

**BUDGET COMMITTEE MEETING
November 05, 2013**

The meeting was called to order at 6:30 p.m.

ROLL CALL

Kristin Lewis-Savage, Chair
Martha Sumner, *Excused*
Tricia Holt
Ben Sadewicz
David Gerns
Gayle Hamel
Darrell Britton
Dennis Heffernan
Barry Weymouth, *Arrived 6:35 p.m.*
John Sherman, Selectmen Ex-Officio

Also Present: Sean Fitzgerald, Town Manager

The Pledge of Allegiance was led by Sean Fitzgerald.

APPROVAL OF MINUTES

Minutes of October 8, 2013

D. Britton moved, second by D. Heffernan, to approve the minutes of the October 8, 2013 meeting. There was no discussion on the motion. The vote was 7-0-1 (Gerns abstaining).

Minutes of October 22, 2013

T. Holt moved, second by G. Hamel, to approve the minutes of the October 22, 2013 meeting. There was no discussion on the motion. The vote was 7-0-1 (Britton abstaining).

BUDGET PRESENTATIONS:

Library – Presented by Catherine Willis, Library Trustee; James Peck, Treasurer and Cab Vinton, Library Director

B. Weymouth arrived at 6:35 p.m.

J. Peck explained the Library line item budget requests for 2104.

Level Funded Budget Line Items:

• Worker's Compensation/Unemployment	\$ 1,000.00
• Material	\$ 35,000.00
• Online Resources	\$ 9,500.00
• Continuing Education	\$ 2,500.00
• Public Activities/Programs	\$ 6,000.00
• Postage	\$ 300.00
• Capital Equipment	\$ 0.00
• Professional Dues	\$ 750.00
• Miscellaneous	\$ 0.00
• Repairs/Maintenance	\$ 17,000.00
• Building Insurance	\$ 2,233.00

- Janitor \$ 21,426.00
- Landscaping \$ 5,956.00
- Bookkeeping \$ 4,120.00
- Liability \$ 2,000.00

Increased Budget Line Items:

- Salaries (+\$4,045.00) \$229,984.00
- Social Security/Medicare (+\$310.00) \$ 17,594.00
- Health/Life/Disability (+\$1,290.00) \$ 68,000.00
- Retirement (+\$2,642.00) \$ 12,519.00
- All these increases are related to census changes
- Supplies (+\$500.00) \$ 10,000.00
- Based on Actuals
- Technical Services (+\$1,000.00) \$ 6,000.00
- Based on Actuals
- Legal Fees (+\$15,000.00) \$ 15,500.00
- There is pending litigation

Decreased Budget Line Items:

- Telephone (-\$500.00) \$ 1,500.00
- Gas (+\$5,780.00) \$ 12,500.00
- Electricity (+\$1,375.00) \$ 29,900.00
- All decreases are based on actuals

J. Peck offered that the Library Budget request for 2014 was \$511,282.00. He noted that if the legal line increase was removed there was only a 0.4% requested increase in the budget.

J. Peck noted that 2/3 of the non-legal budget increases are personnel related.

Discussion:

There was a discussion about the fact that there was legal action pending involving the Library. It was asked if any of the litigation could be covered by insurance. It was noted that was being checked into, but even if it were there would be a deductible. Concern was expressed over the fact that increases were showing up in the legal lines in a number of department budgets. It was noted that when dealing with a Superfund Site and personnel matters it was important to have proper legal support, which saves the Town money in the long term.

There was discussion about the janitor line, noting that it was showing as already spent out. It was noted that line reimburses the Town for janitorial services and has already been paid out.

It was noted that the Library was a “different animal” and responsible for administering their own benefits. It was also offered that by law all they have to request is a bottom line number for a budget request. The Library was praised for the cooperative nature in sharing the detail information that their request is based on.

It was noted that the Library Trust Fund was in a healthy state.

There was discussion regarding options to acquire a generator for the Library.

Along with the budget details for the line items the Library presentation included supporting details and salary information. It was also noted in the provided information that there was a proposed expenditure for the Library Funds in the amount of \$35,700 for a Total Gross Expenditure of \$546,982.00.

