



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** October 24, 2016

**MEETING CALLED TO ORDER:** 6:33pm

**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**

*J. Sherman motions to approve the minutes of October 17, 2016. Second by T. Bergeron*

*Vote: 5-0-0*

*Motion passes.*

**PUBLIC COMMENT**

Kimberly Raymond, 7 Linwood St, Apt 1, is seeking the Board assistance's in receiving the addendums and attachments relating to the JRM contracts for 2010, 2013, and 2016.

S. Fitzgerald states he has sent 2 documents to the Board and has instructed staff to provide Ms. Raymond with any and all information regarding the JRM contracts. He spoke with Ms. Raymond about the route audit to be performed by JRM to update the location of all dumpsters and the schedule of pickup for them. These documents were referenced in the 2016 contract yet not actually attached as it was to be developed this fall upon completion of the audit. There was also some confusion regarding the 8 addendums in the RFP. Much of this information is currently being updated.

K. Raymond also has concerns about the maintenance of records, 2016 calculation errors and a budget handout with arithmetic errors. She mentions that numbers published in the Town Report were inaccurate.

J. Sherman mentions the numbers in the Town Report are published before the yearend audit is complete. Therefore, they are not final numbers. J. Sherman and J. Peck have discussed this. A comment will be added to future reports clarifying this.

**RECOMMENDATION FOR BUDGET COMMITTEE VACANCY**

J. Sherman begins by setting the background for the vacancy. At the last Budget Committee Meeting a member resigned effective immediately. According to the RSA's the budget committee will vote to fill the position for the rest of the voting year (March 2017). J. Sherman is the Board of Selectmen's representative to the committee which makes him a voting member. He will vote according to the recommendation of the Board.

S. Ranlett states that some communities go to the next person in line when this issue occurs. We have heard from 3 people who are interested in filling the position. David Gerns is present tonight. Bob Hamilton was planning to attend but was unable to.

D. Gerns presents his background and mentions why he is interested in the position. He has been a member of the Budget Committee before, once as three year term and once as a one year term. He is currently on the School Budget Committee.

S. Ranlett reads a letter sent from Ty Vitale to Dennis Heffernan, Budget Committee Chairman. In the letter Ty describes his education and background.

S. Ranlett reads a letter sent from Kristin Savage to Plaistow's Municipal Budget Committee. As a past long time member of the Budget Committee she strongly recommends D. Gerns be reappointed to the current vacancy. He is insightful, brought many ideas to the table and was always prepared for meetings.

The Board discusses the candidates.

***T. Bergeron motions to direct Selectmen J. Sherman to support D. Gerns for the Budget Committee vacancy. Second by J. Sherman.***

***Vote: 3-1-1 (J. Kiszka no, P. Bracci abstain)***

***Motion passes.***

## **BUDGET PRESENTATIONS**

### **Health Department- Dennis Horrocks, Health Officer**

D. Horrocks reviews lines items:

Permanent Position- Increase \$250 due to longevity.

General Supplies decrease \$50.

Postage increase \$100.

All other lines are level funded.

Total budget \$88,044.

***J. Sherman motions to approve the Health Budget in the amount of \$88,044. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes.***

### **Library Budget- Cab Vinton, Director, Jim Peck, Vice Chair of Library Trustees**

J. Peck thanks the Board of Selectmen for their continued support, especially J. Sherman for his contributions with the CIP and currently with the Strategic Plan. He also thanks S. Fitzgerald, Paul Lucia and Rich Gaudette for all they do.

Cab Vinton thanks all Town Departments for their continued support.

He reviews the Library handout.

Line items increasing:

Salaries & Wages increase \$7,838.

Janitor increase \$1,949.  
Retirement increase \$598.  
Social Security/Medicare increase \$580.

Line items to be determined:

Health/Life/Disability

Electricity - Waiting for the report from the Department of Energy in November.

Gas - Waiting for the report from the Department of Energy in November.

C. Vinton reviews revenue.

J. Sherman notes the Library is a separate entity from the Town therefore they have their own payroll & benefits appearing in their budgets that are not seen in other Town Department budgets. Approximately 40 % of their budget is from items not seen in other departments.

***J. Sherman motions to approve the Library budget in the amount of \$554,432.***

***Second by T. Bergeron.***

***Vote 5-0-0***

***Motion passes.***

**Police Department- Chief Kathleen Jones**

Chief Jones thanks all for their support of the Police Department and the new facility especially the residents of Plaistow.

