



Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING

Meeting: January 11, 2022

Call to Order: 6:30pm

ROLL CALL:

Robert Zukas, *Chair*
Doug Thompson, *Vice Chair - remote*
Richard Anthony, *Budget Committee*
Peter Bracci, *Budget Committee - excused*
Christina Cruz, *Budget Committee*
Katie Knutsen, *Budget Committee*
Phil Spitalere, *Budget Committee - remote*
Brian Stack, *Budget Committee*
Greg Taillon, *Selectmen's Representative*
Darrell Britton, *Selectmen's Alt - excused*

Also Present: Greg Colby, *Town Manager – remote*
Cab Vinton, *Library Director*

Agenda Item 4: Review/Approval of Minutes

The minutes of the January 4, 2022 meeting had been distributed in advance. G. Taillon noted that the meeting was legal and the only thing that needs to be removed from the minutes are the votes.

G. Taillon moved, second by B. Stack, to modify the minutes of the January 4, 2022 meeting to remove the motions and the votes for the P-22-06, P-22-12 and P-22-21 warrant articles and then approve the modified minutes.

The motion was approved 5 (R. Zukas, D. Thompson, B. Stack, K. Knutsen, G. Taillon)-1 (P. Spitalere)-2 (C. Cruz, R. Anthony)

Agenda Item 5: Public Comment

Ch. Zukas invited public comment but there was none.

Agenda Item 6: Warrant Article Review:

COLLECTIVE BARGAINING AGREEMENT (CBA) – POLICE UNION

Article P-22-06: To see if the Town of Plaistow will vote to approve the cost items included in the collective bargaining agreement (CBA) reached between the Town of Plaistow and the Plaistow Police Union, Teamsters Local 633, which calls for the following increases in salaries and benefits at the current staffing level:

Contract Year	Estimated Increase
01-Apr-2022 to 31-Mar-2023	\$255,055
01-Apr-2023 to 31-Mar-2024	\$139,849
01-Apr-2024 to 31-Mar-2025	\$147,603

And further to raise and appropriate the sum of \$191,291 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels. (Majority vote required)

Article P-22-06 Explanation: The fiscal year listed in the above table runs from April 1st through March 31st. Therefore, the amount to be raised and appropriated by this warrant article is from the 2022/2023 CBA rate for April 1, 2022 through December 31, 2022.

G. Taillon moved, second by K. Knutsen that the Budget Committee recommend the Collective Bargaining Agreement (CBA) – Police Union Article P-22-06 appear on the ballot.

B. Stack noted that as a member of the Teamsters Local 633 and he felt the need to abstain from voting on this article.

R. Anthony asked if it customary to provide a breakdown of a Collective Bargaining Agreement to the Budget Committee. G. Taillon said the Board of Selectmen get and review the actual contracts which aren't public, and that any questions can be asked of the Town Manager. B. Stack noted that if there was anything other than salary and benefit increases that is associated with the new contract it would be included in the figures before the Committee. R. Anthony asked about the variances between the first and subsequent contract years. G. Colby said that in the first year there is a 'catch up' for where the union has gone without contracts and in comparison with surrounding communities and other departments of the size, and there is a larger increase in the first year and then more modest increases for the second and third years. He said roughly it is an 8% increase in the first year, followed by 5% in each of the following years. B. Stack asked if there are any changes amounts to other than salary. G. Colby said it is predominantly salary, and noted there was an increase in salary according to whether officers/staff had a Masters, Bachelors, Associates degrees as well as an incentive for high level

certifications that would benefit the department and the Town as a whole. G. Taillon noted that the police salaries were on the low end and this agreement moves them to the middle area, which helps retain current officers and to attract others.

The motion was approved 7(R. Zukas, D. Thompson, C. Cruz, R. Anthony, K. Knutsen, P. Spitalere, G. Taillon)-0-1 (B. Stack)

DEPOSIT TO FD RADIO CAPITAL RESERVE FUND

Article P-22-12: Shall the town vote to raise and appropriate the sum of \$74,000 to be added to Fire Department Radio Capital Reserve Fund previously as established in 2019? (Majority vote required)

TOTAL APPROPRIATION: \$74,000

Balance in FD Radio Capital Reserve Fund was as of December 31, 2021. \$TBD

Article P-22-12 Explanation: CIP Reference: F3D. In 2019 the Fire Chief reported that the portable and mobile radios were old, frequently had operational problems, and spare parts were difficult if not impossible to find. The estimated cost to replace all the radios was \$200,000. 2022 is the second year of the 2-year plan and the Fire Chief reports that \$74,000 will be enough to finish the radio replacement. Timely deposits into this capital reserve fund will ensure that funds are available to replace mobile and portable radios as needed in the future using only capital reserve funds which helps to level the yearly tax impact.

