocating what is known as the “antique shed.”

There was discussion about the need to educate the voters regarding the need for a new facility. Outreach efforts in the form of open houses, cable messages and videos, as well as meeting with different community groups to answer questions and concerns.

K. Jones offered to arrange tours of the present facility to anyone who would like to get more information.

There was discussion regarding the site work. It was noted that the access area would still be paved, but the overflow parking would not as part of this of this proposed project.

There was discussion regarding the detective’s office trailer. It was noted that there are a number of deficiencies. It was noted that they are not generator supported so if power were to go out they could not operated from the trailer. It was noted that there were mold and HVAC issues. The trailers were only meant to be a temporary situation and have been there longer than was initially intended.

S. Fitzgerald reminded that the Town currently has no long-term debt. There hasn’t been any since the Library bond was paid off. He added that this would be the best time from a financial perspective as interest rates were at historical lows. S. Fitzgerald explained that this kind of major investment may have a \$140-\$165 impact to property tax bills.

D. Britton offered that he had not been a proponent of the former \$11M cost estimates. He added that he was “tickled” to see the efforts that had been made to reduce costs to a more reasonable \$8.5M and that he couldn’t imagine anyone not supporting this project.

There was discussion of the history and evolution of the project. It was noted that the departments had long outgrown the current facility, but the building itself was still in good shape. J. McArdle offered that was testament to the pride that both departments take in keeping what they have been given by the town in good working order.

There was discussion regarding the team that has been assembled to develop and promote the project. It was noted that Trident has been hired as the Owner’s Project Manager (OPM) and Eckert as the Construction Manager. These companies have been working with the Public Safety Expansion Committee (PSEC) and both chiefs directly to develop current cost estimates and realistic scope of work details. It was noted that some professional assistance fees are being paid out of Impact Fees.

It was noted that the BOS was in full support of the project and the Warrant Article.

APPROVAL OF BUDGET

S. Fitzgerald presented a memo that explained adjustments had been made to some department budgets. Many of the adjustments were to gas and utility lines.

It was noted that the department budgets had been reviewed at least three times, once with the Town Manager, once by the BOS and again with the Budget Committee. It was suggested that unless there were individual lines that were in dispute, all the adjustments would be reviewed and a final vote taken to approve the entire 2016 proposed budget. If there are contested items then each individual budget would be voted separately.

Inspectional Services:

Proposed adjustment is to increase line 01-4240-10-661 (Vehicle Repair) by \$5,000. The money would be combined with the \$1,000 already proposed in that line for a total of \$6,000. The purpose of the money would be to rent a new vehicle for the department.

The BOS voted to approve the proposed adjustment to the Inspection Department budget.

Discussion:

It was noted that the Inspection Department's vehicle was not only used in-town but for out-of-town travel in support of training. The plan is to lease-to-own a vehicle and include the payments in the department budget instead of making a one-time \$30,000 to \$40,000 purchase, similar to what happens with police department cruisers. It was also noted that the intent is to repurpose the current vehicle to the Building Maintenance Department. Doing so will provide that department with a vehicle for in-town use in maintaining the town's building, fields and other properties. It is estimated that the inspection's vehicle is in an 8-10 year replacement cycle.

It was questioned why the vehicle was not proposed as a lease in last year's budget instead of a failed Warrant Article. S. Fitzgerald offered that there were compelling arguments for funding in the Operating Budget as there was for a Warrant Article.

D. Heffernan questioned if the \$1,000 requested for vehicle repairs in the Inspections budget would now show as a vehicle repair line in the Building Maintenance Department budget. It was noted that it would not because you cannot budget assuming that everything will pass as proposed. It was also noted that if the budget does pass and the current vehicle is allocated to Building Maintenance then there will be a line in future budgets for that department.

Legal:

Proposed adjustment is to decrease line 01-4153-10-320 (Legal Expenses) by \$10,000 to \$25,000. It was noted that cable franchise negotiation fees are anticipated to be less.

The BOS voted to approve the proposed adjustment to the legal expenses line.

Personnel Administration:

Proposed adjustment is to decrease line 01-4155-20-210 by \$60,000. The reduction is based on changes in employee census and conservative forecast of healthcare utilization by town employees. The Town Manager will also be working with employees on evaluating alternate, affordable Health Care Plans.

