



Town of Plaistow ♦ Budget Committee

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

BUDGET COMMITTEE MEETING

Meeting: January 10, 2023

Call to Order: 6:37pm

ROLL CALL:

Katie Knutsen, *Chair* - present
Doug Thompson, *Vice Chair* - present
Richard Anthony, *Budget Committee*- present
Theodore Carves, *Budget Committee* - excused
David Gerns, *Budget Committee* – present
John Sherman, *Budget Committee* – present
Roy Walling, *Budget Committee* – present
Darrell Britton, *Selectmen's Representative* - excused
Jay DeRoche, *Selectmen's Alt* - present
Greg Colby, Town Manager/Finance Director - present

Agenda Item 4: Review/Approval of Minutes

Ch. Knutsen noted that the agenda for the December 13, 2023 meeting had not been posted on the website in a timely manner and that the votes taken during the meeting would need to be redone.

The minutes of the December 13, 2022 meeting had been distributed in advance. It was noted the last word in the second to last line on page 1 should be 'so' not 'do'.

J. Sherman moved, second by R. Walling to approve the minutes as corrected.

The motion was approved 5-0-2 (K. Knutsen, J. DeRoche)

The minutes of the January 3, 2023 meeting had been distributed in advance.

R. Walling moved, second by D. Gerns to approve the minutes as issued.

The motion was approved 7-0-0

Agenda Item 5: Revote of Warrant Articles

OPERATING BUDGET – GENERAL FUND Article P-23-02:

D. Thompson moved, second by J. Sherman to approve the Operating Budget, General Fund

The motion was approved 7-0-0

OPERATING BUDGET – WATER DEPARTMENT Article P-23-03

D. Thompson moved, second by D. Gerns to approve the Operating Budget, Water Department

The motion was approved 7-0-0

COLLECTIVE BARGAINING AGREEMENT (CBA) – Town Union Article P-23-04:

D. Thompson moved, second by J. Sherman to approve Article P-23-04

The motion was approved 7-0-0

REPLACE VOTING MACHINES Article P-23-06

J. Sherman moved, second by D. Thompson to approve Article P-23-06

The motion was approved 7-0-0

ESTABLISH A POLICE AND FIRE DETAIL REVOLVING FUND Article P-23-10:

Ch. Knutsen said this article had been voted on before but the wording had changed recently and it needed to be voted on again. She read up to the in changes wording:

Shall the Town vote to establish a Police and Fire Detail Revolving Fund pursuant to RSA 31:95-h, for the purpose of purchasing, leasing, maintaining, and repairing all vehicles assigned for detail use including uniforms and other necessary expenses.

There was discussion of why the uniforms and expenses were added. J. DeRoche said the original revolving fund for the police detail included maintenance and replacement of the vehicles as well as uniforms for detail officers. He noted a detail officer may not work only in Plaistow and may not have a Plaistow uniform, and Plaistow and equipment are needed when working the Town details is paid from this fund. Full-time officers are part of the police department and uniformed from that budget. G. Colby noted that the current fund supports and pays for all outside detail expenses from outside detail income that is generated, and the article reestablishes what currently exists. J. Sherman noted he prefers to see the fire and police separated from the same warrant article.

R. Walling moved, second by D. Thompson to approve Article P-23-10

The motion was approved 7-0-0

Agenda Item 6: Public Hearing

Ch. Knutsen opened the Public Hearing at 6:45 PM. She said the Public Hearing is to consider the 2023 Proposed Budget and the Warrant Articles that go with it. She noted the budget increased by 6.43% and some of the driving factors for that were: utilities and fuel: end of life on server and significant pieces of IT equipment, also second year of PFOS/PFAS SSI study as required by the Stat of NH; police fuel and equipment replacement, Fire fuel and increase in the number of calls for service, Highway significantly higher costs for paving, line striping and snow removal to maintain the current level of service; and debit service on the fire truck bond.