B. Stack moved, second by C. Cruz that the Budget Committee recommend the Deposit to FD Radio Capital Reserve Fund Article P-22-12 appear on the ballot.

The motion was approved 7(R. Zukas, D. Thompson, C. Cruz, R. Anthony, B. Stack, P. Spitalere, G. Taillon) -0-1 (K. Knutsen)

DEPOSIT TO RECREATION PLAN CAPITAL RESERVE FUND

Article P-22-21: Shall the Town vote to raise and appropriate the sum of \$30,000 to be deposited into the existing Recreation Plan Capital Reserve Fund previously established. (Majority vote required)

TOTAL APPROPRIATION: \$30,000

Balance in Recreation Plan Capital Reserve Fund was as of December 31, 2021. \$TBD

G. Taillon noted that, in accordance with the discussion at the Budget Committee's January 4, 2022 meeting, the BOS had voted to remove the last two lines of the explanation as unnecessary and confusing.

Article P-22-21 Explanation: The deposit will allow continued work for Phase 2 of the new softball field at PARC. Phase 2 includes installing 2 dugouts, a backstop and additional work. This necessary work will prepare the fields to begin being utilized by athletes and for revenue generating field rentals.

R. Anthony asked how many phases there are to the work on the field and if there is a resolution in sight. G. Taillon said G. Taillon said this should be the last thing that is done to the field, and that is why the BOS removed the last two sentences from Voters Guide explanation. He noted the field had the swales created and the irrigation ditch repaired, and once the field had settled and dried the dugouts could be installed and the work completed.

G. Taillon moved, second by B. Stack that the Budget Committee recommend the Deposit to the Recreation Plan Capital Reserve Fund Article P-22-21 appear on the ballot.

B. Stack said he did not understand why the sentence that additional work and funding will be needed in the future to complete all phases of this project is in the explanation. G. Taillon said it refers to the Mt. Misery trail, but the field is all done with the completion of the dugouts. B. Stack said it is confusing since it has nothing to do with the field and it could be struck from the explanation.

The motion was approved 8-0-0

Agenda Item 7:Public Hearing

Ch. Zukas opened the Public Hearing at 6:49 PM.

Ch. Zukas read the Plaistow 2022 Operating Budget into the record.

Department	2021	2022	Increase/ (Decrease)
Executive	\$306,297	\$291,490	\$ (14,807)
Town Clerk	\$107,453	\$130,244	\$22,791
Elections	\$12,095	\$21,470	\$9,375
Finance	\$183,325	\$186,084	\$2,759
Assessing	\$111,818	\$112,320	\$502
Tax Collector	\$48,970	\$50,418	\$1,448
Legal	\$81,000	\$90,000	\$9,000
Human Resources/Personnel	\$1,910,526	\$2,085,517	\$174,991
Planning	\$92,507	\$106,994	\$14,487
Zoning	\$3,550	\$4,550	\$1,000
General Government Buildings	\$292,185	\$338,126	\$45,941
Cemeteries	\$8,000	\$10,500	\$2,500

Insurances	\$142,416	\$164,237	\$21,821
Advertising/Regional Assoc.	\$25,500	\$25,500	\$0
Cable	\$31,544	\$37,203	\$5,659
Conflict of Interest	\$250	\$250	\$0
Other General Government	\$190,000	\$195,000	\$5,000
Police/ACO	\$2,011,175	\$2,123,225	\$112,050
Fire	\$918,285	\$918,215	\$0
Building Inspection	\$136,881	\$119,822	\$(17,059)
Emergency Management	\$17,600	\$20,100	\$2,500
Highway	\$808,496	\$848,959	\$40,463
Street Lighting	\$117,500	\$105,000	\$(12,500)
Solid Waste Collection	\$889,437	\$994,728	\$105,291
Solid Waste Disposal	\$46,500	\$44,500	\$(2,000)
Health	\$88,617	\$90,075	\$1,458
Human Services	\$41,949	\$41,133	\$(816)
Welfare	\$32,350	\$40,612	\$8,262
Recreation	\$186,695	\$187,344	\$649
Patriotic Purposes	\$600	\$600	\$0
Cultural	\$1	\$15,000	\$14,999
Conservation Commission	\$6,480	\$7,200	\$720
Debt Service	\$516, 951	\$502,895	\$(14,056)
Library	\$599, 714	\$599,174	\$0
Total General Fund	\$9,966,127	\$10,508,555	\$542,428

There were no questions from the public.