Welfare Direct Assistance:

Proposed adjustment is to decrease line 1-442-10-840 (Shelter/Rent) by \$5,000; 1-4442-10-847 (Heat) by \$2,000; and 1-4442-10-846 (Unitil) by \$500. The recommendations were made after consultation with the Human Services Coordinator. It was noted that the new Welfare Direct Assistance Budget request is for \$24,850.

The BOS voted to approve the proposed adjustment to the three Welfare Direct Assistance lines.

Electrical Utility Line Adjustments:

Government Buildings/Town Hall (1-4194-10-410)	+\$2,000 to \$15,000
Government Buildings/Safety Complex (1-4194-20-410)	+\$5,000 to \$34,000
Government Buildings/Museum (1-4194-30-410)	+\$1,000 to \$2,500
Highway Administration (1-4311-00-410)	+\$1,500 to \$6,500
Water Department (1-4332-10-410)	+\$0 (remains \$9,500)
Recreation (1-4520-10-410)	+\$1,000 to \$6,290
Welfare Direct Assistance	+\$0 (remains \$4,500)

Proposed adjustments are based on actual usage as well as projections by the US Department of Energy Information Administration.

The BOS voted to approve all proposed adjustment resulting in a \$10,500 increase adjustment to the overall proposed 2016 budget.

Discussion:

D. Britton questioned the increase in the museum electric line. He noted that it was not the same percentage increase as the other lines were. It was noted that it is based on actual use as well as increased costs from the provider.

M. Sumner questioned why the line for the Water Department was not being decreased in light of their year-to-date usage being \$5,072.

S. Fitzgerald explained that there will be an expansion of the waterline as part of the State's Route 125 development project which left a number of unknown relative to the Water Department.

Gas Propane Utility Adjustments:

Government Buildings/Town Hall Heat (1-4194-10-411)	+\$1,000 to \$8,000
Government Buildings/Safety Cmplx Heat (1-4194-20-411)	+\$0 (remains \$18,650)
Government Buildings/Museum/Heat (1-4194-30-411)	+\$0 (remains 4,530)
Highway Administration/ Heat (1-4311-00-411)	-\$1,000 to \$2,000
Welfare Direct Assistance/Heat (1-4442-10-847)	-\$1,000 to \$3,000

Proposed adjustments are based on actual usage as well as projections by the US Department of Energy Information Administration.

The BOS voted to approve all proposed adjustment resulting in a \$2,000 reduction adjustment to the overall proposed 2016 budget.

Discussion:

D. Heffernan asked if the Public Safety Complex Bond Article is approved would that mean a reduction in the utility costs since the new structure will be more energy efficient.

S. Fitzgerald offered that if the bond is approved it will still be some time before the new building is built, so it would not affect the 2016 budget and perhaps not the 2017 either.

D. Britton added that he didn't believe it would decrease that much, even with more efficiency in the new building because of the increase in square footage.

There was discussion about when it was predicted the new building would be ready for use should the Warrant Article pass in March. There was discussion regarding the different permitting that would be needed, such as NH Dredge and Fill permitting, after voter approval.

J. Sherman noted that as much preparation was being done as possible to be able to move forward if the vote is passed.

Gasoline Adjustment:

Government Buildings (1-4194-00-635)	-\$50 to \$400
Police Department (1-4210-20-635)	-\$7,000 to \$35,000
Fire Department (1-4230-20-635)	-\$0 (remains \$11,653)
Building Inspection (1-4240-10-635)	-\$250 to \$1,500
Water Department (1-4332-20-635)	-\$500 to \$1,500
Highway Administration (1-4311-10-615)	-\$1,000 to \$24,000

Proposed adjustments are based on actual usage as well as projections by the Short-Term Energy Outlook (STEO) forecasts.

The BOS voted to approve all proposed adjustment resulting in an \$8,800 reduction adjustment to the overall proposed 2016 budget.

The budget summary included the S. Fitzgerald's report noted a total adjustment to the 2016 proposed budget of -\$70,800. It was noted that the increase is 2.8%.

D. Heffernan asked if there had been any negative feedback from the Selectmen regarding the Budget Committees comments on their three (3) cell phones.

S. Fitzgerald noted that he had not yet discussed it with them because the voicemail boxes had not yet been set up for them.

J. Sherman asked if the Budget Committee would like those concerns brought back to the BOS. The consensus was that it should be brought to the attention of the BOS.

It was discussed that there were no contentious issues noted in the review of the budget adjustments. The members were asked if they were comfortable voting on the bottle line budget number as shown in S. Fitzgerald's table included in his memo. All agreed they were.

