



*Town of Plaistow ♦ Board of Selectmen*  
*145 Main Street ♦ Plaistow ♦ NH ♦ 03865*

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** December 22, 2014

**MEETING CALLED TO ORDER:** 6:40 PM

**SELECTMEN:**

Chairman, Daniel Poliquin  
Selectman, Michelle Curran- Excused  
Selectman, Steve Ranlett - Excused

Vice Chairman, John Sherman  
Selectman, Joyce Ingerson  
Town Manager, Sean Fitzgerald

**AGENDA:**

**MINUTES:**

*Motion by John Sherman to approve the minutes of December 8, 2014*

*2<sup>nd</sup> by Joyce Ingerson.*

*Vote: 2-0-1*

*Motion passes.*

**PUBLIC COMMENT:**

None

**Communication Tower Project Update**

Lt Baldwin steps up to present the updated presentation for the Communication Tower. Goals are to enhance the overall communication network, portable and mobile radios in the areas where communication has dead spots. Ultimate goal is great radio coverage.

J Sherman asks to update completed items.

This project should be active and running June 30, 2015. Supported with Grant money. Towers are already in existence though there is a cost to lease spaces on the towers.

Lt Baldwin discusses deficiencies in the system. North Main Street has significant deficiencies, a tower here would avoid communication interruptions.

S. Fitzgerald states this year both the Fire Department and the Highway Department had a problem communication with hand held radios. The Topography is similar to a valley, hard to get signal broadcast, so a tower would avoid communication interruptions.

Lt Baldwin notes that he appreciates the support for the community and public safety.

A request to award a contract will follow and have critical path for installation.

**Trustee of the Trust Fund**

J. Senter steps up to present a memo regarding investing the funds in the Capital Reserve accounts.  
D. Poliquin reads the proposed warrant article and questions the wording in the last sentence.

J. Senter states that was put into the law. She explains that the warrant is following the letter of the law and that this would enable the trustees a chance to invest and see benefit and not tie the hands of the Trustees. The state felt the trustees came up for election each year and if the town is not happy they can vote the trustees out. This is only for the first 5 years of investing and they are not contracted with a specific company for 5 years.

J. Sherman asks what other entities in Town do we have that invest funds.  
S. Fitzgerald states the Treasurer has custodial responsibility for Town funds, operating budget. He explains that this is specific for the Trustees for long term investment dollars. A great way to get return on investment.

J. Senter explains that the fee for this investment will be deducted from the interest that is earned and the fee is based on the return on investment. The principal will not be compromised.

Discussion ensues.

J. Sherman asks how risky will they be?

J. Senter states the money will not be in high risk categories. It will be up to the trustees to decide how they will be invested and will invest according to how the funds need to be accessed. The trustees will put out to bid. J. Senter will set interviews with the trustees over the next few months. She will work with the Finance Director and not the Board is to protect the independence of the Trustee of the Trust Funds.

D. Poliquin asks if there are fees to access money

J. Senter states there are no fee to access/withdraw money.

J. Sherman motions to recommend the warrant article as presented in the memo from the Trustees and to request the Town Manager to work with the Trustees of the Trust Fund to help write an adequate intent to help residents understand. This warrant article to re voted with a full board.

J. Ingerson seconds.

Vote 3-0-0. Motion carries

J. Senter states that the Trustees are available to come and discuss any money warrants articles that re going into trust funds. All warrant articles need to read well to them as well as the public. There are a couple of warrant articles in the past that have been written that make it difficult to disburse that money for that purpose. Open ended warrant articles don't work. Money can only be spent according to the intent.

### **Public Safety Complex Update**

S. Fitzgerald invites Alan Brown and Don Walters of Dore & Whittier Architects up along with Chief Jones and Chief McArdle.

S. Fitzgerald presents the updates to the Public Safety Complex:

- Renovations to the Fire Station
- Single story Police Station

- Construction with access road adjacent to cemetery.

The \$10.4 million project represents the best value for the Town. It is 15,512 sq. ft. This project meets the standards for a 30-0 year facility life. This has the needs of the departments and the “wants” have been eliminated.

S Fitzgerald continues to list the reduction from this project to illustrate the \$8 million project.

This project is bare necessities. This is an 11,147 sq. ft. project.

S Fitzgerald turns discussion over to A. Brown and D Walters of Dore & Whittier Architects.

D Walters present the conceptual site plan.