B. Sadewicz moved, second by T. Holt, to accept for consideration the Library Budget in the amount of \$511,282.00. There was no discussion on the motion. The vote was 9-0-0 U/A

Health Department – Presented by Dennise Horrocks, Health Officer

Level Funded Budget Line Items:

• Permanent Positions	\$ 34,752.00
• Telephone	\$ 1,250.00
• Training	\$ 400.00
• Dues	\$ 200.00
• General Supplies	\$ 150.00
• Office Supplies	\$ 75.00
• Postage	\$ 150.00
• Mileage	\$ 1,665.00
• Water Testing	\$ 400.00
• Mosquito Control	\$ 40,000.00

Increased Budget Line Items:

• Medical Services (+\$100.00)	\$ 500.00
• Increase in number of flu shots	

D. Horrocks noted that the 2014 request for the Health Department budget was \$79,542.00, which is an increase of \$100.00.

Discussion:

J. Sherman noted that he had asked if the mosquito line would ever reach a saturation point. It was noted that the answer was no, mosquito control would be a constant in this budget for the foreseeable future.

D. Britton asked if the Health Department was busier than last year.

D. Horrocks replied that there was never a time that was not challenging.

J. Sherman noted that the Beede (Superfund) Site was eating a lot of hours.

K. Lewis-Savage asked if there had been any positive testing of mosquitoes.

D. Horrocks answered there had not been any in Plaistow, but there was in surrounding towns so there was some emergency adult larvaciding done.

S. Fitzgerald noted that D. Horrocks also does technical support of the Town's website.

G. Hamel moved, second by D. Gerns, to accept for consideration the Health Department Budget in the amount of \$79,542.00. There was no discussion on the motion. The vote was 9-0-0 U/A

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

Revenues – Presented by Town Manager, Sean Fitzgerald

S. Fitzgerald reviewed the estimated revenues for 2014 noting the following:

• Revenue from Taxes	\$ 130,000.00
• Revenue from Town Clerk	\$1,247,250.00
• Inspection Fees	\$ 120,000.00
• Town Clerk, Licenses, Fees and Permits	\$ 70,000.00
• Revenue from Federal Government	\$ 50,000.00
• Revenue from State of New Hampshire	\$ 514,021.00
• Revenues from Other Governments	\$ 50,000.00
• Revenues from Other Departments	\$ 110,000.00
• Revenues from Miscellaneous Sources	\$ 435,000.00
• Interfund Operating Transfers In	\$ 143,827.00
• Special Reserve Fund	\$ 341,173.00

GRAND TOTAL \$3,211,271.00

Discussion:

It was noted that MS-4 revenue estimates are based upon trends along the way and are reviewed to make sure that they are properly estimated.

There was discussion about some of the different revenue estimates. It was noted that the recent grant (Safe Routes to Schools) for work in the Pollard School area was not included as one-time grants are reflected in revenues, but not in the MS-4. It was noted that the work was an off-budget project being done with a grant and it was difficult to include it in the CIP because you don't know what you're going to get until you get it and the work was going to be completed in 2014. It was noted that since the CIP is a planning tool it's not important to include projects after they have been completed.

There was discussion about making application for some water resources and source water protection grants.

It was questioned if the Highway Block grant had already been received. It was noted that it had been. It was also noted that the Rooms and Meals tax had not yet been posted.

There was discussion regarding the Court rental. It was suggested that rental rates not be increased in the short term as the Town had to recently fight just to keep the Court in town. It was discussed that having the Court in town not only provides the rental revenues, but provides costs savings in a number of other budget lines such as travel and police overtime.

It was noted that the total revenue estimate was \$3,211,271.00 for 2104. This number will be used to get the Town into the queue to have the new tax rate set.

Executive Budget – Presented by Town Manager, Sean Fitzgerald

S. Fitzgerald explained the Executive Department's proposed line items for the 2014 budget:

Level Funded Budget Line Items:

• Part-time Positions	\$ 6,000.00
• Contracted Consulting Services	\$ 20,000.00
• Professional Mapping Services	\$ 4,500.00
• Telephone	\$ 4,510.00
• Data Processing	\$ 26,500.00
• Labor Relations Consultant	\$ 14,500.00
• Training/Conference	\$ 600.00
• Dues	\$ 1,475.00
• Rental & Leases	\$ 6,500.00
• General Supplies	\$ 1,500.00
• Office Supplies	\$ 4,260.00
• Postage	\$ 3,800.00
• RSA Supplies	\$ 2,000.00
• Technical Supplies/Equipment	\$ 7,060.00
• Unanticipated	\$ 2,000.00
• Events & Activities	\$ 3,000.00
• Salary – Town Manager	\$ 88,000.00
• Overtime	\$ 4,000.00
• Mileage & Expense Reimbursement	\$ 2,400.00
• Employment Expenses	\$ 480.00
• Permanent Positions	\$ 56,457.00
• Recycling Committee	\$ 200.00

Increased Budget Line Items

- Town Office Salary of Selectmen (+\$10,000.00) \$ 15,000.00
- Voted at Town Meeting 2013

Decreased Budget Line Items

- Office Equipment/Maintenance (-\$104.00) \$ 4,000.00

S. Fitzgerald noted that the 2014 request for the Executive budget was \$278,742.00, which is an increase of \$9,896.00, which is the voted increase in the Selectmen's salary.