Chief Jones reviews line items:

Administrative Salaries increase \$1,449.  
Prosecutor increase \$4,349.  
Management Information System decrease \$282.  
Collective Bargaining Agreement Education decrease \$500.  
Rentals & Leases decrease \$97.  
Communication Tower increase \$497.  
Office Supplies decrease \$1500.  
Equipment Maintenance/Repair decrease \$1,018.  
Equipment Purchase decrease \$1,770.  
Officer Salaries decrease (Restructure of Department) \$12,434.  
Part time Officers decrease \$4,887.  
Officer Overtime increase \$2,940.  
Officer Uniforms increase \$5,800.  
Telephone & Communications decrease \$3,931.  
Gasoline decrease \$4,016.  
Capital Equipment increase \$218.  
School Crossing Guard increase \$109.  
Dispatch Salaries increase \$6,731.  
PT Dispatch decrease \$2,752.  
Dispatch Overtime increase \$11,394.  
Dispatch Uniforms decrease \$100.  
Kennel Repair & Maintenance decrease \$200.

All other lines are level funded.  
Total budget \$2,011,466.

P. Bracci inquires as to why the budget has historically been under spent. She notes that her department has been underspent due to positions that were unfilled. She notes she performed two positions for over a year.

***J. Sherman motions to approve the Police and ACO Department budget in the amount of \$2,011,466. Second by T. Bergeron.***

***Vote: 5-0-0***

***Motion passes.***

**Recreation Department, Christina Cruz, Director and Bill Cove, Recreation Commission**

C. Cruz and B. Cove come before the Board. C. Cruz states the Recreation Department prides itself on making Plaistow a better community by providing low cost/no cost programs to help all residents become neighborly, participating together and getting to know each other. Revenues help offset this budget.

C. Cruz reviews line items:  
Director Salary increase \$433.  
Uniforms decrease \$700.  
Telephone decrease \$1,160.  
Electricity decrease \$390.  
Supplies and Equipment decrease \$900.  
Postage increase \$250.  
Grounds keeping decrease \$280.  
Community Trips decrease \$400.  
Community Transportation decrease \$1500.  
Plaistow Pride increase \$250.  
Senior Programs decrease \$1000.  
Senior Trips decrease \$6000.  
Community Events decrease \$1000.  
Baseball/Softball decrease \$2,680.

All other lines are level funded.  
Total budget \$193,898.

***J. Sherman motions to approve the Recreation Department in the amount \$193,898. T. Bergeron second.***

***Vote 5-0-0***

***Motion passes.***

**Executive Department–Town Manager, Sean Fitzgerald**

S. Fitzgerald notes the Executive Budget covers many of the overall executive responsibilities of the Town.

S. Fitzgerald reviews lines:

Contracted Consulting Services decrease \$5000.  
Professional Mapping Services increase \$1500.  
Telephone increase \$2500.  
Dues decrease \$200.  
Rentals & Leases increase \$1000.  
General Supplies decrease \$200.  
Postage decrease \$2000.  
Office Equipment/Maintenance decrease \$1500.  
Technical Supplies/Equipment decrease \$1400.  
Overtime increase \$1000.  
Permanent positions increase \$6000.

All other lines are level funded  
Total Budget is \$312,050.

***J. Sherman motions to approve the Executive budget in the amount of \$312,050. Second by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes.***

**Personnel Budget- Sean Fitzgerald, Town Manager**

S. Fitzgerald states this budget covers soft costs for all departments in Town.

S. Fitzgerald reviews line items:  
Employee Tuition Reimbursement decrease \$5000.  
Work/Health Insurance increase \$36,182.  
FICA increase \$15,647.  
Medicare increase \$4825.  
New Hampshire Retirement increase \$127,470.  
Unemployment Compensation decrease \$1300.  
Workers Comp decrease \$21,818.  
Sick Leave Buy Back increase \$6,300.  
All other line items are level funded.  
Overall increase of \$162,306.  
Total budget \$ 1,981,230.

***J. Sherman motions to approve the Personnel Administration Budget in the amount of \$1,981,230. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes.***

**Advertising/Associations- Town Manager, Sean Fitzgerald**

S. Fitzgerald notes this is a small budget.  
He reviews line items:  
Notices & Publication increase \$300.

Town Report Expense decrease \$500.  
Dues increase \$500.