D. Britton moved, second by D. Gerns, to approve the proposed 2016 Budget request in the amount of \$8,346,355.00 and as shown in the table dated 12/28/15 (see attached) and included in the Town Manager's memo dated 12/29/15. There was no discussion on the motion. 6-0-0 U/A

J. Sherman expressed appreciation to the Budget Committee for all their support in the Budget review process and in coming to agreement on the numbers. He also thanked the Town Manager and Department Heads.

APPROVAL OF WARRANT ARTICLES

It was noted that review and voting whether or not to recommend the Warrant Articles may appear to go quickly as the language had been rigorously reviewed and discussed by the Budget Committee at previous meetings.

There was discussion regarding voting whether or not to recommend at this meeting with only six (6) members or waiting until the next meeting in hopes of there being better attendance. It was decided to go ahead with the vote because of the many previous discussions and if needed there could be a re-vote at the next meeting.

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 equipage. 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 60% majority.

(Recommended by the Board of Selectmen (4-0-0) 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 construction of a new Police Station and improvements to the existing Public Safety Complex for the Fire Department. Currently, there are many serious deficiencies with the existing Police Station 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 15,500 +/- 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;**

- **Construction 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.]**

Discussion:

Voting on whether or not to recommend this Warrant Article is deferred to the next meeting.

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 **\$8,346,355**. Should this article be defeated, the operating budget shall be **\$8,349,768** 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 (4-0-0) and Budget Committee (0-0-0).

Discussion:

It was noted that available balances will be noted for a capital reserve accounts as soon as final interest amounts are known.

There was discussion as to how the default budget is calculated. The default budget takes into account all contractual items and one-time payouts from the previous budget as well as some other variables prescribed by Department of Revenue Administration (DRA).

D. Britton moved, second by D. Gerns, to recommend Article P-16-03 Operating Budget in the amount of \$8,346,355 and a default budget amount of \$8,349,768. There was no discussion on the motion. 6-0-0 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 (0-0-0); 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 \$TBD as of December 31, 2015.

D. Britton moved, second by D. Heffernan, to recommend Article P-16-04 Highway Department Equipment Capital Reserve Fund Deposit amount of \$78,000. There was no discussion on the motion. 6-0-0 U/A.

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 (0-0-0). 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 \$TBD as of December 31, 2015.

D. Gerns moved, second by D. Heffernan, to recommend Article P-16-05 Fire Department Capital Reserve Fund Deposit amount of \$105,000. There was no discussion on the motion. 6-0-0 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 (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 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 2nd year of a 6 year deposit plan.]

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

D. Britton moved, second by D. Heffernan, to recommend Article P-16-06 Self-Contained Breathing Apparatus Capital Reserve Fund Deposit amount of \$33,400. There was no discussion on the motion. 6-0-0 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 \$12,000.00 to be added to the Unmarked Police Vehicle Reserve Fund? 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 and to designate the Board of Selectmen as Agents of the fund. This capital reserve fund is being established pursuant to RSA 35:1.

(Recommended by the Board of Selectmen (3-0-2) and the Budget Committee (0-0-0). 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. The money in the Capital Reserve Fund can only be spent by a future vote at Town Meeting. Reserve funds are invested in an interest bearing account.]

Discussion:

There was discussion regarding the life cycle of these types of vehicles, which was noted to not have the regularity of the cruiser replacement plan. J. Sherman noted the formula and reasoning that was used to arrive at the \$12,000 amount.

D. Britton moved, second by D. Gerns, to recommend Article P-16-07 Unmarked Police Vehicle Capital Reserve Fund Creation and Deposit amount of \$12,000. There was no discussion on the motion. 5-0-1(Milette abstaining).

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 and to designate the Board of Selectmen as Agents of the fund?

(Recommended by the Board of Selectmen (4-0-1) and Budget Committee (0-0-0); 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 \$TBD as of December 31, 2015.

Discussion:

J. Sherman noted that the language in the intent statement is the same as it has been in previous years with the exception of the changing the word “emergency” to “unanticipated.”

D. Britton asked why there was an abstention on the BOS.

J. Sherman answered that he recalled the abstention vote was because that member did not believe in the need for this capital reserve fund. He added that it was his personal opinion that this fund works like a charm.