Town of Plaistow 2022 vs 2023 Comparative Budget Statement

DEPARTMENT	2022 Town Meeting Approved	2023 BOS Approved	2023 BUDCOM Approved	PY vs CY BudCom	% Variance
Executive	291,490.00	263,037.00	263,037.00	(28,452)	-9.8%
Town Clerk	130,244.00	134,122.00	134,122.00	3,878	3%
Elections	21,470.00	14,635.00	14,635.00	(6,835)	-31.8%
Finance	186,084.00	150,495.00	150,495.00	(35,589)	-19.1%
Assessing	112,320.00	110,120.00	110,120.00	(2,200)	-2.0%
Tax Collector	50,418.00	53,540.00	53,540.00	3,122	6.2%
Legal	90,000.00	97,500.00	97,500.00	7,500	8.3%
Human Resources/Personnel	2,127,545.00	2,152,019.00	2,152,019.00	24,474	1.2%
Planning	106,994.00	102,696.00	102,696.00	(4,298)	-4.0%
Zoning	4,550.00	5,150.00	5,150.00	600	13.2%
General Government Buildings	338,126.00	381,870.00	381,870.00	43,744	12.9%
Cemeteries	10,500.00	10,500.00	10,500.00	0	0.0%
Insurances	164,237.00	182,782.00	182,782.00	18,545	11.3%
Advertising/Regional Assn.	25,500.00	26,000.00	26,000.00	500	2.0%
Cable	37,203.00	36,900.00	36,900.00	(303)	-0.8%
Conflict of Interest	250.00	250.00	250.00	0	0.0%
Other General Government	195,000.00	325,000.00	325,000.00	130,000	66.7%
Police/ACO	2,272,488.00	2,376,203.00	2,376,203.00	103,715	4.6%
Fire	918,285.00	969,130.00	969,130.00	50,845	5.5%
Building Inspection	119,822.00	139,664.00	139,664.00	19,842	16.6%
Emergency Management	20,100.00	32,550.00	32,550.00	12,450	61.9%
Highway	848,959.00	989,108.00	989,108.00	140,149	16.5%
Street Lighting	105,000.00	112,500.00	112,500.00	7,500	7.1%
Solid Waste Collection	994,728.00	1,009,478.00	1,009,478.00	14,750	1.5%
Solid Waste Disposal	44,500.00	37,500.00	37,500.00	(7,000)	-15.7%
Health	90,075.00	90,450.00	90,450.00	375	0.4%
Human Services	48,133.00	46,884.00	46,884.00	(1,249)	-2.6%
Welfare	40,612.00	39,666.00	39,666.00	(946)	-2.3%
Recreation	187,344.00	194,111.00	194,111.00	6,767	3.6%

Patriotic Purposes	600.00	600.00	600.00	0	0.0%
Cultural	15,000.00	20,000.00	20,000.00	5,000	33.3%
Conservation Commission	7,200.00	7,225.00	7,225.00	25	0.3%
Debt Service	502,895.00	568,198.00	568,198.00	65,303	13%
TOTAL	10,107,672.00	10,679,883.00	10,679,883.00		
Library	599,174.00	637,574.00	637,574.00	38,400	6.4%
TOTAL GENERAL FUND	\$10,706,846.00	\$11,317,457.00	\$11,317,457.00	\$610,611	5.7%
WATER	431,300.00	494,090.00	494,090.00	62,790	14.6%

Ch. Knutsen invited comment on the budget. J. Sherman asked if anyone had done an analysis of the changes in operating budget to warrant articles, meaning if more is being put in the operating budget than warrant articles. He suggested the percentage change in the operating budget and the change in the total sum of warrant articles can be compared. He suggested that in one year the increase in the operating budget is more than the increase in the total warrant article, or the other way around. There were questions about the CIP. It was also suggested there could be a sizable increase from the school district.

It was noted that the BOS has finished the wording on the Voters' Guide and once it's cleaned up it will be emailed to the Budget Committee and posted. J. DeRoche noted that this year's warrant articles if approved will cost to the taxpayers \$137,000. He also said that the CIP Committee will present a final draft that will be presented to the Select Board.

WARRANT ARTICLES:

Article P-23-01: To elect all necessary Town Officers for ensuing year.

OPERATING BUDGET – GENERAL FUND

Article P-23-02: Shall the Town vote to 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 \$11,317,457. Should this article be defeated, the operating budget shall be \$11,062,817 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 operating budget only. (Majority vote required)

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (7-0-0)).

OPERATING BUDGET – WATER DEPARTMENT

Article P-23-03 Shall the Town vote to raise and appropriate as an operating budget for the water department, 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 \$494,090? Should this article be defeated, the operating budget shall be \$483,390 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 operating budget only. (Majority vote required)

Total Appropriation:	\$494,090
Withdrawal from the Water Enterprise Fund:	-\$494,090

No Amount to be raised by 2023 taxation: \$0

Balance in Water Enterprise Fund was \$000,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (7-0-0)).