Warrant Articles: The warrant articles were read into the record

WATER SERVICE INCENTIVE PROGRAM

Article P-22-02: Shall the Town vote to raise and appropriate **Four Hundred Fifty Thousand 00/100 Dollars (\$450,000)** (gross budget) as may be needed for establishing an interim fund to provide an assistance program to abutting properties to help incentivize connections to the potable water system by providing zero or low interest loans to the property owners to cover the capital costs needed for fees, installation, and other associated costs so they may connect to the potable water system; to further authorize the issuance of not more than **Four Hundred Fifty Thousand 00/100 Dollars (\$450,000)** of bonds and notes in accordance with the provision of the Municipal Finance Act (RSA 33:1, et. seq.) and to authorize the Select Board to issue and negotiate such bonds or notes, to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action the Board deems appropriate to effectuate the sale and/or issuance of said bonds; and further to authorize the Select Board as applicable to apply for, obtain and accept federal, state or other aid, grants or other funds, if any of which may be available for said work that may reduce the amount to be financed with bonds or notes, and to participate in the Drinking Water State Revolving Fund (DWSRF), RSA 486:14, established for

this purpose and/or the Drinking Water and Groundwater Trust Fund (NHDWGTF) and to allow the Select Board as applicable to expend such monies as they become available and pass any vote relating thereto; and further to authorize the Select Board to adopt a betterment plan, whereby the costs of the improvements to any privately owned service lines or infrastructure will be assessed to and reimbursed by the owners of those water lines and infrastructure that are specially benefited by such improvements such that the intent is the cost of the program will be paid by the users through betterments and/or user fees. (3/5 ballot vote required).

NO AMOUNT TO BE RAISED BY NEW TAXATION \$0 (Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-02: Explanation: The town is able to secure a bond at reduced interest rates to assist homeowners who may wish to finance the hook up to potable water. The fees would be charged quarterly on the homeowner's water bill until paid. No amount is to be raised by taxation.

REPLACE FD TOWER 3 FIRE TRUCK

Article P-22-03: Passage of this article shall override the 10 percent limitation imposed on this appropriation due to the non-recommendation of the budget committee. (Pending approval from Budget Committee) To see if the town will vote to raise and appropriate the sum of **One Million Five Hundred Thousand and 00/100 Dollars** (gross budget) for the replacement of the Fire Department's Tower 3 Fire Truck, and to authorize the issuance of not more than **One Million Five Hundred Thousand and 00/100 Dollars** of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. (3/5 ballot vote required)

NO AMOUNT TO BE RAISED BY NEW TAXATION \$0 (Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (6-0-1)).

Article P-22-03 Explanation: CIP Reference: F1B1. The Fire Chief has determined that the Tower 3 truck needs to be replaced in 2022. The truck is experiencing safety-related mechanical problems that cannot be easily or inexpensively replaced. Furthermore, the availability of used replacement vehicles is very narrow or nonexistent. The purchase of a replacement vehicle to meet Plaistow's needs requires the purchase of a new truck at a cost of \$1.5 million.

OPERATING BUDGET: GENERAL FUND

Article P-22-04: Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant and other appropriations voted separately, the amount set forth on the budget posted with the warrant, or as amended by vote of the first session, for the purpose set forth **therein**, totaling \$10,508,555. Should this article be defeated, the operating budget shall be \$10,302,270 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 XI to take up the issue of a revised budget only. (Majority vote required)

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-04: Explanation: The operating budget presented in this warrant article (\$10,508,555) reflects the Budget Committee approved budget and any modifications that may have been made at the 2022 Deliberative Session. The default budget presented in this warrant article (\$10,302,270) becomes effective if Article P-22-03 fails, that is, does not get a majority of Yes votes. The default budget amount is prescribed by state statute.

