



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** December 11, 2017

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

**SELECTMEN:**

Selectman, John Sherman, Chairman

Selectman, Steve Ranlett

Selectman, Peter Bracci

Finance Director/Assistant TM, Greg Colby

Selectman, Tammy Bergeron, Vice Chair

Selectman, Julian Kiszka

Town Manager, Mark Pearson

**MINUTES**

*T. Bergeron motions to approve the minutes of December 4, 2017. Seconded by P. Bracci.*

*Vote: 5-0-0*

*Motion passes*

**PUBLIC COMMENT**

Jim Peck of Oak Ridge Road discusses funding for the Historical Society. Since the first Old Home Day the fees from venders have always been given to the Historical Society. The Historical Society started Old Home Day in 1975. There is nothing in writing, this is just the way it has always been done. The Historical Society has many volunteers who donate their time for this organization. They have many expenses such as preservation materials, copying and scanning equipment and supplies, computer hardware and software, a Post Office Box, required State reporting, tax preparation, NH Historical Society Membership and Timberlane High School History Scholarships. The only funding the Historical Society has is the money received from Old Home Day venders, membership fees, and donations. Their funding is limited. The Historical Society provides many programs for the community. Some include Veteran's Record Maintenance, annual Pollard fifth grade tours, Fire Department History, research for citizens on genealogy or historical records.

T. Bergeron states this is the first time she has heard of this. The Budget Committee wants to cut funding for Old Home Day. She is trying to find better ways to fund the event and she is not convinced we need to stay with past practice.

**LIBRARY CAPITAL IMPROVEMENT PLAN**

There is a spreadsheet detailing the Library's Capital Reserve Cash Flow for the next six years. The beginning balance in this account was \$50,000. In March of 2017 the voters approved \$50,000 to be deposited into the account. The balance was \$100,000 not including interest. The spending in 2017 will be about \$19,000 for the LED Project. Future projects are listed with a year to complete the project and a dollar amount giving a realistic cash flow outlook. C. Vinton, Library Director states we are little behind because we should have started saving when the building was new. Jim Peck states it is like a condo association putting away some money for a roof in the future rather than coming in with a special assessment when the roof replacement can

no longer wait. The Library Trustees will meet tomorrow and take a final vote but some of them are present tonight and are in agreement with the plan.

T. Bergeron suggests posting the CIP (Capital Improvements Plan) on line.

The old one is currently posted and the updated one will be posted when it is approved by the Planning Board.

### **DISCUSSION ON 1 & 3 PALMER AVE**

The Conservation Commission met recently and discussed assisting the Town with \$15,000 to purchase #1 & 3 Palmer Ave. The commission did not support the idea. The Town does not have enough money to purchase the land. There are no other options.

### **DISCUSS ENERGY AUDIT PLAN FOR TOWN BUILDINGS**

We do not have a staff person available to do the work for this project. However, both G. Colby and R. Hughes are doing some research on companies that help municipalities do energy audits. The companies they are considering have been recommended by NHMA (New Hampshire Municipal Association).

J. Kiszka attended a conference on Energy Audits as part of the NHMA Annual Conference. It was very informative. He states an energy audit would be similar to a CIP (Capital Improvements Plan). If we do not have a plan in place it is hard to ask for money in a Warrant Article. We can work with power companies. They will assist with determining needs. Rebates are often available through power companies. An example is a town may be able to purchase a new heating and/or cooling system from a power company. The town will continue to pay their regular monthly bills but a portion of the payment goes towards the cost of the new equipment. It is an easy way to make improvements.

This item will be added to a future agenda when we have more information.

S. Ranlett asks the Board to look at the map in tonight's folders showing the Public Safety Complex and the Palmer Property. He states the Board/Town should have planned better. It is too bad we cannot purchase the land.

### **REVIEW BUDGET COMMITTEE OPERATING BUDGET CHANGES**

G. Colby has prepared a chart showing the budget line items that differ between the Board of Selectmen and the Budget Committee. He would like to review them to see if the Board might be able to come to an agreement with the Budget Committee.

The first difference is the Assessing Office Staff. The Budget Committee voted to add \$9,000 to pay for a part time office employee. The Board did not.

***J. Sherman motions to add \$9,000 to Assessing Office Staff line item 01-4150-30-150. Seconded by J. Kiszka.***

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

***Motion passes.***

The next difference is the Assessor's Contract. The Budget Committee voted to remove \$10,000 for a possible statistical update for 2018. The Board left the \$10,000 in the budget.

S. Ranlett is in favor of leaving the \$10,000 there. He thinks it is irresponsible to remove it. The Board is the body to decide if a statistical will be needed.

The next difference is the Human Resources Overtime. The Budget Committee voted to keep \$2,000 in this line item while the Board voted to keep \$4,000 in the line item.

