



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: September 25, 2017

MEETING CALLED TO ORDER: 6:30pm

SELECTMEN:

Selectman, John Sherman, Chairman

Selectman, Steve Ranlett

Selectman, Peter Bracci

Selectman, Tammy Bergeron, Vice Chair - Excused

Selectman, Julian Kiszka

Town Manager, Mark Pearson

AGENDA

MINUTES

J. Kiszka motions to approve the minutes of September 18, 2017. Seconded by P. Bracci. J. Kiszka would like to add wording to the first bullet on page 5 under his name to read, "budget training last week, commends P. Bracci and J. Sherman for attending and notes that J. Sherman has a lot of experience."

J. Sherman calls for a vote on the amended minutes.

Vote: 4-0-0

Motion passes

PUBLIC COMMENT

None

REVIEW OF DEPARTMENT BUDGETS

ELECTIONS

Robert Harb, Town Moderator and Kathy Giacobbe Supervisor of the Checklist present the Elections budget. This year the Town will hold three (3) elections and the deliberative session.

S. Ranlett motions to approve the Elections budget in the amount of \$20,480.00. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

GOVERNMENT BUILDINGS

Paul Lucia Building Maintenance Supervisor explains the budget. There are three main reasons for changes in this budget. The first one is the square footage increase of the new Police Building. The next reason is due to a change in personnel. We lost a part time maintenance employee and hired two (2) different contract cleaners. The final reason is due to price increases such as Fire Alarm Monitoring. There are fire monitors at Town Hall, PARC, the Court House, the Library and the Public Safety Complex. Discussion about contract cleaners vs. a part time maintenance

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employee continues. M. Pearson states he considered all the costs and went with the most cost effective solution. The full time permanent position line has increased due to the CBA (Collective Bargaining Agreement). Discussion occurs regarding the line for uniforms.

S. Ranlett motions to approve the Government Buildings budget in the amount of \$260,284.00.

Seconded by J. Kiszka.

P. Bracci believes the budget is too high.

P. Lucia states the past several years we have gone over budget indicating the fact that this budget has been underfunded.

Vote: 4-0-0

Motion passes

FINALIZE PLAN FOR DETERMINING THE PERPETUAL CARE COST

Dan Garlington and Jill Senter discuss perpetual care costs. In the past interest earned on perpetual care was turned over to the Town as a lump sum. J. Senter states now the State requires us to distribute perpetual care funds differently. D. Garlington and J. Senter went through 1537 deeds and were able to determine the cost to mow a lot is \$0.33 each time which equals \$11.22 per year. This is not the only expense of the cemetery. The State only allows perpetual care costs to be spent on trimming and cutting. In total there are 17,074 lots in the cemetery. Each lot earns interest. We may need to come up with a different method of handling the funds. Many Towns have done away with the perpetual care cost method.

M. Pearson acknowledges all the hard work done by both J. Senter and D. Garlington to complete this project.

S. Ranlett agrees there is probably a better method for handling this.

J. Sherman states the Board will support a change.

HIGHWAY/PUBLIC WORKS (including Cemetery)

D. Garlington goes through each line item of the budget. There used to be two (2) budgets but it has been rolled into one (1). He mentions one of the changes this year is that the highway department employees do not have Town cell phones. They use their personal phones and get a small stipend for doing so. D. Garlington mentions money will be needed for drainage improvements. He is aware of two (2) projects that need to be done. One is at Oak Ridge and the other is Harmony Road. He does not have the cost yet. Recently we spent \$18,800.00 on the collapsed culvert on Chandler Ave. With our aging infrastructure this could happen in other places.

J. Sherman states he would like more analysis on catch basin issues. He is in favor of an Expendable Trust Fund for Highway.

D. Garlington will do some research and come back with realistic figures on the two known projects that need to be done.

S. Ranlett motions to approve the Highway/Public Works budget in the amount of \$733,145.00.

Seconded by J. Sherman.

Vote: 4 -0-0

Motion passes

SOLID WASTE CLEANUP

M. Pearson states this budget is basically an estimate of tonnage times the rate in the contract. We pay for tonnage on trash but we do not pay for tonnage on recycling material.
P. Bracci believes this total is too low. His calculation is \$655,203.00

J. Kiszka motions to change the departmental budget line number 01-4323-10-570 to \$655,000.00. Seconded by P. Bracci.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Solid Waste Collection budget in the amount of \$680,000.00. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

CONSIDERATION OF SAND/SALT/PLOWING EXPENDABLE TRUST FUND

J. Sherman states this topic will be added to a future agenda.

FINANCE

Greg Colby, Finance Director discusses this budget. The first change is the Accounts Payable/Payroll clerk position. It went from 15 hours per week to 40 hours per week. The part time position was not enough to keep up with all the work and State reporting requirements.

M. Pearson mentions they have considered taking \$34,729.40 out of the Finance budget and allocating it to a Water Department Budget. The potential potable water project has a lot of moving parts. M. Pearson and G. Colby are trying to prepare for it.

J. Kiszka thinks the \$34,729.40 should stay in the Finance Budget. If things do not work out for water the Finance Budget will be under funded. Discussion continues.

