



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: May 23, 2016

MEETING CALLED TO ORDER: 6:33 PM

SELECTMEN:

Selectman, Steve Ranlett, Chairman
Selectman, Tammy Bergeron
Selectman Peter Bracci

Selectman, John Sherman Vice Chairman
Selectman, Julian Kiszka
Town Manager, Sean Fitzgerald

AGENDA

MINUTES

S. Ranlett notes the minutes will be addressed in nonpublic as there are some issues that need to be clarified.

PUBLIC COMMENT

Barbara Tavitian, 29 Autumn Circle states she would like J. Kiszka and P. Bracci to speak into the microphones so the viewing public can hear.

Kimberly Raymond of 7 Lynwood Ave thanks J. Kiszka and P. Bracci for their additional questioning of items. She comments on the play scape and the fact that the new play scape is not the size it was described as. She would like the Board to revisit the play scape and suggests repairing the current play scape.

PUBLIC SAFETY UPDATE – GINO BARONI

G. Baroni is present to update on the Public Safety Complex. He reviews Discretionary Permitting Items which include the Dredge and Fill permit, Septic permit, Alteration of terrain, Planning Board Informational Review and meeting with Conservation Commission. Municipal buildings (school & Town) are exempt from zoning laws however they must be compliant with all state codes. They do not require Planning Board approval. This is per NH RSA's. Tasks in progress are contract agreements with Eckman and Dore & Whittier, design preconstruction efforts, and design early release package for site work. The milestone schedule is reviewed next. The delivery of the Police Department is anticipated by the end of July 2017 and the Fire Department should be the end of September 2017 with a project closeout in October 2017.

METHUEN CONSTRUCTION – JOE BARBONE

J. Barbone reviews the site development, gives an update of the campus design, requests to fill in the reservoir, dismantle pump house and requests a land transfer involving the removal of the water main easement as presented in the power point presentation.

Chief McArdle notes this is not currently used by the Fire Department nor do we own it. He agrees with J. Barbone that it should be dismantled.

J. Sherman motions to direct the Town Manager to work with Methuen Construction to implement their proposal as presented to the Board of Selectman on May 23, 2016 with the additional provision to have the water in the reservoir checked for contamination and hazardous materials and to ask for paving for parking on the property next to the Community Gardens. Second by J. Kiszka.

Chief McArdle recommends the proposal be coordinated with the Water Department in order to get some equipment removed from the property.

Vote: 5-0-0

Motion passes.

2016 WARRANT FRONT END LOADER PURCHASE

S. Fitzgerald reviews the issue of the warrant article to purchase the front end loader. He posed a question to Attorney Buckley and S. Hamilton, Director of NHDRA (New Hampshire Department of Revenue Administration). It is explained that the warrant article as written allows the Select Board to purchase the front end loader. It is recommended to gross appropriate and realize the trade in value as revenue in 2016, however the article as written is acceptable. Any future warrant articles will include a trade in value in the body.

J. Sherman motions to follow the recommendation of the Highway Supervisor and the Town Manager and direct them to purchase a Caterpillar 962M as presented on the purchase order dated April 25, 2016 and at a cost not to exceed \$120,000. Second by S. Ranlett.

Discussion ensues.

S. Ranlett withdraws his second.

J. Sherman amends his motion to follow the recommendation of the Highway Supervisor and the Town Manager and direct them to purchase a Caterpillar 962M as presented on the purchase order dated April 25, 2016 and withdraw the \$32,500 from the highway departments operating budget. Second by S. Ranlett.

The specific budget line item is 1-4312-00-740. Discussion ensues.

S. Ranlett withdraws his second.

The Front End Loader will be tabled and discussed again in 2 weeks.

S. Ranlett calls for a recess at 8:26.

Meeting resumes at 8:32.

T. Bergeron reads the intent of the Front End Loader warrant article. She notes she will now support the Front End Loader purchase.

J. Sherman motions to follow the recommendation of the Highway Supervisor and the Town Manager and direct them to purchase a Caterpillar 962M as presented on the purchase order dated April 25, 2016 not to exceed \$152,000 and withdraw the \$32,500 from the Highway Departments operating budget. Second by T. Bergeron.

Vote: 3-2-0 (J. Kiszka, P. Bracci)

Motion passes.

