



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: December 12, 2016

MEETING CALLED TO ORDER: 6:37pm

SELECTMEN:

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

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

AGENDA

MINUTES

T. Bergeron motions to approve the minutes of December 5, 2016. Second by P. Bracci

Vote: 4-0-0

Motion passes.

PUBLIC COMMENT

None

INTRODUCTION OF ROBERT BLANCHETTE, FINANCE DIRECTOR

S. Fitzgerald is pleased to introduce Bob Blanchette as the new Finance Director.

He asks Bob to share his background & some interesting facts. Bob states that he has 18 years' experience with three New Hampshire municipalities, he takes a common sense approach to expenses and he is honored to be here.

The Board welcomes him aboard.

RECYCLING COLORING CONTEST PRESENTATION

Deferred to next week.

UPDATE SNOW REMOVAL EQUIPMENT, Paul Lucia, Building Maintenance Supervisor

P. Lucia re-caps the equipment discussed last week. Three pieces of equipment are reviewed along with the pros and cons of each ones.

- Mahindra eMax25
- John Deere 1023E
- Kubota BX2370

P. Lucia recommends the Kubota BX2370, with a lease to own offer for 48 months @ \$463.10/month.

J. Kiszka motions to direct the Town Manager and P. Lucia to negotiate a lease to own contract of the Kubota machine contingent on review of the contract by the Board of Selectmen per tonight's presentation. Second by P. Bracci.

Vote: 4-0-0

Motion passes.

ASSESSING CONTRACT UPDATES, Marybeth Walker, VP Operations, Corcoran & Associates

S. Fitzgerald notes that M. Walker is here tonight to update next steps and time lines.

Marybeth begins with a review of software systems. Most New Hampshire communities use one of the following:

- Tyler Technologies/Universe
- Vision
- Patriot
- Avatar

In 2011 Plaistow updated our system and in 2014 we upgraded the software. The software is not antiquated. All the companies have good software but the models and algorithms are different. We own our software and pay a yearly maintenance fee. Most Towns select their software based on Assessor preference or what their Tax Collector uses. Some communities have a bridge between the assessing and tax software to reduce data entry time and costs however Plaistow does not. The cost for bridge software is about \$18,000.

S. Fitzgerald asks M. Walker what is the process for conversion to a new software system and what is the cost? She states she could only give a rough cost which would run between \$55,000 - \$110,000 and this does not include field time, data entry required for a conversion including the verification and statistical analysis. If a conversion is to occur the best time to do so would be during a five year update since this requires each parcel to be viewed and/or visited.

There is consensus amongst the Board to update a proposal for a bridge conversion between assessing and tax.

J. Sherman inquires about the Assessing Procedure listed in the Town report and asks for help in updating the information. If this is not possible than he would like to remove it from the Town Report.

J. Sherman states it is confusing how residential land values are determined. This year most land values decreased while buildings increased. Marybeth explains how land value is created. She also mentions how you get to the assessment is not as important as calculating the proper value and getting close to market value. All property assessments are driven by current market value.

It is noted that the Corcoran & Associates contract expires on 12/31/16, an extension is needed. The Board would like more time to check with other companies for services. S. Fitzgerald recommends extending the current contract for one year not to exceed \$85,000 for basic assessing services including a 20% update. No values would change unless a permit was taken or a property was sold. The extension does not include an update or revaluation.

P. Bracci motions to direct the Town Manager to negotiate a one year contract with Corcoran & Associates and return to the Board with the terms, conditions and fees prior to signature.

Second by T. Bergeron.

Vote: 3-1-0 (J. Kiszka)

Motion passes.

CHIEF JONES - RECOMMENDATION ON THE 2016 K-9 DONATIONS

Chief Jones recaps the fundraising for the K-9 program. They raised \$40,157.59. Sgt. Porter has a confirmed slot in April 2017. Currently, they are looking to find dog about a year old with basic obedience training.

The costs are reviewed as follows:

- Dog & Training \$7-8,000
- Platform \$3,400
- Vest \$500-600

Chief Jones would like to use the surplus money from the fundraising program to purchase a K-9 car. She request to use \$25,000 for the car. Discussion ensues.

J. Kiszka motions to authorize an expenditure not to exceed \$25,000 to purchase a new K-9 vehicle with funds from the K-9 solicitation. Second by T. Bergeron.

Vote: 4-0-0

Motion passes.

CHIEF JONES – WARRANT ARTICLES, Unmarked Vehicles, Communication Radio System

Chief Jones gives a power point presentation regarding the Police Department Fleet Management. She reviews the fleet and notes that her Animal Control Officer vehicle is a 2002 and will probably not last another year.

