



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 6, 2017

MEETING CALLED TO ORDER: 6:33pm

SELECTMEN:

Selectman, John Sherman, Chairman
Selectman, Steve Ranlett – Excused
Selectman, Peter Bracci

Selectman, Tammy Bergeron, Vice Chair
Selectman, Julian Kiszka
Town Manager, Mark Pearson

MINUTES

T. Bergeron motions to approve the minutes of October 30, 2017. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

T. Bergeron motions to approve the minutes of November 2, 2017. Seconded by P. Bracci.

P. Bracci notes we do not have a water fund we have a fire suppression fund. The minutes refer to a water fund.

M. Pearson states he did use the words “water fund” to keep his statement concise however he was referring to the fire suppression system.

Vote: 4-0-0

Motion passes

J. Kiszka states he did not want to use \$500,000.00 from the unexpended fund balance. That was a recommendation from the Town Manager. It is in the minutes of 11/2/17 because a statement was made by P. Bracci during discussion of a motion that J. Kiszka say it, however he did not.

PUBLIC COMMENT

None

AUTHORIZE SALE OF TOWN OWNED LAND

J. Sherman states there are 16 parcels of land on the possible sell list. The two required public hearings have been held. Tonight, the Board will vote on a final list.

M. Pearson states he received a phone call from the person who had previously put a bid on 3 Dundee Drive. She is now unsure if she wants to keep her prior bid. She believes if no one else bids on the parcel she may be able to purchase it for a lower amount.

M. Pearson reached out to try to get a definite answer before tonight’s meeting but was unable to reach her. After discussing the issue there is consensus amongst the Board to leave 3 Dundee Drive on the sale list.

P. Bracci motions to approve all the properties on the legal notice of public hearing for the auction on December 2, 2017. Seconded by J. Kiszka.

BOS 11/6/2017

Discussion:

J. Kiszka objects to the removal of the Hale Spring Road property. He does not like the way it was removed. J. Senter was present at the first public hearing with a full board and did not mention asking the board to reconsider some property. She spoke up at the second public hearing when a full board was not available.

T. Bergeron stated Ms. Senter had every right to speak at the second Public Hearing and she is a citizen of Plaistow.

J. Kiszka stated of course she did.

M. Pearson asks the Board to stipulate if the two parcels (map 73-3, and map 69- 51) on Newton Road (Rear) and off Newton Road (Rear) along with the Hale Spring Road property are not going up for public auction.

Both the first and second motions are withdrawn.

J. Sherman motions to move forward on the legal notice dated November 6, 2017 except for Map 53-27, Map 73-3, and Map 69-51. Seconded by T. Bergeron

Discussion:

P. Bracci stated he abstained from last week's vote regarding the Hale Spring property. He would like to revote to give S. Ranlett his vote since S. Ranlett previously wanted to keep this parcel on the sale list and it was removed last week when S. Ranlett was not in attendance.

J. Sherman states as a courtesy he will withdraw his motion.

T. Bergeron does not want to withdraw her second motion.

The Board is at an impasse.

After more back and forth discussion over the Hale Spring Road property, T. Bergeron withdraws her second motion.

J. Sherman states we now have a clean slate, what does the Board want to do?

P. Bracci motions to put map 53-27 back on the list to offer for sale. Seconded by J. Kiszka
Vote: 2-2-0 (J. Sherman, T. Bergeron no)

Motion fails

P. Bracci motions to put all the properties on the list except 53-27, Hale Spring, 73-3 off Newton Road (Rear), and 69-51 Newton Road (Rear). Seconded by J. Sherman.

Discussion:

J. Kiszka states he will not vote for it.

T. Bergeron is surprised that J. Kiszka will not vote for it just because of the Hale Spring Road property.

Vote: 3-1-0 (T. Bergeron no)

Motion passes

UPDATE ASSESSING PROCEDURE FOR 2018

J. Sherman states the assessing procedure we have in place is quite old. Tonight, the Board will vote on an updated procedure.

Lori Sadewicz from the Assessing Department is here to discuss the new draft procedure. One of the items requested for the new procedure was to include dates for certain milestones to take place. L. Sadewicz states specific dates cannot be set as they will change from year to year. J. Sherman agrees.

P. Bracci inquires about #7 and changing the database for taxes due to a statistical update.

L. Sadewicz states the database will not be changed until there is a vote from the Board of Assessors/Selectmen.

P. Bracci inquires about #8.

L. Sadewicz states a vote to change must come before a statistical update is done.

J. Sherman thinks the draft is a good document. It will be included in the Town Report.

J. Kiszka inquires about the 10 days' notice of anyone whose property is changing more than 5%. What will happen if they are out of town?