S Fitzgerald states that the Public safety Expansion Committee met last Friday and the following items were discussed as possible additions to the project:

- Fire Department bunks and showers. When department eventually goes to a 24/7
- The roof will need to be constructed as a possible 2<sup>nd</sup> story floor, for future expansion up. Department bunks and showers will need to be added. This cost is approximately \$250,000. Approximate cost for this is \$250,000.
- Training Room/Community room shared by both department. Approximate cost is \$100,000.

These additional changes will now bring this project to an \$11 million project.

J. Sherman states that Plaistow plans ahead for the future and this project is reasonable for a 30-40year building. The list of needs has been revisited and a couple of items have been added back. This is a good time to borrow, the cost of this project will just increase in the future. He states he is in favor of the warrant article.

D Poliquin agrees states we have been at this a long time.

S Fitzgerald reads the proposed warrant from the packet; “Shall the Town vote to raise and appropriate the sum of \$11,000,000 for the expansion of the Public Safety Complex and to authorize the issuance of not more \$11,000,000. 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.” Limited intent: “To finance the Public Safety Complex Expansion. Passage of a bond warrant article requires a 60% majority of residents.”

Discussion ensues.

J Sherman motions to recommend the Public Safety Complex Expansion Warrant article for \$11 million. J. Ingerson seconds. J Sherman suggests letting the Budget Committee work on the intent as they do well with the wording. Warrant article to be re-voted with a full board.

Vote 3-0-0

Motion passes.

S Fitzgerald asks Dore & Whittier for a project imagery in the next few weeks. A. Brown responds sometime after the first of the year. Sidewalks on Elm Street will be included on imagery.

## **2015 Budget Review**

S. Fitzgerald begins review of the Utility and Gas lines in the 2015 proposed budgets.

Recommendations for reductions in various gas lines for a total reduction of \$15491.

J Sherman motions to adjust the 2015 budget as presented representing a total decrease of \$15,491 as presented in the memo dated Monday December 22, 2014. J. Ingerson seconds. Vote 3-0-0 Motion carries.

S Fitzgerald discusses electric rates and recommends level funding all but one electric utility line for a total reduction of \$2,000.

J Sherman motions to reduce the electric line in the Water Department budget by \$2000 to \$9500 as presented in the memo dated December 22, 2014. D. Poliquin seconds. Vote 3-0-0 Motion carries.

S Fitzgerald discusses the gas utility lines. It is predicted we may have a warmer winter this year.

Recommendations no change in the various gas utility lines

S Fitzgerald states there are some other 2014 budget items to be reviewed:

- Unanticipated repairs to town properties. There are 4 items that are recommend to be funded from the Building Systems Capital reserve fund. They total \$8107.49.

Discussion ensues regarding the pump house expense of \$1875.

The Board agrees to remove the pump house expense for \$1875. The new total to be funded from the Building Systems Capital Reserve is \$6232.49.

J Sherman moves to fund the 3 repairs listed in the Town Managers report dated December 22 from the Building Systems Capital Reserved fund in the amount of \$6232.49.

J Ingerson seconds-

Vote 3-0-0. Motion passes.

S Fitzgerald begins reviewing the 2014 Encumbrances: Review the list of contract that the expenses extend in to the next fiscal year. The total of the 2014 encumbrances is \$207,667. The cemetery fence is listed, S. Fitzgerald states that this line item needs to be deferred until there is a full board.

J Sherman requests to review hazard Mitigation plan early next year.

J. Sherman motions per the Town Manager's report dated December 22, 2014, that we direct the Town Manager to encumber those expenses as presented in the amount of \$192,618. J. Ingerson seconds  
Vote 3-0-0. Motion passes.

S. Fitzgerald states the IRS has announced the 2015 mileage reimbursement rate will be .575 cents per mile starting January 1, 2015. Not recommending adjusting any budget lines.  
Discussion ensues

J Sherman motions to direct the Town Manager to implement beginning on January 1, 2015 the new mileage reimbursement rate of .575. J Ingerson seconds  
Vote 3-0-0 Motion passes.

### **2015 Warrant Review**

S Fitzgerald begins the Warrant article review:

#### **Building Systems Capital Reserve Fund Deposit**

J. Sherman moves to change the Building Systems capital reserve fund deposit from \$10,000 to \$6232.49.

J Ingerson request to round up.