She asks for support for the creation of Warrant Article P-17-06, Unmarked Police Vehicle Capital Reserve Fund and the support for Warrant Article P-17-07 Replacement of Unmarked Police Vehicles. P-17-06 creates the capital reserve account and P-17-07 allows for replacement of the Animal Control Officer vehicle with a used vehicle. It is noted that warrant article P-17-06 would need to pass otherwise P-17-07 would be void.

Chief Jones begins discussion on Warrant Article P-17-08, Communications Radio System Capital Reserve Fund It is noted that this capital reserve fund has approximately \$75,000 in it from prior years. She recommends adding \$65,000 in this fund for the next 3 years to cover the replacement cost for a new communications radio system in the year 2021. Grant opportunities and a few other ideas are mentioned with the possibility of obtaining a new system sooner.

The Board's consensus is to move forward with the warrant article as is.

Chief Jones discusses the bids received for the two Police Department surplus vehicles. She reviews the bids and recommends selling the surplus vehicles to the highest bidders.

J. Kiszka motions to surplus the Police Vehicles to the highest bidders:

- ***2011 Ford Crown Victoria to Grace Quality Used Cars Inc. for \$2058.***
- ***2013 Ford Explorer to Chicago Motors Inc. for \$9207.***

Second by T. Bergeron.

Vote: 4-0-0

Motion passes.

2016 WARRANT ARTICLES REVIEW

P-17-05 Replacement of Fire Department Vehicle – deferred to next week.

J. Kiszka motions to recommend article P-17-06, Unmarked Police Vehicle Capital Reserve Fund and to update the language. Second by T. Bergeron.

Vote: 4-0-0

Motion passes.

J. Kiszka motions to recommend article P-17-07, Replacement of Unmarked Police Vehicles. Second by T. Bergeron.

Vote: 4-0-0

T. Bergeron motions to recommend article P-17-08, Communication Radio System Capital Reserve including adding \$65,000 for the next three years allowing for \$400,000 as the total cost to be purchased in 2021. Second by J. Kiszka

Vote: 4-0-0

Motion passes.

P-17-09 Building Systems Capital Reserve Fund – deferred to next week.

P-17-10 Acquisition of Land and/or Buildings Capital Reserve Fund – deferred to next week.

P-17-11 Library Capital Reserve Fund – deferred to next week.

P-17-12 Replacement of Salt Shed – this was withdrawn by the Board.

J. Sherman motions to withdraw article P-17-13, Purchase of Snow Removal Machine. Second by J. Kiszka.

Vote: 4-0-0

Motion passes.

P-17-14 Cable Department Capital Reserve Fund – deferred to next week and revise the language of the article.

P-17-16 Renewable Energy Capital Reserve Fund – deferred to next week and add the Board of Selectmen will be the spending agents for this account.

P-17-17 Trails Capital Reserve Fund – this was withdrawn by the consensus of the Board.

P-17-22 Sidewalks/Traffic Calming Improvement – deferred to the future when we know the response to the TAP Grant application. Also explain the grant will require a 20% match if awarded and when the work will mostly likely start.

The Highway Block Grant article was inadvertently left off. The intent will be updated and this article will be discussed next week.

2017 BUDGET ADJUSTMENTS

S. Fitzgerald reviews the proposed budget recommendations listed on page 2 of his Town Managers Report.

T. Bergeron motions to follow the recommendation of the Town Manager to reduce the proposed 2017 proposed Town Budget by \$76,066 as outlined in the table of the Town Managers Report and presented to the Board of Selectmen on 12/12/16. Second by J. Sherman.

Vote: 4-0-0

Motion passes.

TOWN MANAGER'S REPORT

J. Kiszka has volunteered to attend the Haz Mat Mutual Aid District Meeting scheduled for 1/11/17 as Chief McArdle will not be able to attend.

S. Fitzgerald reviews the 2017 proposed Library Disbursements he discussed with Jim Peck. He would like the Board to acknowledge it.

Received proposal from Normandeau for the Pollard Road/Congressional Ave drainage for \$34,000. He will have more information available next week.

ACTION ITEM REVIEW

P. Bracci wants the islands and Lavallee Landscaping worked on. T. Bergeron states to change the due date to March.

All others are reviewed.

OTHER BUSINESS

None

SIGNATURE FOLDER

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

SELECTMAN REPORTS

J. Kiszka

- Viewed Fire Engine

P. Bracci

- Viewed Fire Engine

J. Sherman

- Budget Committee
- Viewed Fire Engine

T. Bergeron – Nothing to Report

S. Ranlett - Excused

J. Sherman adjourns the public meeting at 10:05pm

Respectfully submitted,

Gayle Hamel,
Recording Secretary