D. Britton moved, second by D. Heffernan, to recommend Article P-16-08 Building Systems Capital Reserve Fund Deposit amount of \$11,902,000. There was no discussion on the motion. 6-0-0 U/A.

LIBRARY CAPITAL RESERVE FUND CREATION AND DEPOSIT

Article P-16-09: Shall the Town vote to create a Library Capital Reserve Fund to be used for both internal and external library (building and site) capital improvements, repairs, renovations, and additions and furthermore, shall the Town vote to raise and appropriate \$50,000 to be deposited in the Library Capital Reserve Fund and to designate the Board of Selectmen as Agents of the fund? This capital reserve fund is being established pursuant to RSA35:1.

(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: 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]

Discussion:

J. Sherman highlighted the sentence in the intent statement that noted what projects would be priority in the coming year. He added that the Library had submitted a very detailed, time-phased with cost estimates plan to the CIP this year.

D. Britton moved, second by D. Heffernan, to recommend Article P-16-09 Library Capital Reserve Fund Creation and Deposit in the amount of \$50,000. There was no discussion on the motion. 6-0-0 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 furthermore, shall the Town vote to raise and appropriate \$70,000 from the unexpended fund balance to be deposited in the Cable Department Capital Reserve Fund and to designate the Board of Selectmen as Agents of the fund? This capital reserve fund is being established pursuant to RSA35:1.

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

Discussion:

J. Sherman noted that the CIP may not be for \$70,000 each year. This amount is to make up for last year.

D. Britton moved, second by D. Gerns, to recommend Article P-16-10 Cable Department Capital Reserve Fund Creation and Deposit amount of \$70,000. There was no discussion on the motion. 6-0-0 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 (0-0-0). This funding is included in the 2016-2021 Capital Improvement ~~Plan~~ **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. This money is invested in interest bearing accounts.]

***Available balance of the Conservation Fund is \$TBD as of December 31, 2015.
Available balance of the Forestry Fund is \$TBD as of December 31, 2015.***

Discussion:

It was noted that the text should read "Capital Improvement Program" not "Plan."

D. Britton moved, second by D. Heffernan, to recommend Article P-16-11 Conservation Fund Deposit amount of \$10,000. There was no discussion on the motion. 6-0-0 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 (0-0-0). 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 \$TBD as of December 31, 2015.

D. Gerns moved, second by D. Britton, to recommend Article P-16-012 Recreation Plan Capital Reserve Fund Deposit amount of \$50,000. There was no discussion on the motion. 6-0-0 U/A.

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, and further vote to raise and appropriate the sum of \$50,000 to be deposited into the Transportation Infrastructure Capital Reserve Fund and to designate the Board of Selectmen as Agents of the fund? This capital reserve fund is being established pursuant to RSA35:1.

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (0-0-0). 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 along Main Street 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. Reserve funds are invested in an interest bearing account.]

D. Britton moved, second by D. Heffernan, to recommend Article P-16-13 Transportation Infrastructure Capital Reserve Fund Creation and Deposit amount of \$50,000. There was no discussion on the motion. 6-0-0 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 New Road Impact Fee Fund for such replacement?

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

(Recommended by the Board of Selectmen (3-2-0) and the Budget Committee (0-0-0).
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.]

Discussion:

D. Britton noted that the BOS vote was not unanimous and asked if there was an explanation offered.

S. Fitzgerald offered that there was a question as to whether or not there could be another year of life in the equipment.

J. Sherman added that the vote was taken before the Town Manager's memo on the condition of the equipment. He speculated that the vote may change if take again.

D. Britton moved, second by D. Gerns, to recommend Article P-16-14 Highway Department Front End Loader Replacement amount of \$120,000. There was no discussion on the motion. 6-0-0 U/A.

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 2015 \$4,456

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

[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 fund brought in 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.]

Discussion:

It was thought the Town Clerk had been voted a raise the previous year. It was explained that a few years ago it was voted that the Town Clerk could receive Cost of Living Allowances (COLA) without a town vote. This Warrant Article was intended to raise the base salary for the Town Clerk. It was noted that the Town Clerk is not evaluated in the same way as regular town employees are. The last raise for the Town Clerk was in 2012.

D. Heffernan moved, second by D. Britton, to recommend Article P-16-15 Raise for Town Clerk in the amount of \$4,456. There was no discussion on the motion. 6-0-0 U/A.

There was praise for all involved in the Budget review process, the BOS, Budget Committee, Town Manager and Department Heads. It was noted that the Department Heads knew their budgets well. It was reiterated that they made at least three (3) separate presentations and usually after putting in a full day at their positions.

