



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 23, 2015

MEETING CALLED TO ORDER: 6:33PM

SELECTMEN:

Selectman, Steve Ranlett, Chairman
Selectman, Joyce Ingerson
Selectman, Julian Kiszka

Selectman, John Sherman Vice Chairman
Selectman, Tammy Bergeron
Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Deferred

PUBLIC COMMENT:

None

STEPHAN HAMILTON, DIRECTOR, NH DEPARTMENT OF REVENUE

S. Hamilton is present tonight to discuss the elements that go into tax rate setting. Where the figures come from, how they change, and ultimately how they affect the tax rate. S. Hamilton states he will be using Plaistow figures in tonight's presentation. He begins by reviewing market values and how they impact the tax rate. He reviews NH RSA 21-J: 35 which require the Commissioner to compute and set the tax rate of each city and town. He notes the components that make up the tax rate consist of the local municipal tax rate, county tax rate, local school, and state education and discusses how each element is calculated.

J. Sherman inquires as to what Plaistow gets for the \$957,080 the Town pays to the County. Request this to be added to the Action Item list.

The state education element is raised locally and retained locally. Locally assessed valuation of property as well as variations in neighboring towns does impact the tax rate. Changes in the tax rates can be caused by local valuations, local and school appropriations. The simple formula for calculation of a tax rates is gross appropriations less estimated revenue divided by total locally assessed value equals the tax rate. Some inquiries are presented to S. Hamilton regarding why is the tax rate set in the fall, how do you make residents understand comparing tax rates amongst neighboring towns is not accurate, and what choices do municipalities have in how often tax bills can be sent out?

S. Hamilton responds the tax rate is set in the fall because the assessed value of property is known. Explaining to residents how the property value is more critical than the actual tax rate is the best approach to respond to their questions. Municipalities have 3 options for sending out tax bills; annually, semi-annually or quarterly.

S. Fitzgerald thanks S. Hamilton for the presentation.

The presentation will be made available on line. Currently, the NHDRA has the information on their website and S. Hamilton will send the link to S. Fitzgerald.

LIBRARY CIP REVIEW, CAB VINTON, LIBRARY DIRECTOR

Jim Peck, Treasurer of the Library Trustees accompanies C. Vinton and begins by thanking S. Fitzgerald and the Board of Selectmen for including the Library in this year's CIP. The library has not had a warrant article since 1998, 17 years ago. The library was built in 2000 and it is aging. Soon many of the systems will be approaching their life expectancy. The Trustees realize there are many pressing issues of the Town this year and therefore decreased the dollar amount they want to have as a capital reserve account. C. Vinton shows a power point presentation beginning with a brief history of the library. He discusses funding, aging of the building, and an infrastructure evaluation done by a professional consultant; Castagna Consulting Group LLC. He notes the library does spend a portion of their own funds on capital improvements however 33% of their funds are Memorial Funds with restricted use. They have decreased their request from \$100,000 to \$50,000.

S. Ranlett notes the Board's concern is that the capital reserve fund is for putting money in each year to accommodate the expenses needed to keep up the library.

Discussion ensues regarding repairs that are necessary sooner rather than later.

S. Fitzgerald notes that any repairs required will require quotes from three vendors before any work is completed. The Castagna report is only a guideline of corrections that need to be done.

J. Sherman motions to approve article P-16-12 Library Capital Reserve Fund Creation and deposit for \$50,000 and withdraw article P-16-23. Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

S. Ranlett wants the intent to identify the need to withdraw \$46,000 this year to repair the sprinkler and septic systems.

UNMARKED POLICE VEHICLE CAPITAL RESERVE, CHIEF JONES

Chief Kathleen Jones presents a power point presentation beginning with an overview of the Police Fleet Management. The focus is on acquisition, maintenance, replacement, and disposal of police vehicles.

The organizational chart and marked vehicles are discussed next. The replacement of marked cars is a line item in the operating budget except for the K9 and the ACO which those vehicles

are owned. These 2 vehicles are generally passed down and not replaced. The marked police cruisers are replaced based on wear and tear more so than mileage. The police vehicles are constantly utilized for additional purposes including police detail(s), special patrols, evidence transports to Concord, travel to training or court hearings (Rockingham Superior Court and Juvenile Hearings held in Brentwood), and events such as Old Home Day. It is noted that when a vehicle is out of service for repair, another vehicle is assigned. Unmarked vehicles are not driven the same as patrol vehicles and are not replaced as often. Unmarked vehicles will only be replaced as needed. Chief Jones states that setting up a capital reserve fund would help level the tax impact of vehicle acquisition and allow for orderly replacement of unmarked vehicles when needed.

S. Fitzgerald recommends replacing the Animal Control vehicle through the unmarked vehicle capital reserve account.

Chief Jones notes the ACO vehicle is a concern as it not a reliable vehicle.

Discussion ensues and the possibility of the Building Inspector's truck be used as the ACO vehicle if that warrant article passes and he gets a new vehicle.

J. Sherman motions to approve article P-16-07 Unmarked Vehicles Capital Reserve Fund Creation and deposit for \$12,000.

Second by J. Ingerson.

Vote: 3-0-2 (S. Ranlett and J. Kiszka)

Motion passes.

J. Sherman discussed his analysis for the recommended amount of \$12,000 for this warrant article.

S. Ranlett notes his support of the Police Department but is concerned that the voters are facing too many warrant articles this year and will vote no. His suggestion would be to start with a lower dollar amount.

Discussion ensues. No motions entertained

K. Jones thanks the Board of Selectmen for their support of the warrant article and the amount.

S. Fitzgerald notes that Department Heads are reviewing their budgets. All utilities and fuel costs will be reviewed. The goal is to get the budget below a 3% increase from last year.

WARRANT ARTICLE REVIEW 2016

S. Fitzgerald states the budget committee has reviewed the warrant articles that have been previously reviewed by the Board of Selectmen.

The Board begins review of the warrant articles that had been deferred previously.

J. Sherman motions to withdraw article P-16-09 Emergency Management Capital Reserve Fund. Second by J. Kiszka.

Vote: 5-0-0
Motion passes.

J. Sherman motions to withdraw article P-16-13 Highway Garage and Salt Shed. S. Fitzgerald agrees that it is not feasible that within the next few weeks there would be a land swap to move forward with this. Second by S. Ranlett.
Vote: 4-1-0 (J. Ingerson)

TOWN MANAGER'S REPORT

Safety Complex
Tax Form changes from current use
Appointment for Health Director and Deputy Health Director
Atkinson Dispatch
NH DOT
Westville Road Design

J. Sherman inquiries about a generator for the school. Requests an update next week.

ACTION ITEM REVIEW

Deferred

OTHER BUSINESS

None.

SIGNATURE FOLDER

S. Ranlett states the manifest and signature folder are going around.

SELECTMENS REPORTS

J. Ingerson - Nothing to report
J. Kiszka - Nothing to report
J. Sherman - Nothing to report
T. Bergeron- Nothing to report

Public Meeting Adjourned at 9:12 pm

Respectfully submitted,

Gayle Hamel
Recording Secretary