COLLECTIVE BARGAINING AGREEMENT (CBA) – Town Union

Article P-23-04: Shall the Town of Plaistow vote to approve the cost items included in the collective bargaining agreement (CBA) reached between the Town of Plaistow and the Plaistow Town Unit, Teamsters Local 633, which calls for the following increases in salaries and benefits at the current staffing level:

Fiscal Year	Estimated Increase
2023/2024	\$31,932.00
2024/2025	\$51,354.00
2025/2026	\$36,268.00

And further to raise and appropriate \$31,932.00 for 2023.

(Majority vote required)

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (7-0-0)).

SPECIAL TOWN MEETING FOR DEFEATED COLLECTIVE BARGAINING AGREEMENT (CBA)

Article P-23-05: Shall the Town, if Article P-23-04 is defeated, authorize the Board of Selectmen to call one special meeting, at its option, to address warrant article P-23-04 cost items only? (Majority vote required)

(Recommended by the Board of Selectmen (4-0-0)).

REPLACE VOTING MACHINES

Article P-23-06: Shall the Town vote to raise and appropriate the sum of \$12,000 for the purpose of replacing voting machines used to count ballots in Town, School, County, State and Federal elections? (Majority vote required)

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (7-0-0)).

CONTINGENCY FUND RSA 31:98-a

Article P-23-07: Shall the Town vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate the sum of \$80,000 to be deposited into the fund? The 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. Use of these funds will be pursuant to RSA 31:98-a and RSA 32:11. (Majority vote required)

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

No amount to be raised by 2023 taxation:	\$0
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The balance in the General Fund, Unassigned Fund Balance was \$000,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

ESTABLISH A POLICE VEHICLE CAPITAL RESERVE FUND

Article P-23-08: Shall the Town vote to establish a Police Vehicle Capital Reserve Fund for the purpose of purchasing or leasing new or used police vehicles and to raise and appropriate \$60,000 to be deposited into this account with \$60,000 withdrawn from the Unassigned Fund Balance? The Board of Selectmen shall be the agents authorized to expend these funds. The Capital Reserve fund is being created pursuant to RSA 35:1. (Majority vote required)

Total Appropriation:	\$60,000
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$60,000

No amount to be raised by 2023 taxation:	\$0
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The balance in the General Fund, Unassigned Fund Balance was \$000,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DISCONTINUE THE POLICE AND FIRE DETAIL REVOLVING FUND

Article P-23-09: Shall the Town vote to discontinue the Police Detail Revolving Fund and place the total sum of the fund balance, at the time of discontinuance, into the Town's General Fund. This article shall be null and void if Article P-23-08 fails. (Majority vote required)
(Recommended by the Board of Selectmen (4-0-0)).

ESTABLISH A POLICE AND FIRE DETAIL REVOLVING FUND

Article P-23-10: Shall the Town vote to establish a Police and Fire Detail Revolving Fund pursuant to RSA 31:95-h, for the purpose of purchasing, leasing, maintaining, and repairing all vehicles assigned for detail use including uniforms and other necessary expenses. All revenues received for outside detail services will be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year and shall not be considered part of the town's general fund balance. The town treasurer shall have custody of all monies in the fund and shall

pay out the same upon order of the governing body and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. Shall the Town further vote to raise and appropriate \$100,000 to be deposited into the fund with the amount coming from the General Fund, Unassigned Fund Balance? This warrant article shall be null and void if Article P-23-09 does not pass.

(Majority vote required)

Total Appropriation:	\$100,000
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$100,000

No amount to be raised by 2023 taxation:	\$0
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The balance in the General Fund, Unassigned Fund Balance was \$000,000 as of

December 31, 2022.

(Recommended by the Board of Selectmen (3-0-0) and the Budget Committee (7-0-0)).

DEPOSIT TO HIGHWAY EQUIPMENT TRUST FUND

Article P-23-11: Shall the Town vote to raise and appropriate the sum of \$50,000 to be deposited into the previously established Highway Department Equipment Expendable Trust Fund? (Majority vote required)

The balance in the Highway Equipment Trust Fund was \$00,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO BUILDING EXPENDABLE TRUST FUND

Article P-23-12: Shall the Town vote to raise and appropriate the sum of \$40,000 to be deposited into the previously established Building Expendable Trust Fund? (Majority vote required)

Total appropriation:	\$40,000
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$40,000

No amount to be raised by 2023 taxation:	\$0
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The balance in the Building Expendable Trust Fund was \$00,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO LIBRARY CAPITAL RESERVE FUND