J. Sherman moves to change the Building Systems capital reserve fund deposit from \$10,000 to \$6250.  
J Ingerson seconds  
Vote 3-0-0 Motion passes  
These warrants articles will be revisited next week.

#### **Fire Suppression Pump and Pump House Capital Reserve Fund Deposit**

After review of an updated design from Weston & Sampson, as described in Town Manager's report S Fitzgerald recommends the Pump and Pump House warrant article annual deposit be revised from \$70000 to \$125,000 to adequately fund the project in the allotted time frame.

Discussion ensues

J Sherman motions to change the amount of the Fire Suppression Pump and Pump house capital reserve fund deposit from \$70,000 to \$125,000 and direct the Town Manger to change the wording of the intent appropriately.  
D Poliquin seconds. Vote 2-1-0 (J. Ingerson) Motion passes.

#### **Cardiac Monitors and Automatic External Defibrillators**

S Fitzgerald states that after discussions with the Fire Chief he is recommending the withdrawal of the warrant article for the Cardiac Monitors and Automatic External Defibrillators.

J Sherman motions to remove from Warrants the warrant article for the Cardiac Monitors and Automatic External Defibrillators. J. Ingerson seconds.

S Fitzgerald states this was in the CIP though the Fire Chief was able to get more this year than expected that allows to defer this warrant.

Vote 3-0-0 Motion carries.

#### **Repave Pathways Pollard Park around Pollard Park**

S Fitzgerald has had several discussions with Highway Supervisor, \$25,000 will only allow a thin coat and not reconstruct the walkways. Reconstruction would cost upwards of \$100,000. At this point I am recommending to remove the warrant.

J. Sherman motions to remove the warrant article, Repave Pathways around Pollard Park. J Ingerson seconds. Vote 3-0-0 Motion passes.

**Construction of Recreation Driveway**

S Fitzgerald states that we don't need the warrant article for the grant at this point. This is not a definitive project, will depend on the award of the grant. If we don't get the grant we won't need the warrant. If we win the award I will come back to the board to match the grant.

J Sherman motions to remove the warrant article for the construction of recreation driveway. J Ingerson seconds  
Vote 3-0-0 Motion carries.

**Replacement of Cable Department Playback/Message Board Server Warrant**

S Fitzgerald discusses upgrade for cable server to High Definition. This warrant article needs to have the amount increased. I have recommend that we do this in my Town Manager's report.

J Sherman moves to change the Replacement of Cable Department Playback/Message Board Server warrant article to contain the wording as listed in the 12/12/14 warrant articles with the updated amount.

J Ingerson seconds

D Poliquin reads the warrant article in full.

Vote 3-0-0mMotion passes.

S Fitzgerald states there will be one additional warrants to review next week. It involves allowing the board the ability to expend the water line revenue without a vote at Town meeting.

J Sherman asks what the approximate cost would be to hold a special Town Meeting.

S Fitzgerald replies \$6-10,000.

Discussion ensues.

J Sherman asks what the board thinks about submitting a warrant article requesting funding for a special town meeting for the express purpose of voting on the rail project.

Discussion ensues.

The Board agrees to think this over.

**Town Managers Report**

Phone System

HealthTrust representative

Holiday Luncheon

Santa- in Town Sunday

NHDES Source Water Protection and GREE Fund

Firing range update- Kinston Police Chief

Plaistow Fish & Game

2008 International Plow Truck

NH DRA- New online Tax Rate System

NH DRA 2015 Education warrant

**ACTION ITEM REVIEW**

Deferred to next week

**OTHER BUSINESS**

None

**SIGNATURE FOLDER**

D. Poliquin states the manifest and signature folder is going around.

**SELECTMENS REPORTS**

J. Ingerson:

Nothing to report

J. Sherman:

- Budget Meeting- Next Budget Meeting is Dec 30<sup>th</sup>- help with intents
- Library event- Donation of a 1810 musket by Tom Cullen
- Santa rode around town did a cable show
- Lions Club- service project to distribute food to the needy.
- Facebook – following responses regarding school activities. One being a change to the school funding formula for the 4 towns.

D. Poliquin:

- Met with the Public Safety Expansion committee last week

Defer nonpublic to next week with a full board.

Merry Christmas and Happy New Year- Thanks to all taking Santa around town!

Public Session adjourned at 9:49pm

Respectfully submitted,

Gayle Hamel

Recording Secretary