ELECTED AUDITOR - JIM PECK

J. Peck states he has met with several Town employees. Recently he attended the NH Municipal Official Course for Auditors. He states as the Elected Auditor he reports to the citizens of Plaistow not the Board of Selectmen. J. Peck will be reviewing all funds associated with the Town not just the General Fund. He has identified some issues and presented them to the Board of Selectmen. Tonight he discusses his findings and recommendations.

Westville Road Bridge - He notes a warrant article that passed in 2015 had funding lapse according to RSA 32-7 I due to the fact the money was not encumbered at the end of the year. There is a signed contract in place. S. Fitzgerald leaves it up to the Board as to whether they want to encumber the funds to continue funding the project. It is decided to seek legal counsel and report back to the Board.

2015 Financials & Financial Director - Closure of Books is not done as timely as in the private industry. The Board's consensus is to close the books before Town Reports are sent to the publisher allowing for accurate figures in the Town Report. J. Peck's opinion is to hire a full time Finance Director.

Unassigned Fund Balance - Important to have an accurate balance in this account as it is used for emergencies and used in the tax rate setting procedure.

Tax Rate Calculation - Recommends publishing the amount the Board approved to use from the Unexpended Fund balance in the Town Report's Tax calculation page. The Board is in agreement.

Highway Block Grant - Recommends using the entire amount of the Highway Block Grant money each year. We cannot encumber Highway Block Grant money. This is used for the Road Surface Management System for the Town. The Highway Block Grant fund balance is to be reported back at the next meeting.

Encumbrances - S. Fitzgerald has supplied J. Peck with the information requested and his questions have been satisfied.

Safe Routes To School - He questions whether the \$100,000 was ever appropriated by the voters. J. Sherman states the \$100,000 pledge doesn't exist as it was appropriated by a prior board and that doesn't bind the current Board.

Overage in Sanitation Expenditures - There is an overage in this line item. It may be an extra month's payment that needs to be reclassified. This will be verified. He mentions mandatory recycling. Discussion ensues regarding recycling. The market for recyclables has declined.

P. Bracci inquires as to how J. Peck will work with the Finance Director.
S. Ranlett states the Board of Selectmen will follow up with a Finance Director.

TOWN MANAGER'S REPORT

Public Safety Complex Building Committee
NH DOT (New Hampshire Department of Transportation) questions- 125 widening
New Appointment for COIC (Conflict of Interest Committee) swearing in by Town Clerk
Keyless Entry
Solid Waste Proposals
Transportation Alternative Program Grant
Assessing Process Update – June
Memorial Day Plans
Drug Forum
Surplus of old radios – Fire Chief would like the funds to go to the Fire Association
Recreation Activities
Mentions the Motel Plan – Planning Board
Hazard Material Storage – Methuen Construction
Rockingham County Meeting – cancelled
Old County Road – truck statistics

J. Sherman motions to adopt the summer schedule as presented on 5/16/16. Second by J. Kiszka.

Vote: 3-2-0 (S. Ranlett, T. Bergeron)

Motion passes.

ACTION ITEM REVIEW

Reviewed

OTHER BUSINESS

None

SELECTMAN REPORTS

T. Bergeron

- Nothing to report.

J. Sherman

- Passed around pictures of the Mallard Duck House the Girl Scouts placed in the Town Forest.

S. Ranlett

- Planning Board - the Motel Plan for Route 125 was discussed.
- Old Home Day is on track.

J. Kiszka

- Renewables – LED Lighting tariff by Unitil, Energy Chapter Draft, also HB116 was signed into law

P. Bracci

- Delay of video on website (Dean waiting better price)
- Mentions a Right to Know request took too long
- Inquires about a potential road to access Methuen Construction from Joanne Drive

J. Sherman motions to enter into nonpublic session under RSA91-A:3 II (a) Personnel, (b) Hiring, (c) Reputation, (d) Negotiation, (e) Legal understanding that both parties have agreed. Second by J. Kiszka

Board Polled: S. Ranlett = yes, J. Sherman = yes, T. Bergeron = yes, J. Kiszka = yes, P. Bracci = yes.

Public Session ended at 10:00pm

Public session resumes at 10:23pm

P. Bracci agreed to have his comments put in the 4/18/16 non public minutes.

SIGNATURE FOLDER

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

S. Ranlett adjourned the meeting at 10:25 pm

Respectfully submitted,

Gayle Hamel,
Recording Secretary