OPERATING BUDGET: WATER DEPARTMENT

Article P-22-05: Shall the Town raise and appropriate as an operating budget for the water department, not including appropriations by special warrant and other appropriations voted separately, the amount set forth on the budget posted with the warrant, or as amended by vote of the first session, for the purpose set forth therein, totaling **\$431,300**. Should this article be defeated, the operating budget shall be **\$431,300** 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 XI to take up the issue of a revised budget only. (Majority vote required)

TOTAL APPROPRIATION: \$431,300

Withdrawal from the Water Enterprise Fund: **-\$431,300**

NO AMOUNT TO BE RAISED BY NEW TAXATION \$0

Balance in Water Enterprise Fund as of December 31, 2021 \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-05: Explanation: The operating budget presented in this warrant article \$431,300 reflects the Budget Committee approved budget and any modifications that may have been made at the 2022 Deliberative Session. The default budget presented in this warrant article \$431,300 becomes effective if Article P-22-05 fails, that is, does not get a majority of Yes votes. The default budget amount is prescribed by state statute. The creation of an operating budget for the water department is in preparation for the implementation of a potable water system in Plaistow. The budget is funded through water usage fees and not property taxes. It will include amounts to not only operate the water system, but also for its expansion.

COLLECTIVE BARGAINING AGREEMENT (CBA) - POLICE UNION

Article P-22-06: To see if the Town of Plaistow will vote to approve the cost items included in the collective bargaining agreement (CBA) reached between the Town of Plaistow and the Plaistow Police Union, Teamsters Local 633, which calls for the following increases in salaries and benefits at the current staffing level:

Contract Year	Estimated Increase
01-Apr-2022 to 31-Mar-2023	\$255,055
01-Apr-2023 to 31-Mar-2024	\$139,849
01-Apr-2024 to 31-Mar-2025	\$147,603

And further to raise and appropriate the sum of \$191,291 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels. (Majority vote required)

(Recommended by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-1)).

Article P-22-06 Explanation: The fiscal year listed in the above table runs from April 1st through March 31st. Therefore, the amount to be raised and appropriated by this warrant article is from the 2022/2023 CBA rate for April 1, 2022 through December 31, 2022.

SPECIAL TOWN MEETING FOR DEFEATED COLLECTIVE BARGAINING AGREEMENT (CBA)

Article P-22-07: Shall the Town, if Article P-22-06 is defeated, authorize the Board of Selectmen to call one special meeting, at its option, to address warrant article P-22-06 cost items only? (Majority vote required)
(Recommended by the Board of Selectmen (5-0-0)).

Article P-22-07 Explanation: If the Collective Bargaining Agreement (CBA) as described in Article P-22-06 is defeated and if this Article passes, then the Board of Selectmen may, if they so choose, call a Special Town Meeting to vote on the cost items only of the CBA.

CONTINGENCY FUND

Article P-22-08: To see if the Town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate \$80,000 to put in the fund. This sum to come from the General Fund, Unassigned Fund Balance. Any appropriation left in the fund at the end of the year will lapse to the general fund. (Majority vote required).

TOTAL APPROPRIATION: \$80,000

Withdrawal from the General Fund, Unassigned Fund Balance: -\$80,000

NO AMOUNT TO BE RAISED BY NEW TAXATION \$0

Balance in General Fund, Unassigned Fund Balance, as of December 31, 2021 \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-08 Explanation: Establishment of a contingency fund gives the Board of Selectmen another tool to manage the Town in an efficient manner. If unanticipated expenses arise, the Board of Selectmen would have a source of funds to pay for the unanticipated expense.

The fund must be re-established each year and cannot accumulate funds from year-to-year. The balance of contingency fund at the end of the year is returned to the Unassigned Fund Balance.

CREATE AND DEPOSIT TO REVALUATION CAPITAL RESERVE FUND

Article P-22-09: To see if the Town will vote to establish a Revaluation Capital Reserve Fund under the provisions of RSA 35:1 for fund to meet our constitutional and statutory requirement that assessments are at full and true value at least as often as every fifth year and to raise and appropriate the sum of \$35,000 to be placed in this fund. Further, to name the Board of Selectmen as agent to expend from said fund. (Majority vote required)

TOTAL APPROPRIATION: \$35,000

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-09 Explanation: As the town is required to meet its constitutional and statutory requirement that assessments are at full and true value at least as often as every fifth year, this article would create a capital reserve fund and deposit to it would allow the town to fund the next Values Anew assessment to be required in 2026 and to level fund the budget.