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

Discussion:

S. Fitzgerald noted that there may be salary adjustments made across multiply departments based upon performance.

G. Hamel moved, second by D. Gerns, to take under consideration the Executive Department budget in the amount of \$278,742.00. There was no discussion on the motion and the vote was 9-0-0 U/A.

Personnel Administration Budget – Presented by Town Manager, Sean Fitzgerald

S. Fitzgerald explained the Personnel Administration proposed budget line items for 2014:

Level Funded Budget Line Items:

• Performance Management	\$ 30,000.00
• Employee Tuition Reimbursement	\$ 10,000.00
• Work/Health Insurance	\$ 890,245.00
• FICA	\$ 92,326.00
• Medicare	\$ 40,760.00
• New Hampshire Retirement	\$ 455,138.00
• Unemployment Compensation	\$ 3,419.00
• NH Municipal Worker's Compensation	\$ 60,781.00
• 125 Caf. Plan Pre-Tax	\$ 500.00
• Medical Services	\$ 1,000.00
• Pre-Employment Screening	\$ 1,500.00
• Town Manager Search	\$ 0.00
• Notices & Publications	\$ 1,000.00
• Employee Relations	\$ 500.00
• Sick Leave Buy Back	\$ 20,000.00

S. Fitzgerald noted that the 2014 request for the Personnel Administration budget was 100% level funded at \$1,607,169.00.

It was noted that the Board of Selectmen had reviewed a slightly different total.

Discussion:

S. Fitzgerald noted that this budget was census driven and would be reviewed again in November to look at insurance and other benefits. He also noted that he anticipated the "Performance Management" line to be spent out within the next six (6) weeks.

J. Sherman offered that he would be voting no on this budget in light of the fact that it wasn't the same amount voted on by the Board of Selectmen.

B. Sadewicz moved, second by T. Holt, to take under consideration the Personnel Administration budget in the amount of \$1,607,167.00. There was no discussion on the motion and the vote was 7-1-1 (Sherman dissenting, Lewis-Savage abstaining).

Advertising/Associations Budget – Presented by Town Manager, Sean Fitzgerald

S. Fitzgerald explained the Advertising/Associations' proposed line items for the 2014 budget:

Increased Budget Line Items:

• Notices & Publications (+\$499.00)	\$ 500.00
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- Town Meeting and Public Hearing Notices in the Eagle Tribune
- Dues (+\$220.00) \$ 13,271.00
- Based on Actuals

Decreased Budget Line Items:

- Town Report Expenses (-\$50.00) \$ 12,000.00

S. Fitzgerald noted that the 2014 request for the Advertising/Associations budget was \$25,771.00.

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

Discussion:

There was discussion as to why the Notices and Publications line was reduced to \$1.00 and now needed to be increased again. It was noted that it always depended each year as to what ended up needed to be posted each year.

J. Sherman offered that the increased quality of the Town Report and prompted other towns to improve the quality of their reports. He added that the State had cancelled the competition.

B. Sadewicz asked if the lack of competition would reflect on next year's Report.

J. Sherman replied that the quality of the Report would remain the same.

G. Hamel moved, second by D. Britton, to take under consideration the Advertising/Associations budget in the amount of \$25,771.00. There was no discussion on the motion and the vote was 9-0-0 U/A.

UPCOMING MEETINGS SCHEDULE

Draft Warrant Articles will be reviewed at the next meeting on November 12.

There was discussion regarding the Board of Selectmen setting a date, and snow date, for Deliberative Session. That date should be set at the next Board of Selectmen meeting.

Committee Reports

There were no committee reports at this meeting.

Old Business

There was no old business discussed at this meeting.

New Business

There was no new business brought forth at this meeting.

K. Lewis-Savage adjourned the meeting at 7:53 p.m.

Respectfully Submitted:

Dee Voss
Recording Secretary