M. Sumner requested that the MS7 be ready for the Committee to sign at the Public Hearing.

There was discussion regarding the wording of the Public Safety Complex Warrant Article. It was noted that all references to the cemetery and other site work be removed with the reduction in the scope of work.

D. Britton asked if they contractors would be required to pay for building permits. It was noted that was yet to be worked out.

D. Heffernan suggested that wording be strengthened to focus on the major reduction from last year's Warrant Article. It was also suggested that the team working in the project, such as the OPM be noted which would give the budget more certainty.

D. Britton cautioned that if the Warrant Article becomes "a book" people won't read it. It was suggested that there be additional information in the form of a handout available to voters.

CITIZEN'S PETITION

Article P-16-17: Are you in favor of making a policy that any employee of Town of Plaistow being paid over \$60,000 must reside in the Town of Plaistow?

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

Discussion:

It was noted that this Citizen's Petition Warrant Article did not involve any finances and there would not be a vote whether or not to recommend it by the Committee.

D. Britton offered that this proposal is impractical as it doesn't take much to earn over \$60,000.

S. Fitzgerald noted that should it pass there will be fourteen (14) employees who would be immediately impacted.

It was noted that there are NH Court cases that make this nearly unenforceable, but by law all Citizen's Petitions must be placed on the Ballot.

There was discussion that noted the proposal was not clear as to whether or not the \$60,000 was base salary or salary plus overtime. This could be problematic when it comes to Police Officers and detail work, one year they may be over the \$60,000 mark and then next year they may not depending on the amount of detail work they perform.

There was discussion as to how best represent the BOS vote to not recommend this Citizen's Petition. It was suggested that instead of a voting result of 0-4-0 to recommend it was clearer to have a result of 4-0-0 to NOT recommend.

It was noted that some positions, such as fire department personnel, need to have a policy of proximity in order to adequately perform the job, but there are many other position where that is not applicable.

J. Sherman noted that there was no one representing the Citizen's Petition at the BOS meeting, so they were not able to ask any questions about its intent.

M. Sumner noted that next week's meeting there would be a vote on the Safety Complex.

J. Sherman added that while the population has not risen much recently and therefore there hasn't been a significant increase in the number of police/fire calls. He noted that the type of calls have become more complex in nature. Many require more space to work with. J. Sherman added that the Fire Chief had also made the point in a previous presentation that the elderly are opting to stay in their homes which also has had an impact on the number and type of calls.

ACTION ITEMS

S. Fitzgerald offered that he had hard copies of the Library PowerPoint presentation (Action Item #21 and that the WalMart Police Agreement (Action Item #20) will be sent electronically.

S. Fitzgerald explained that it was difficult to get definitely answers on increase in the life of the equipment (Action Item 22).

M. Sumner asked if there was anything major on the short horizon that would be expensive.

J. Sherman suggested a list of noted repairs with costs estimates.
No new Action Items were added at this meeting.

There was a brief discussion regarding the Solar Energy Exemption Warrant Article. It was noted as recommended by the Renewable Energy Committee. The Budget Committee will not be voting whether to recommend as there is no budgetary aspect to the proposed Warrant Article.

COMMITTEE REPORTS

There were no committee reports for this meeting.

OLD BUSINESS

J. Sherman noted that there had been an online question from a Budget Committee member regarding the wording relative to where monies are generated from in the Warrant Articles. He noted that he responded to the email chain that there are many different sources of where monies are raised for Warrant Articles such as the Unexpended Fund Balance (UFB) and Impact Fees.

This was mentioned to put the comment on the record. It was noted that caution needs to be used with online questions and comments/answers as they could be covered under right to know laws.

NEW BUSINESS

It was noted that there will be four (4) open slots for Budget Committee members in the coming election. The open seats are currently held by D. Heffernan, D. Gerns, T. Holt and D. Britton.

It was noted that the period to sign to up run for election is from January 20 to January 29.

There was discussion about the next two meeting agendas. The Committee was reminded that the meeting on January 12 would be the Public Hearing on the full budget. It was noted that the Committee meeting will begin at the normal time to discuss any last minute changes and/or financial citizen's petitions that may be filed. The Public Hearing will begin at 7:00.

The meeting was adjourned at 8:35 p.m.

Respectfully Submitted:

Dee Voss
Recording Secretary