DEPOSIT TO HIGHWAY EQUIPMENT TRUST FUND

Article P-22-10: Shall the Town vote to raise and appropriate the sum of \$50,000 to be added to the existing Highway Department Equipment Expendable Trust Fund? (Majority vote required)

TOTAL APPROPRIATION \$50,000

Balance in Highway Department Equipment Expendable Trust Fund was as of December 31, 2021. \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-10 Explanation: CIP Reference: H1D. Timely deposits into the Highway Department Equipment Expendable Trust Fund will allow for the orderly replacement of highway vehicles using only trust fund money which helps to level the yearly tax impact. These funds will be invested in an interest-bearing account and can be withdrawn by a majority vote of the Board of Selectmen. The next planned expenses occur in 2023: \$50,000 for the replacement of the 2013 Ford F-350 pickup truck, 2024: \$20,000 for the replacement of the landscaping trailer, and 2025: \$110,000 for the replacement of the 2010 Ford Newholland brush cutter, \$50,000 for the replacement of the 2015 6-wheel International dump truck body (sander/salter attachment) and \$50,000 for a used replacement of the 2005 Holder sidewalk snow removal machine.

DEPOSIT TO FD APPARATUS CAPITAL RESERVE FUND

Article P-22-11: Shall the Town vote to raise and appropriate the sum of \$140,000 to be added to the existing Fire Department Apparatus Capital Reserve Fund? (Majority vote required)

TOTAL APPROPRIATION \$140,000

Balance in FD Apparatus Capital Reserve Fund was as of December 31, 2021. \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (6-0-1)).

Article P-22-11 Explanation: CIP Reference: F1D. Timely deposits into the Fire Department Apparatus Capital Reserve Fund will allow for the orderly replacement of fire department vehicles using only capital reserve money which helps to level the yearly tax impact. These funds will be invested in an interest-bearing account and can only be withdrawn by a vote at a future Town Meeting. The next planned vehicle expenses are Tower 3 in 2022 (\$1,500,000), Rescue 2 in 2024 (\$240,000) followed by Forestry 4 in 2025 (\$60,000) and Command Car 1 in 2025 (\$50,000).

DEPOSIT TO FD RADIO CAPITAL RESERVE FUND

Article P-22-12: Shall the town vote to raise and appropriate the sum of \$74,000 to be added to Fire Department Radio Capital Reserve Fund previously as established in 2019? (Majority vote required)

TOTAL APPROPRIATION: \$74,000

Balance in FD Radio Capital Reserve Fund was as of December 31, 2021. \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-1)).

Article P-22-12 Explanation: CIP Reference: F3D. In 2019 the Fire Chief reported that the portable and mobile radios were old, frequently had operational problems, and spare parts were difficult if not impossible to find. The estimated cost to replace all the radios was \$200,000. 2022 is the second year of the 2-year plan and the Fire Chief reports that \$74,000 will be enough to finish the radio replacement. Timely deposits into this capital reserve fund will ensure that funds are available to replace mobile and portable radios as needed in the future using only capital reserve funds which helps to level the yearly tax impact.

DEPOSIT TO CEMETERY SPECIAL MAINTENANCE EXPENDABLE TRUST FUND

Article P-22-13: Shall the town vote to raise and appropriate the sum of \$20,000 to be added to Cemetery Special Maintenance Expendable Trust Fund previously as established in 2018? The funds will be withdrawn from the General Fund, Unassigned Fund Balance. (Majority vote required)

TOTAL APPROPRIATION: \$20,000

Withdrawal from the General Fund, Unassigned Fund Balance: -\$20,000

NO AMOUNT TO BE RAISED BY NEW TAXATION \$0

Balance in Cemetery Special Maintenance Expendable Trust Fund was as of December 31, 2021. \$TBD (Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-13 Explanation: There is approximately \$40,000 in the Cemetery Special Maintenance Expendable Trust Fund all of which are expected to be used to execute the first phase of the cemetery expansion. This warrant article will replenish the funds so that \$20,000 will be available for the next phase of the expansion.