P. Bracci requests to cut the number of Town Reports to 500. It is noted that will not save a significant amount of money by cutting the number of books produced.  
Total Budget \$26,800.

***J. Sherman motions to approve the Advertising Associations Budget in the amount of \$26,800.  
Second by T. Bergeron.***

***Vote 5-0-0***

***Motion passes.***

S. Fitzgerald inquires if it is the consensus for the Board to centralize the telephone lines to the Government Buildings budget. He notes it may be easier to centralize the telephone costs as we have moved the phone system to a VOIP system with no long distance charges.

P. Bracci notes he is not in favor of centralizing costs.

J. Kiszka notes he is not in favor of centralizing costs.

J. Sherman notes he is in favor of centralizing phone costs.

S. Ranlett notes he is not in favor of centralizing phone costs.

### **TOWN MANAGER'S REPORT**

GREE Study Phase II

Building Maintenance

Drug Take Back Day

Paving

RSMS

Public Safety Complex Construction Update

LaPlume Proposal

Budget Committee

Palmer Trust

Harassment Training

Planning Board

Water Testing

Methuen Construction

Health Department

Veteran's Day Ceremony

Recreation Department- Trick or treat Toddler is 10/28, Town wide Trick or Treat is 10/31 and Pumpkin Lighting is 10/29

Trustee of the Trust Fund - Quarterly Report

### **ACTION ITEM REVIEW**

Reviewed

### **OTHER BUSINESS**

None

## **SIGNATURE FOLDER**

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

## **SELECTMAN REPORTS**

T. Bergeron

- Family Mediation- Fundraising
- Building Safety Complex meeting on Thursday moved to Library, All are welcome

J. Kiszka

- Attended PACE Meeting
- Attended candlelight vigil (addiction victims)
- Methuen Construction Ribbon Cutting
- Planning Board Meeting
- Vic Geary Center
- Renewables Meeting this Wednesday at 5pm

P. Bracci

- Attended Methuen Construction Ribbon Cutting
- Motions made last week:  
He received his revenue reports  
Addendums of JRM contract  
List of dumpsters (currently being audited)
- Attended Planning Board
- Attended Conservation Commission
- Attended Budget Committee Meeting
- Attended TRAC meeting – Oct. 13
- Walked Diesel World with Conservation Commission
- Forrest St. Residents express concern over 6 lot development & handouts
- Staff Meeting (wants to know in writing why he could not attend)
- Requests an explanation of NHBD 301 land values (Sean to check with assessor)
- Inquires if any contracts coming up, he believes there is therefore,

***P. Bracci motions the Board of Selectmen to direct the Town Manager to go out for RFP by 5:00pm this Friday, November 4<sup>th</sup> 2016 requesting applications for assessor of the Town of Plaistow. This RFP should be given more than minimal distribution and insist on expertise, experience and qualifications in the assessment of both residential and commercial properties in Southern New Hampshire especially with Towns that border on Massachusetts. Second by J. Kiszka.***

***Vote: 2-2-1 (J. Sherman, S. Ranlett no, T. Bergeron abstain)***

***Motion is a tie, it does not pass.***

Discussion ensues regarding motions, consensus and action items.

Sending out an RFP will be added as an action item to be completed by 11/4/16.

J. Sherman

- Budget Committee- scheduling of department review for Budget Committee
- Palmer Trust meeting
- Pollard School Volunteers installed a playscape- Heartwarming

S. Ranlett

- Bike Ride for Fallen Officers
- Regional Hazardous Waste Collection Day Oct. 29, Chester, NH 9am -12 noon

***J. Sherman motions to enter into nonpublic session under RSA 91-A:311 (a) Personnel, (b) Hiring, (c) Reputation, (d) Negotiation, (e) Legal understanding that both parties have agreed. Second by T. Bergeron.***

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

No decisions will be made in the nonpublic session, therefore the meeting will be adjourned as soon as nonpublic ends.

S. Ranlett adjourns the public meeting at 9:48pm

S. Ranlett reopens the public meeting at 10:08pm

***J. Sherman motions to seal indefinitely the nonpublic minutes of 10/24/16. Second by J. Kiszka. Vote: 5-0-0 Motion passes.***

S. Ranlett adjourns the public meeting at 10:09pm

Respectfully submitted,

Gayle Hamel,  
Recording Secretary