



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 5, 2018

MEETING CALLED TO ORDER: 7:17pm

SELECTMEN:

Selectman, Julian Kiszka, Chairman	Selectman, Peter Bracci, Vice Chairman
Selectman, John Sherman	Selectman, Steve Ranlett
Selectwoman, Francine Hart	Mark Pearson, Town Manager
Greg Colby, Finance Director/Asst. Town Manager	

Non-public meeting started at 6:00pm motion made during the session. Motion is made again during public meeting. Roll call was also taken during the non-public session with all five selectman present.

F. Hart made a motion to approve \$54,000 assessment service by Corcoran Associates for the year 2019 for basic services and \$12,000 to oversee the conversion process of the Vision software if needed. For a total of \$66,000. Seconded by J. Sherman.

Vote 4-0-1 (S. Ranlett abstention)

Motion passes

MINUTES:

S. Ranlett motions to approve the minutes of October 29, 2018. Seconded by P. Bracci.

Vote: 5-0-0

Motion passes

PUBLIC COMMENT

None

REVIEW OF 2019 PROPOSED WARRANT ARTICLES

M. Pearson & G. Colby presented the 2019 proposed warrant articles as requested by the Board.

- General Fund Operating Budget as approved by the Board: \$9,873,806 (as we know currently, we are assuming there may be adjustments)
- Water Fund Operating Budget as approved by the Board \$78,910 is not included in operating budget and is not supported by tax dollars. Easier for the voters to understand and is supported by water users. If the warrant is defeated by the voters, it will default back.

- Collective bargaining agreement for the Police Department has been ratified is estimated at \$45,000. Exact amount will be included in the warrant article language along with a schedule of costs for subsequent years.
- Town Hall Employees bargaining agreement still in negotiations therefore amount is yet to be determined and don't know if contract will be ratified.
- Public Works Building was originally proposed in 2 phases. M. Pearson now proposing three phases to lessen the cost to tax payers this year and to keep fund balance where it needs to be kept. M. Pearson proposing a scaled back phase 2 fund of \$350,000 to finish the building and to go as far as we can toward the salt shed. Phase 3 would be the salt shed and solar panels. It would give the Energy Committee and Town Manager time to collect additional numbers on energy cost savings.

F. Hart: Where are the funds coming from?

M. Pearson: Funds are from the unreserved fund balance.

P. Bracci: Why not the water fund?

M. Pearson: Water fund was discontinued last year and funds now in an unreserved fund balance.

F. Hart: Can the existing salt shed be used for another two years without any negative impact?

M. Pearson: It would have the same impact as we have now. Presently the salt is stored in a lean to shed. We will be ordering salt on a "as needed" basis. I can give one caveat, if the new highway garage is complete and we can vacate the current location, we could store salt in the old building as well.

- Contingency – RSA 31:98-a: \$85,000
 - Example of uses this year:
 - PARC, \$25,000
 - Oil Tank Removal \$10,000
 - Furnace at Historical Society \$10,000
 - Water Main Break at DPW Site waiting for final cost
 - Contingency Fund is serving its purpose
- Adjustments from CIP recommended by Town Manager
 - Highway Department Equipment – use of Water Department vehicle may offset some equipment needs
 - Fire Department Apparatus – suggested reduction of \$8,000
 - SCBA – no reduction - health factor for fire department
 - Police radio CRF – no reduction suggested
 - MICS/Police – no reduction suggested
 - Building/Building Systems – no reduction suggested
 - Library – would consider reducing by \$15,000 but it's the Board's decision
 - Energy – no reduction suggested
 - Recreation reduced by \$25,000, not going to kill a recreation event next year
 - Transportation Infrastructure – suggested reduction of \$5,000
 - Land/Building Acquisition – suggested reduction of \$10,000
 - Snow Removal – \$15,000
 - Getting back \$43,000 from FEMA part will be used for snow removal
 - Mosquito control – \$7,000 Need to replenish fund
- Courthouse Paving \$16,000 Need to repave sidewalk and parking lot.