L. Sadewicz states the hearing period must be closed however the resident could file an abatement. That way the property could still be reviewed and discussed.

J. Kiszka motions to adopt the new assessing procedure dated today. Seconded by T. Bergeron.

Vote: 4-0-0

Motion passes

L. Sadewicz gives a quick update of the CART pilot program in 2017. The pilot program was to develop date. Rides in the amount of 101 were given to Plaistow residents. CART will provide L. Sadewicz with a proposal to potentially move forward in 2018. She will present the proposal to the Board when she receives it.

J. Kiszka mentioned that Rockingham Planning Commission works with a lot of transportation providers similar to CART.

DISCUSS ACCRUED LEAVE CAPITAL RESERVE FUND

G. Colby researched the account. It can be used when a Town employee retires to pay out accrued leave time. He states currently there are seven employees with twenty-seven or more years of service. He does not recommend dissolving this account. He would like to see more money go into the account. If three employees left this year we do not have the funding to pay their accrued leave.

J. Kiszka would like the Town Manager to come back to the Board with a recommendation of a reasonable amount to add to the fund.

P. Bracci states it should not be funded for all seven people at one time.

M. Pearson states the recommendation will be put together in a warrant article.

P. Bracci inquires, what happens if the fund is overdrawn?

G. Colby states it must be absorbed within the operating budget.

EXPLAIN 20K FUNDING FROM COMCAST

G. Colby reviewed the renewal franchise agreement between Comcast and the Town of Plaistow. It was signed by the Board in place at the time. Comcast will pay the Town \$100,000.00 through July 1, 2020 in increments of \$20,000.00 per year. Last year the \$20,000.00 was rolled into the

end of the year finances. This year we have a contractual obligation to put the money in a separate account for cable studio equipment to be used as needed. The funds are controlled by the Board.

SEEK APPROVAL FOR TAN (TAX ANTICIPATION NOTE)

The Finance Director and Town Manager have identified a need for funding. A TAN (tax anticipation note) which is allowed under RSA 33:37 needs to be acquired. They have been working with a bank however the Board should vote tonight to allow the Town Manager to accept the issuance of a TAN. The amount needed is 2.5 million for a short term of 30 days or less. The estimated cost to take a TAN is from \$1,000.00 to \$3,000.00.

T. Bergeron motions to direct the Town Manager to go into negotiations for a TAN dated November 6, 2017 not exceeding the amount of \$3,000.00. Seconded by J. Sherman.

G. Colby states the motion sounds like the amount of money to be borrowed is a maximum of \$3000.00 not the costs involved with taking the loan.

T. Bergeron withdraws her motion. J. Sherman withdraws his second motion.

J. Kiszka motions to allow the Town Manager and Finance Director to get a TAN not to exceed 2.5 million and pay it off as soon as possible. Seconded by P. Bracci.

Vote: 4-0-0

Motion passes

TOWN MANAGER TO PRESENT 3% BUDGET

J. Sherman states the 3% budget is a presentation. It is not automatically going to happen.

M. Pearson states a lot of work went into this task. He thanks G. Colby, L. Sadewicz and acknowledges the work of all the department heads who stepped up to the plate to reduce their budgets.

M. Pearson turns the presentation over to G. Colby.

G. Colby states almost every line item was cut. He mentions some of the significant changes. The part-time assessing position was removed. The Fire Departments request for a 40 hour per week position was changed to a 20 hour per week position. The legal budget was dropped to \$50,000.00.

J. Sherman is concerned about the amount as we currently have two law suits against us.

T. Bergeron compares the budget changes in the Library to the changes in the Fire Department and is surprised. The Fire Department's budget is necessary for public safety and the Library is not.

M. Pearson states he met with the Library Director and has received correspondence from the Library Trustees. They have chosen not to meet with him. The Library Trustees do not think M. Pearson has the authority to ask them for budget changes. He will let the Library Director discuss the budget with them.

Both the Fire Department and Highway Departments budgets have been reduced.

J. Kiszka states all members of the community should cooperate, have a valid honest conversation and work it out.

P. Bracci inquires how the Executive Budget went down when training and mileage was added as a consolidated line item?

G. Colby responds, that line item is in the Personnel budget not the Executive budget. They completely removed the line item, Labor Relations Consultant from the Executive budget.

The Highway Departments budget was reduced by cutting the paving line item. This means less paving will be done in 2018.

