



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: September 18, 2017

MEETING CALLED TO ORDER: 6:34pm

SELECTMEN:

Selectman, John Sherman, Chairman

Selectman, Steve Ranlett

Selectman, Peter Bracci

Selectman, Tammy Bergeron, Vice Chair

Selectman, Julian Kiszka

Town Manager, Mark Pearson

AGENDA

PUBLIC COMMENT

None

ST. JEAN AUCTIONEER'S/SALE OF TOWN OWNED LAND

James and Jim St. Jean from St. Jean Auctioneers of Epping, NH are present. Packets are passed out containing information of recent sales of other tax dedeed properties. Marketing material is also included. They have looked at all the Plaistow properties. Their marketing strategy includes five points:

- Digital display advertisements will be put in several newspapers (Eagle Tribune, Haverhill Gazette, Carriage Towne News, the Hampton Union and a few others)
- Will send 7500 emails to interested parties
- Their Website posting will include copies of tax cards, tax maps, a flyer, and an agreement of sale
- All abutters of property for sale will be sent a flyer by first class mail
- Signage will be posted on all for sale properties

The Town does not pay for any advertising. The Auctioneers pay for all the costs. They receive money by including a buyer's premium on all properties sold. There are two (2) methods for listing the properties. One is called absolute. This means there is no minimum or reserves on the property. The other method is known as reserve. In this case a minimum price is set by the Board. That amount can be published or kept between the Auctioneers and the Board (recommended). The auction will be held at Town Hall. A Purchase and Sales Agreement will be written by Attorney Kalman and used for all sales. A power point presentation will be shown during the auction highlighting each property.

S. Ranlett motions to enter into a contract with St. Jean Auctioneers for the properties listed on the presentation sheet dated September 18, 2019 signed by Chairman J. Sherman. Seconded by P. Bracci.

Vote: 3-2-0 (no J. Sherman, T. Bergeron)

Motion passes

BOS 09/18/2017

REVIEW OF DEPARTMENT BUDGETS:

J. Sherman states any budget can be brought up at any time to be reviewed/discussed again.

S. Ranlett inquires who changed the budget format.

M. Pearson replies he made a few changes. The format is very similar to the prior one. It is easier to read having the description in the last column.

P. Bracci inquires if all changes made to the budget can be done in red to easily identify them.

Both G. Colby and M. Pearson agree.

Conservation – Jill Senter

J. Senter and Tim Moore discuss each line item of the Conservation Budget. The part time position is level funded. The water testing line item has increased due to the increased costs of such testing. This refers to testing the water of our streams and rivers. They are tested to comply with the MS-4. If a contaminate is found it will be traced back to try to find its source and eliminate it however, this can be very difficult.

J. Kiszka inquires if the water is tested for metals.

Tim Moore replies, no.

S. Ranlett motions to approve the Conservation budget in the amount of \$13,300.00. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

Planning – Dee Voss

D. Voss and T. Moore discuss the Planning Department Budget. The full time Planning Coordinator line item is level funded. They were able to reduce the part time position as the next incoming person will be paid a bit lower. The overtime line item has increased slightly since D. Voss is an hourly employee while her predecessor was salaried. One big increase is in the equipment purchase line item. The department is in need of a new plotter. The current one is over 10 years old and parts are no longer available. A new plotter would be used by other departments as well and would be a good investment for the town. The line item for impact fees is also up quite a bit. It is expensive to update impact fees but necessary to do so. If impact fees cannot be justified the money will have to be paid back. The line item for the master plan update shows a bit of an increase. Again, this document must be current to allow the Town to apply for grants.

S. Ranlett motions to approve the Planning budget in the amount of \$91,860.00. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

Town Clerk – Maryellen Pelletier

M. Pelletier reviews the budget line items. Salaries have increase slightly. There is a correction to the computer software/licensing fees. The budgeted amount should be \$5144.00 not \$5269.00 thus decreasing the total budget down to \$114,969.00. M. Pelletier discusses document management and recommends using microfiche for older records that need to be permanently kept. She is aware that it is possible to get grant money to help pay for this.

S. Ranlett motions to approve the Town Clerk's budget in the amount of \$114,969.00. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

Cable – Dean Zanello

D. Zanello presents the Cable Department budget. The line item for the permanent position is level funded while the per diem line for cable operators is slightly lower. The other line items are level funded or decreased except for new equipment. The new equipment line will go over for 2017 and the 2018 request is greater. New equipment is needed for live streaming. The hope is to have regular meetings live streamed in the future.

S. Ranlett motions to approve the Cable budget in the amount of \$28,350.00. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes.