- Pollard Park – Paving and sidewalk repairs \$40,000 scaled back from \$52,000 Will write an RFP to get a more competitive price
- Outside Agency Requests being vetted by L. Sadewicz
 - Casa \$500
 - Keystone Hall \$1,000 (dealing with opioids)
 - If approved by Lori, they will come in for presentation to the Board
- Asset Management (Study) Loan – Zero Cost to Town
 - Two-year loan \$45,00-\$50,000
 - Loan amount forgiven – next cost to town is zero
 - DES loan for culverts, storm water asset.
 - MS4 required to complete every year and is related to these assets.
 - Greg will request further information for next meeting
- 2019 Summary
 - Total Warrants \$10,929,616
 - Fund Balance to Offset 2019 Tax \$225,000
Not going to continue to use large amount of budget to offset tax rate in the future
 - Estimated Revenue \$3,721,000
 - Estimated valuation \$1,033,694,797 (assumes a 3% increase)
 - Estimated Potential Tax Rate for 2019 \$6.50/thousand
 - Increase over 2018 \$0.17
 - Percentage 2.62%

J. Sherman: Use letters instead of numbers, can be confusing when completing warrant articles.

J. Sherman: If we have questions, will we have departments come in to BOS meeting?

M. Pearson: These are just projections for the 2019 budget.

M. Pearson: Town Manager's numbers are recommendations on reduction in warrant articles from CIP.

F. Hart: Commendable to adjust numbers so all the departments get something.

M. Pearson: Water department truck to be repurposed and that could assist the highway department. Will need to complete warrant article.

P. Bracci: What is our policy of putting in the fund balance in the warrant articles?

M. Pearson: We will have warrant articles written and will discuss again.

No decision tonight.

VOTER'S GUIDE

Final decisions do not need to be made today. Consensus that we will have a Voter's Guide.

Copies distributed in library, town hall, safety complex and will be provided on town's website.

Once we have the warrant articles, will contact Tim Moore to handle.

DONATION OF VEHICLES

M. Pearson refers to a memo from Chief Jones regarding the four Humvees.

The Humvees cannot be sold publicly because of a possible liability if they are put back on the road. Chief Briggs is interested in having them returned. Currently stored at fire range.

Motion by Steve Ranlett to donate four (4) Humvees which are no longer used by the Plaistow Police Department to Chief Donald Briggs, of Kingston. Chief Briggs will make arrangements to transport the Humvees back to Kingston. Seconded by J. Sherman

Vote: 5-0-0

Motion passes

TOWN MANAGER'S REPORT

- SPRINT Cellular Agreement
- AT&T Cellular Agreement
- Public Safety Complex HVAC Problems
- Fire Department Natural Gas Radiant Heat Tubes
- Municipal Dispatch Service Contract
- Public Works Facility Construction
- Underground Storage Tank Removal
- Building Delivery – Scheduled for November 16, 2018
- Phase II Warrant Articles for the Public Works Facility
- Portable Water Information
- Assessing Information

ACTION ITEMS

Mark Pearson gave a brief history of the replica cannon based on information supplied by Chief Jones. Cost to move was \$200 The cannon was moved to their present location with the opening of the new police department. The cannon was very heavy to move and took a crane. No town employees were used to move it. It had become a nuisance and used as a climbing structure for children. Also, it was not sending the appropriate message as a symbol of the Police Department.

Reviewed:

- Double Poles – no solution to date
- Mail Boxes – postal service
- Keno - \$40,798 received, not sure of its use
- Current Law Suits in Municipal Court - Application for Use
Town can object to categories they are requesting.
- Prosecution services - an RFP is being completed
- Timberlane Rear – need to examine probate records in Concord Property was given a deeded right away to cross the land. Will review town reports 2000, 2001.

SIGNATURE FOLDER

No signature folder

SELECTMEN'S REPORTS

S. Ranlett

- Nothing to Report

J. Sherman

- Attend the Recreation Committee Meeting Using impact fees when possible
- Town Report – changing format on history and wages paid to employees
- Polling tomorrow runs from 7:00-8:00 and Selectmen have their schedules
- Veterans Day

F. Hart

- Attended first Budget Meeting Police and Recreation were requested to come in to next meeting
- Attended CEDS Meeting
- Attended Regional Economic Development Meeting
- Review elderly exemptions
- Change threshold from \$5,000 to \$10,000 donations

P. Bracci

- Attended Conservation Committee Meeting
 - Next Meeting 11/20

J. Kiszka

- Attended Regional Economic Development
 - Young workers cannot afford to live in the area they work in
 - Need to review regulations for senior housing

NEW BUSINESS

None

J. Kiszka adjourned the meeting at 8:29pm

Respectfully submitted,

Susan Westin,
Recording Secretary