DEPOSIT TO ENERGY CAPITAL RESERVE FUND

Article P-22-14: Shall the Town vote to raise and appropriate the sum of \$25,000 to deposit into the existing Energy Capital Reserve Fund that was created in 2016? (Majority vote required)

TOTAL APPROPRIATION: \$25,000

Balance in Energy Capital Reserve Fund was as of December 31, 2021. \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-14 Explanation: The Energy Committee will be focusing its efforts in 2022 to install solar panels on the roofs of as many town buildings as practical and aesthetically pleasing. The Committee will also study the feasibility of installing a solar array at the landfill. For many of these projects some amount of upfront money is required. Usually the upfront money can be reimbursed from rebates and/or grants. The deposit is to make sure we have sufficient funds to provide the upfront money.

DEPOSIT TO TRANSPORTATION INFRASTRUCTURE CAPITAL RESERVE FUND

Article P-22-15: Shall the Town vote to raise and appropriate the sum of \$40,000 to deposit into the existing Transportation Infrastructure Capital Reserve Fund that was created in 2016? (Majority vote required)

TOTAL APPROPRIATION: \$40,000

Balance in Transportation Infrastructure Capital Reserve Fund was as of December 31, 2021. \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-15 Explanation: The current Main Street traffic calming project being undertaken by the NH DOT will require an additional local contribution of \$200,000. The capital reserve fund currently has a balance of approximately \$40,000. An annual deposit of \$40,000 will close the funding gap. Construction is scheduled for 2024/2025.

SOROCK DONATION

Article P-22-16: Shall the Town vote to raise and appropriate the sum of \$7,000 to support the substance misuse prevention, suicide prevention and community wellness services of the SoRock Coalition for Healthy Youth.

TOTAL APPROPRIATION: \$7,000

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-16 Explanation: SoRock's work promotes wellness and nurtures resiliency for the children, youth and families of Plaistow as well as surrounding communities. SoRock works through coordinating community education, programming & resources and collaborating with federal and state agencies to help direct additional resources to the towns they serve.

ESTABLISH BUILDING EXPENDABLE TRUST FUND AND DEPOSIT

Article P-22-17: To see if the town will vote to establish a Building Expendable Trust Fund per RSA 31:19-a, for the purpose of all building interior and exterior capital maintenance (including, but not limited to carpeting/flooring, siding, roofing, and painting), all building site maintenance, all building expansion and/or reconfiguration, and all building's interior systems (including but not limited to HVAC, electrical, plumbing, water/wastewater, communications, and security) repair and/or replacement and to raise and appropriate \$25,000 to put in the fund, with this amount to come from the General Fund, Unassigned Fund Balance; further to name the Board of Selectmen as agent to expend from said fund. (Majority vote required)

TOTAL APPROPRIATION \$25,000

Withdrawal from the General Fund, Unassigned Fund Balance: -\$25,000

NO AMOUNT TO BE RAISED BY NEW TAXATION \$0 Balance in General Fund, Unassigned Fund Balance, as of December 31, 2021 \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-17 Explanation: CIP Reference: MB1D.2. Plaistow already has a similar capital reserve fund, the Building/Building Systems Capital Reserve Fund, which may only be used for internal systems such as electrical, plumbing, heating, etc. The intent of this reserve fund was to have a small amount of money set aside for emergencies. It may not be used for repair or replacement of the buildings themselves or their surrounding grounds. This new expendable trust fund is proposed for a broader scope of repairs as outlined in the warrant language above.

DISCONTINUE EXISTING BUILDING/BUILDING SYSTEMS CAPITAL RESERVE FUND

Article P22-18: To see if the town will vote to discontinue the Building/Building Systems Capital Reserve Fund. Said funds and accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. This Article shall be null and void if Article P-22-17 does not pass. (Majority vote required)

TOTAL APPROPRIATION: \$0

Balance in Building/Building Systems Capital Reserve Fund was as of December 31, 2021.
\$TBD

(Recommendation by the Board of Selectmen (5-0-0)).