Cultural – Patriotic

The cultural and patriotic budgets are just one (1) line item each. M. Pearson states the patriotic budget is used for flowers planted around the Town Green prior to our Memorial Day Celebration. The cultural budget is used for Old Home Day. The budget amount is a little lower than 2017. The committee chair was unable to be reached prior to tonight's meeting.

T. Bergeron states she can get in touch with the Chair and have her discuss the budget with M. Pearson.

P. Bracci would like to see a breakdown of how the money for 2017 Old Home Day was spent.

M. Pearson states this information will be provided.

S. Ranlett motions to approve the Cultural/Patriotic budget in the amount of \$25,500.00. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes.

Debt Service –Mark Pearson

M. Pearson reviews the debt service budget. The first two line items are fixed costs. The first one is for the principal due on the safety complex bond and the next one is for interest due on the bond. The last line item has a requested amount of \$7500.00. This may be lower but it is hard to predict. This line item would be used to pay interest on a line of credit or tax anticipation loan.

T. Bergeron motions to approve the Debt Service budget in the amount of \$566,618.00. Seconded by S. Ranlett.

Vote: 5-0-0

Motion passes

REQUEST FUNDS FROM FIRE SUPPRESSION (\$800.00)

S. Ranlett makes a motion to purchase, for the price of \$800.00, the mapping technology for the town's AxisGIS site maps to create a layer of the water suppression piping system, including legends on the maps from CIA Technologies. The funds requested shall come from the "Fire Suppression Fund." Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

This mapping technology will allow us to overlay our data so as changes are made we can keep up with current mapping of our town maps. We will not have to rely on others.

J. Kiszka motions to approve the minutes of September 11, 2017. Seconded by P. Bracci.

No vote is taken yet. J. Sherman wants to finish the agenda items first.

J. Kiszka withdraws his motion.

P. Bracci withdraws his second.

RESOLUTION TO ENTER PRIMEX PROPERTY & LIABILITY CONTRIBUTUON ASSURANCE

M. Pearson states Primex is our provider for Property and Liability insurance. By agreeing to the proposal they sent the premium will not increase more than 9% per year for the next three years. This is favorable for the Town. This offer is only given to municipalities in good standing, meaning we have not had excessive claims.

S. Ranlett motions to hereby accept the offer of Primex to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution.

Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

SCHEDULE CIP PRESENTATION

J. Sherman states this is presented annually to the Budget Committee and the Board of Selectmen. Recently the Budget Committee decided they do not need to see this presentation yearly.

S. Ranlett does not think the Board of Selectmen need to see it annually either. The Board is in agreement with this.

J. Kiszka comments as a point of order he does not think a motion should be ignored.

MINUTES

J. Kiszka motions to approve the minutes of September 11, 2017. Seconded by P. Bracci.

Vote: 4-0-1 (abstain S. Ranlett)

Motion passes

TOWN MANAGERS REPORT

Several Meetings

Budget Meetings with the Board will begin next week

Public Safety Complex Dispatch Radio & Console

Capital Reserve Funds Training

Sale of Town Owned Land
Chandler Ave Drainage/Road Collapse
Interviews for Interim Building Department Administrative Assistant Position
Collective Bargaining
Potable Water
9/11 Ceremony
Town Hall Hours Changed

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

J. Sherman states the manifest and signature folders are going around.

SELECTMAN REPORTS & OTHER BUSINESS

P. Bracci

- New business – would like an Old Home Day report finalized on what was spent line by line for 2017
- He thinks the payroll structure (range of salary) should be included in the personnel plan, most others believe this is not typically part of a personnel plan. P. Bracci would like a pay scale written out, we can create one, the document could be with the Personnel Plan as a separate document

J. Kiszka

- Budget training last week, commends P. Bracci and J. Sherman for attending and notes that J. Sherman has a lot of experience
- Rockingham Planning Commission – regional water was one topic of discussion
- Public Safety Building Committee
- PACE Luncheon – John T. Broderick gave a good presentation on mental health issues including drug addiction
- CIP Meeting
- Energy Committee & Planning this week

T. Bergeron

- Public Safety Building Committee Meeting

S. Ranlett

- Planning Board Meeting - Rock Runraiser in October was discussed as well as town owned land that may be sold.
- Recognizes Rita Sampson for all her hard work planting and weeding
- Need to plan for the road to the Palmer Trust Land
- Highway Garage/Building Committee- Butler responded & gave a good presentation

J. Sherman

- More budgets next week

- Schedule of BOS meetings thru March 2018
- Regional Selectmen's Meeting will be held in Atkinson on 9/27
- Highway Safety – Walton Road will be discussed with the Board on 12/4

J. Sherman adjourned the meeting at 9:15pm

Respectfully submitted,

Beth Hossack,
Recording Secretary