P. Bracci inquires why the 2017 actual is more that the 2017 budget amount for the Professional Audit line item.

G. Colby states there were some issues with the 2015 audit late in the year and some of the costs were paid in 2017.

S. Ranlett motions to approve the Finance budget in the amount of \$135,300.20.00. Seconded by J. Sherman.

Vote: 2-2-0 (no J. Kiszka & P. Bracci)

Motion fails

J. Kiszka motions to approve the Finance budget in the amount of \$170,029.60.00 and to move the water department request of \$34,729.40 to comments. Seconded by P. Bracci.

Vote: 3-1-0 (no S. Ranlett)

Motion passes

ADVERTISING

S. Ranlett motions to approve the Advertising budget in the amount of \$27,000.00. Seconded by J. Kiszka

P. Bracci wants to remove the full Audit report from the annual Town Report to decrease the expense of the Town Report line item. He thinks the description should be updated for this line item.

Vote: 4-0-0

Motion passes

CONFLICT OF INTEREST

S. Ranlett motions to approve the Conflict of Interest budget in the amount of \$600.00.

Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

LEGAL

M. Pearson states he has done his best to try to anticipate legal cost for next year. We will need legal costs for negotiations on two union contracts. We currently have two civil actions against us that may be costly and bringing water to town will incur legal expense in regards to setting by laws, a water ordinance and to comply with water regulations/laws.

S. Ranlett motions to approve the Legal budget in the amount of \$100,000.00. Seconded by P. Bracci.

Vote: 4-0-0

Motion passes

EXECUTIVE

M. Pearson discusses each line item of the budget. There is an increase in labor relations consultant since Police negotiations will take place in 2018. Rental and leases have increased mostly due to the new server lease. There is an increase in Employment Expensed which is questioned by P. Bracci. M. Pearson states he would like to do more tests and background checks before hiring any new employee. M. Pearson states he would like to move 30% of the Town Manager salary and 25% of the Executive Assistant salary (totaling \$52,667.00) to the Water Department.

J. Kiszka motions to approve the Executive budget in the amount of \$350,967.00 by moving shared water department temporary from this budget and put it in the description. Seconded by P. Bracci.

Vote: 3-1-0 (no S. Ranlett)

Motion passes

STREET LIGHTING

S. Ranlett motions to approve the Street Lighting budget in the amount of \$97,000.00. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

DISCUSSION ON SALE OF TOWN OWNED PROPERTY

*S. Ranlett motions to accept St. Jean's suggested minimum pricing for selling town property. Seconded by J. Kiszka.
Some Board members want to discuss certain properties.
S. Ranlett withdraws his motion.
J. Kiszka withdraws his second.*

*P. Bracci motions to reduce map 67 lot 21 58 Newton Road to absolute. Seconded by S. Ranlett.
Vote: 3-1-0 (no J. Sherman)
Motion passes*

*S. Ranlett motions to remove map 9 lot 11 Old Stage Coach Road from the selling list. Seconded by J. Sherman.
Vote: 4-0-0
Motion passes*

*S. Ranlett motions to approve the list with the above changes made. Seconded by P. Bracci.
Vote: 4-0-0
Motion passes.*

DISCUSS COALITION AGAINST BIGGER TRUCKS

There is consensus amongst the Board to get an opinion from the Highway Safety Committee. J. Sherman will send the information to Chief Jones.

TOWN MANAGERS REPORT

Several Meetings

Revenue Training

Sale of Town Owned Land Packages

Potable Water

Kidder Wrecking Lot Development Proposal – the Board is in agreement that Kidder should go before the Planning Board first.

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

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

SELECTMAN REPORTS & OTHER BUSINESS

P. Bracci

- States the Girl Scouts were present at the last Conservation Commission to receive awards. He believes this should have been done at a Board meeting. J. Sherman states there was a miscommunication with staff. The Girl Scouts are welcome at any Board meeting. They can have their awards re-presented. At this time the Girl Scouts do not want to do this.

- Mentions his disappointment in the website. The Conservation site walk on 9/12 is still listed as a news item yet other events were never mentioned in the news feed. He thinks Department Heads need to do a better job.
- Tonight uniforms were discussed a few times in various budgets. He thinks the Board should get new shirts.
- Wants the Board to have input on future warrant articles. J. Sherman will send him the process on warrant articles.

J. Kiszka

- Budget training – it was great.
- Energy Committee – Library LED Project, possible solar field on the landfill, will get up to date information on State Metering, energy audits, CIP for energy projects, Street Lights, Energy Fair in partnership with Timberlane Regional School District
- Planning Board – Rock Runraiser, slight lot line adjustments off Forest Street, mentions site plan stacking is illegal.

T. Bergeron

- Excused

J. Sherman

- Will send warrant article process to the Board.
- A memo about the Town Report was sent to all department heads. The theme this year is Planning for Our Future.

S. Ranlett

- The telephone pole at 64 Main Street is eroding and needs attention. B. Hossack will call Unitil.
- Elder Affairs meets tomorrow at 10am.
- The Regional Board of Selectmen meeting will be held Wednesday at 6:30pm in Atkinson.

J. Sherman adjourned the meeting at 10:22pm

Respectfully submitted,

Beth Hossack,
Recording Secretary