Article P-22-18 Explanation: This fund would become redundant should Article P-22-17 passes and hence the recommendation to discontinue the fund and return the accumulated funds to the General Fund

DEPOSIT TO OLD HOME DAY EXPENDABLE TRUST FUND

Article P-22-19: Shall the Town vote to raise and appropriate the sum of \$5,120 to be added to the Old Home Day Expendable Trust Fund previously established. The sum to come from the Unassigned Fund Balance and represent donations received in 2021, with no amount to be raised from taxation. (Majority vote required)

TOTAL APPROPRIATION: \$5,120

Withdrawal from the General Fund, Unassigned Fund Balance: -\$5,120

NO AMOUNT TO BE RAISED BY NEW TAXATION \$0

Balance in General Fund, Unassigned Fund Balance, as of December 31, 2021 \$TBD

(Recommendation by the Board of Selectmen (5-0-0) and the Budget Committee (7-0-0)).

Article P-22-19 Explanation: Last year's Old Home Day event was cancelled after \$5,120 was collected in donations. This motion will effectively move these funds from the Unassigned Fund balance to the Old Home Day Expendable Trust Fund for use by the OHD committee in planning and running the 2022 Old Home Day event.

FD APPARATUS CRF FISCAL AGENT ASSIGNMENT

Article P-22-20: Shall the Town vote to appoint the Board of Selectmen as agent to expend from the Fire Department Apparatus Capital Reserve Fund previously established in 1998. (Majority vote required)

TOTAL APPROPRIATION: \$0

Balance in Fire Department Apparatus Capital Reserve Fund was as of December 31, 2021.
\$TBD

(Recommendation by the Board of Selectmen (5-0-0)).

Article P-22-20 Explanation: CIP Reference: F1D. This is the last remaining capital reserve fund where the Board of Selectmen is not the fiscal agent for the fund. Allowing the Board of Selectmen to be the fiscal agent gives the Selectmen flexibility to make timely withdrawals from

the reserve fund. Without this flexibility withdrawals can only be made by a majority vote at a Town Meeting.

DEPOSIT TO RECREATION PLAN CAPITAL RESERVE FUND

Article P-22-21: Shall the Town vote to raise and appropriate the sum of \$30,000 to be deposited into the existing Recreation Plan Capital Reserve Fund previously established. (Majority vote required)

TOTAL APPROPRIATION: \$30,000

Balance in Recreation Plan Capital Reserve Fund was as of December 31, 2021. \$TBD

(Recommendation by the Board of Selectmen (4-0-0) and the Budget Committee (8-0-0)).

Article P-22-21 Explanation: The deposit will allow continued work for Phase 2 of the new softball field at PARC. Phase 2 includes installing 2 dugouts, a backstop and additional work. This necessary work will prepare the fields to begin being utilized by athletes and for revenue generating field rentals.

TOWN FOREST ADDITION

Article P-22-22: Shall the Town vote to add a 4.32-acre parcel to the Town Forest? The parcel was created by a lot line adjustment on Tax Map 6 Lot 16 to remove the parcel and a second lot line adjustment on Tax Map 6 Lot 7 to add the parcel. The existing Tax Map 6 Lot 7 is already part of the Town Forest.

(Recommendation by the Board of Selectmen (5-0-0)).

Article P-22-22 Explanation: In 2014 the Conservation Commission was wrapping up work with the Southeast Land Trust (SELT) to create a conservation easement for the Town Forest properties. At that time several parcels were purchased for inclusion in the Town Forest. However, acceptable terms for the purchase and sale of this property were not able to be reached. It has been a long-term goal to purchase this property and finally this year, 2021 acceptable terms were reached, and the sale was completed. It is desirable to include the parcel as part of the Town Forest for the addition conservation and preservation protections that designated Town Forest parcels are afforded.

Ch. Zukas closed the Public Hearing at 7:26pm

Agenda Item 8: New Business/Old Business

Encumbrances: Ch. Zukas detailed the 2021 items to encumber into 2022. He noted that \$5,500 is encumbered to Bill DeLuca Chevrolet for repairs to Transport Vehicle and \$6,493.41 is encumbered to Motorola Solutions for radio replacement in Highway Trucks. It was noted the Committee received the documentation for these items. The encumbrances total \$11,993.41.

Library: The Library budget was revisited and it was agreed this needed to be re-voted.