J. Sherman states this proposed budget is less than last year's budget. He realizes 3% is not enough.

P. Bracci disagrees. He thinks the budget should be even lower. We cannot do everything at once such as new Town Hall doors, sidewalk plow, street lights for SRTS (Safe Routes to School), Westville Bridge and a Highway Garage.

The Board agrees the Town Manager and Finance Director did a good job preparing the new 3% proposed budget.

WARRANT ARTICLE PRESENTATIONS

G. Colby discusses a chart showing 2017 warrant articles and the 2018 proposed warrant articles. Warrant articles that do not impact the budget are not listed on the chart. Some of the typical warrant articles based on items from the CIP (Capital Improvements Plan) have been reduced for 2018.

J. Sherman states we do not fund everything in the CIP (Capital Improvements Plan).

P. Bracci inquires about the contingency warrant article.

G. Colby states it is not a capital reserve fund. If it is not used it goes back to the operating fund.

M. Pearson states the contingency warrant is necessary with a bare bones budget. It might need to be used for things such as legal issues, retirement or anything else that may be necessary and it not funded in the budget.

J. Kiszka inquires if there are limits on the contingency.

J. Sherman states we should hold off specific discussion regarding the contingency until we begin the process of approving warrant articles.

EXPLORE EXPENDABLE TRUST FUND FOR HIGHWAY DRAINAGE PROJECTS

P. Bracci states we have not spent anything so we do not need this.

M. Pearson states Tim Moore is working on a few specific drainage projects in Town which is what the funds would be used for.

MAKE RECOMMENDATION FOR EXPENDABLE TRUST FUND HIGHWAY FUNDING

This will be in the form of a Warrant Article. It will be discussed in further detail when the warrant articles are discussed.

TOWN MANAGERS REPORT

P. Bracci inquires why the water article in the Eagle Tribune states Plaistow Officials have pledged money to the project.

M. Pearson states he is not sure where that came from. It is a newspaper article and may not have all the correct facts. We do however have skin in the game.

P. Bracci inquires about wheeling fees.

M. Pearson states wheeling fees are legal and deal with pushing the water to another location. Fees will have to remain low so Plaistow is not paying outrageous prices. Senator Chuck Morse agrees with this statement.

Reminder of Water meeting on 11/15/17. The Commissioner will be there.

On 10/16 and 10/30 the required public hearings were held for the sale of Town owned property.
Several meetings were held.
Potable Water Survey & Community Outreach
Pennichuck Corporation
Police Union/Collective Bargaining
Drinking & Groundwater Trust Fund Advisory Commission
Setting the Tax Rate
Tax Anticipation Note (TAN)
Recreating the 2018 Budget for not more than 3%

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

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

SELECTMAN REPORTS & OTHER BUSINESS

P. Bracci

- He does not have a report but has a disturbing issue regarding the minutes from 10/23/17. He states the official document was changed. There is a difference between the draft voted on and what is posted on line. B. Hossack states a minor change was made as the word two should have been to.

J. Kiszka

- REDC – regional meeting in Portsmouth
- Planning Board
- Water Hearing
- Board of Selectmen – Tax rate Setting
- Rockingham Planning Commission – legislative forum for future water
- Notes the Planning Board on 11/15 will mostly likely be short and continued to the next meeting because the Water Meeting conflicts with it.
- Will attend the NHMA Conference next week
- Will attend the Energy Committee meeting next week – the Library will have an update on the LED Lighting project
- States he noticed an error on the posted minutes of 8/28/17 regarding the CIP for energy. It is written as \$1800 but should be \$18,000. J. Sherman states this can be corrected as it is a typo and will be stated in tonight's minutes

T. Bergeron

- Will attend Family Mediation and the Public Safety Building Committee meetings this week.
- Working on a fundraiser at UNO's for Family Medication which will be held on Thursday, November 9th. Raffles will be available and if you have a coupon 20% of your check will be donated to the Family Mediation Organization including eat in, take out and catering services.

- Will be collecting items for Veterans from November 10 -17. All donations will be given to the Liberty House in Manchester.

J. Sherman

- States the reason the cost of senior trips has increased is to include transportation charges. These charges used to be paid for by the Town but the line item was cut from the 2017 budget.
- The Budget Committee continues to meet.
- Will attend the Recreation Commission meeting this week.

S. Ranlett – Excused

P. Bracci states he felt awkward talking about a warrant article last year at the deliberative session. He asks if the Department Head can speak in place of a Selectman.

J. Sherman states the Selectmen always kick off the warrant article but can have the department head to speak more specifically about it.

J. Sherman adjourned the meeting at 9:06pm

Respectfully submitted,

Beth Hossack,
Recording Secretary