Article P-23-13: Shall the Town vote to raise and appropriate the sum of \$45,000 to be deposited into the previously established Library Capital Reserve Fund? (Majority vote required)

The balance in the Library Capital Reserve Fund was \$000,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO ENERGY CAPITAL RESERVE FUND

Article P-23-14: Shall the Town vote to raise and appropriate the sum of \$25,000 to be deposited into the previously established Energy Capital Reserve fund? (Majority vote required)

The balance in the Energy Capital Reserve Fund was \$00,000 as of December 31, 2022
(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO TRANSPORTATION INFRASTRUCTURE CAPITAL RESERVE FUND

Article P-23-15: Shall the Town vote to raise and appropriate the sum of \$40,000 to be deposited into the previously established Transportation Infrastructure Capital Reserve Fund? (Majority vote required)

The balance in the Transportation Infrastructure Capital Reserve Fund was \$00,000 as of December 31, 2022.
(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO REVALUATION CAPITAL RESERVE FUND

Article P-23-16: Shall the Town vote to raise and appropriate the sum of \$35,000 to be deposited into the previously established Revaluation Capital Reserve Fund? (Majority vote required)

The balance in the Revaluation Capital Reserve Fund was \$00,000 as of December 31, 2022.
(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO FIRE DEPARTMENT APPARATUS CAPITAL RESERVE FUND

Article P-23-17: Shall the Town vote to raise and appropriate the sum of \$70,000 to be deposited into the previously established Fire Department Apparatus Capital Reserve Fund? (Majority vote required)

Total Appropriation:	\$70,000
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$70,000

No amount to be raised by 2023 taxation: \$0

The balance in Fire Department Apparatus Capital Reserve Fund was \$00,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO CEMETERY SPECIAL MAINTENANCE EXPENDABLE TRUST FUND

Article P-23-18: Shall the Town vote to raise and appropriate the sum of \$20,000 to be deposited into the previously established Cemetery Special Maintenance Expendable Trust Fund? 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 2023 taxation: \$0
The balance in the Cemetery Special Maintenance Expendable Trust Fund was \$00,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (6-0-0)).

DEPOSIT TO OLD HOME DAY EXPENDABLE TRUST FUND

Article P-23-19: Shall the Town vote to raise and appropriate the sum of \$2,892 to be deposited into the previously established Old Home Day Expendable Trust Fund? The sum to come from the Unassigned Fund Balance and represents donations received in 2022, with no amount to be raised from taxation. (Majority vote required)

Total Appropriation:	\$2,892
Withdrawal from the General Fund, Unassigned Fund Balance:	-\$2,892

No amount to be raised by 2023 taxation: \$0
The balance in the General Fund, Unassigned Fund Balance was \$000,000 as of December 31, 2022.

(Recommended by the Board of Selectmen (4-0-0) and the Budget Committee (5-0-1)).

Ch. Knutsen closed the Public Hearing at 7:21 PM

Agenda Item 7. New Business/Old Business:

Ch. Knutsen noted the Deliberative Session will be held at 9:00 AM on February 4, 2023 in the second floor meeting room at Town Hall; snow date will be February 11th. She noted that the Budget Committee members should attend the session. J. DeRoche noted that there could be changes to the warrant articles that would require re-voting by the Budget Committee.

Voting will be held at the Fish and Game Club in March.

J. DeRoche corrected the amounts given earlier for the warrant articles. He said they are requesting about \$370,000 from the Unassigned Fund Balance to pay for six warrant articles, and

are asking the taxpayers to approve an additional \$237,000, totaling \$607,000. G. Colby said \$160,000 is really coming from the Police outside detail fund because it is being dissolved and refunded.

R. Anthony asked the amount taken from the Unassigned Fund to reduce the tax rate. J. DeRoche said it was around \$300,000. R. Anthony suggested this was the first time since 2017 that monies from the Unassigned Fund were used to reduce the tax rate that Plaistow residents pay and that as a resident he was appreciative that this was done.

Ch., Knutsen thanked Greg Colby and the Select Board for their hard work this year. She noted there will be no more meetings of the Committee until the Deliberative Session.

G. Colby noted there will be five open positions on the Budget Committee and filing for the open positions will start on January 25 and run through February 3.

J. DeRoche thanked Ch. Knutsen and the Committee for their time, effort and hard work.

Agenda Item 10: Adjournment

There was no additional business presented. The meeting was adjourned at 7:30 pm.

Respectfully Submitted,
Charlene Glorieux
Recording Secretary