K. Knutsen moved, second by G. Taillon, that the Budget Committee accept the Library Budget of \$599,174.00.

The motion was approved 7 R. Zukas. D. Thompson, K. Knutsen, R. Anthony, B. Stack, P. Spitalere, G. Taillon) -0-1 (C. Cruz)

Size of Budget Committee: G. Taillon distributed information on the size of Budget Committees in the Plaistow area. He noted that Budget Committees can be Municipal or Advisory and noted an Advisory committee does not set the budget but looks at what is proposed by the Board of Selectmen and makes a recommendation to the BOS Municipal committees, such as in Plaistow, are responsible for coming up with the budget and presenting it to the Town at the deliberative session. The numbers do not include the BOS representative.

Town	Members	Municipal/Advisory
Atkinson	6	Municipal
Brentwood	6	Municipal
Danville	5	Municipal
Exeter	5	Advisory
Hampstead	5	Advisory
Kingston	12	Municipal
Plaistow	10	Municipal
Salem	7	Advisory
Sandown	6	Municipal

He noted that Plaistow will have 10 members starting in 2022 and that there had been some discussion about whether the Committee was the wrong size and his recommendation was to let the Committee decide. He said if the committee wanted to change its size it could be done with a warrant article on the ballot. Ch. Zukas invited discussion, noting that the Committee had trouble getting 10 members this year and suggested that 8 would be sufficient. K. Knutsen asked or the original size of the Committee and why it was increased. Ch. Zukas said it was 9 members and increasing it to 10 was to avoid ties. He said with the voting BOS representative keeping the committee to 8 members will still avoid ties. G. Taillon noted that the original suggestion had been to reduce from 9 to 8 but this was changed at the Deliberative Session. It was noted any vote to change the numbers would not come into effect until the following year. It was also noted that the number will go up to 10 in 2022 and there will be effectively 11

members on the Committee. It was noted that a quorum would be 6 members would need to be present to do any business and it may be hard to get enough people to run and to attend meetings.

B. Stack asked if anyone had a good solid reason why the Committee should be the higher rather than the lower number. He said he personally likes having the different perspectives but noted the difficulty in finding candidates and can't think of a good reason for keeping the number high. K. Knutsen agreed that having the different perspectives is valuable but that having too large a Committee can create problems with having a quorum, and would rather see the Committee number at 6 or 8 plus the BOS representative. P. Spitalere noted that if the Committee size is reduced there are fewer people to make up the quorum. G. Taillon noted that the quorum is always 50% plus one. K. Knutsen suggested that people running for the Committee would need to make the necessary commitment. G. Taillon noted that during his research of the local budget committees some have alternate members who come to meetings and can vote when an elected member is absent.

B. Stack moved, second by K. Knutsen, that a warrant article be created to reduce the size of the Budget Committee to eight members.

The motion was approved 7 (R. Zukas, D. Thompson, K. Knutsen, R. Anthony, B. Stack, P. Spitalere, C. Cruz) -0-1 (G. Taillon)

R. Anthony asked about how the default budget is calculated as he understood it to be the previous year's budget minus one-time expenses plus contractual obligations. G. Colby said he arrived at the default budget by reviewing all the budget lines, adjust by removing one-time expenditures, and increase it by the known contractual agreements that must be met, adjustments for health insurances, retirement etc., which are legally obligated to be paid. R. Anthony asked if he could see the calculation as he feels the 1.9% variance to be very tight. G. Colby welcomed anyone to make an appointment to review this with him. R. Anthony asked if variances in other town budgets were available; it was suggested this may be published in their voters guides. He also asked for information on the Capital Reserve Fund; G. Colby said he just received the reports this week and is finishing up his analysis. There was discussion of the various Capital Reserve Funds and how they play into purchases. G. Colby noted the Fire Department Capital Reserve Fund has approximately \$275,000.00 and it's to pay for more than the Fire truck, as a transport vehicle needs replacing. It was noted that Chief Knutsen is applying for grants to help with purchases. R. Anthony asked about expenditures from the ARPA money; G. Taillon said nothing formal has been agreed upon but the cost of the fire truck has been considered. G. Colby said ARPA guidance has just come out and he needs to digest it and learn what it can be spent on.

In response to a question, G. Colby said the 2021 audit is scheduled for the second week in March.

Agenda Item 9: Next Meeting

The next meeting will be the Deliberative Session on February 5, 2022 at 9 AM with a snow date of February 12.

Agenda Item 10: Adjournment

There was no additional business presented. The meeting was adjourned at 8:06 pm.

Respectfully Submitted,
Charlene Glorieux
Recording Secretary