***J. Sherman motions to change the Human Resources Overtime line item 04-4155-00-115 to \$2,000. Seconded by T. Bergeron.***

***S. Ranlett wants to know why J. Sherman would like the Budget Committee and the Board to agree.***

***J. Sherman states the two boards do not have to agree however in the spirit of compromise he thinks it is a good idea.***

***J. Sherman calls for a vote on the floor.***

***Vote: 2-3-0 (no J. Kiszka, S. Ranlett, T. Bergeron)***

***Motion fails.***

The next difference is the Mosquito Control line item in the Health budget. The Budget Committee voted to remove \$7,000 for adulticiding while the Board voted to keep it as is.

S. Ranlett does not agree with the Budget Committee's recommendation to remove it from the budget because it is a safety issue. He does not mind having a warrant article on the March 2018 ballot and if it passes it can be removed from the budget in 2019. He also has concerns about the no means no issue.

G. Colby states he has contacted Steven Buckley from the legal department of NHMA (New Hampshire Municipal Association). The warrant article can be crafted with wording to do adulticiding if it is necessary even in the event of a negative vote.

J. Kiszka states the Budget Committee did cut this. We should at least try to get a warrant article passed.

P. Bracci does not think we need this in the budget. If it really needs to be done we will find the money without cutting services. Typically, we use 1/2 or 3/4 of the unassigned fund balance to help reduce the tax rate, therefore there is money available if needed.

S. Ranlett states the \$7,000 can be added back during the deliberative session if a motion is made and voted on.

Fire Chief John McArdle is in the audience and is asked to share his opinion regarding mosquito control. He states every year money is tight in August and September. Department Heads are asked to hold off on projects. Due to this reason bunker gear for the Fire Department is always in the operating budget. Any time it is needed, Chief McArdle will order it. It must be done this way for the department to run properly. He feels the mosquito control falls into the same category. If it needs to be done the money must be available.

S. Ranlett is in favor of leaving the Board of Selectmen approved amount in line item 01-4411-30-501 at \$40,000.

***J. Sherman motions to submit a warrant article P-18-XX (not numbered yet) to create an Expendable Trust Fund for \$7,000 with the idea it will be used for mosquito adulticiding if needed. Seconded by J. Kiszka.***

***The full budget process is a dynamic process involving the budget committee, Board of Selectmen and deliberative session.***

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

### ***Motion passes***

The last difference is the line item for Events and Activities. The Budget Committee voted for \$22,500 in this line item while the Board voted for \$25,000.

S. Ranlett is in favor of leaving the Board of Selectmen approved amount in line item 01-4589-10-855 at \$25,000.

T. Bergeron agrees with this.

J. Kiszka would like to move on since there are no motions for any changes for this item.

J. Sherman agrees. He states G. Colby will make the changes made tonight on the Board of Selectmen side and have it ready for the Budget Committee meeting tomorrow evening.

### **REVIEW WARRANT ARTICLES**

The first warrant article reviewed tonight is P-18-XX (the article has not been numbered yet)

#### **FIRE DEPARTMENT FULL-TIME STAFF POSITION.**

Chief McArdle along with Deputy Fire Chief John Judson and Deputy Fire Chief Jake Kennedy are present. Chief McArdle has a chart of the departments current coverage, proposed coverage, current average response times and proposed response times. The department is not currently staffed on weekends. It is hard to get on call firefighters to come out to calls. 70% of all calls are EMS related. The minimum staff to cover a call is four firefighters. One is the driver, one is the pump operator leaving two for holding/pulling the hose. The first 10 minutes of a fire determine the next five hours. The bottom line is with the amount of calls to be covered another staff member is needed. Often Saturdays and Sundays have five calls a day. An on-call member may be at home in the middle of a project. When the call comes s/he must leave to go to the call. At some point they arrive back home start working on their own project again when another call comes in. When someone is on call they are required to remain in Town and stay fit for duty. They do get paid from Friday night to Monday morning but the pay is not in alignment with the training commitment and the time commitment required. Being on call is very limiting as to what a firefighter can do on a weekend on call. Chief McArdle and both Deputy's feel it is time for the Fire Department to add a full-time position. This would allow coverage from 6:00am to 6:00pm on weekends.

S. Ranlett asks why not just add it to the operating budget rather than put in a warrant article.

J. Sherman states it has been done through a warrant article in the past.

***S. Ranlett motions to add \$53,805 to the Fire Department's operating budget. Seconded by T. Bergeron.***

***P. Bracci likes the idea of a warrant article instead.***

***Chief McArdle states he only put it in a warrant article due to past practices. He would rather put it in his budget. He also states three projects in Town have impacted the Fire Departments call volume. They are:***

- ***Chandler Ave Housing***
- ***Pine Park Housing for low income and elderly***
- ***The new development off Route 108 with 30 homes for people aged 55 and over.***

***People are staying in their homes longer. It creates more work for the fire department.***

***S. Ranlett states the overall increase in the Fire Departments budget from 2017 to 2018 is only \$10,000. He does think a warrant article is necessary.***

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

*Motion passes*

*J. Sherman motions for the Finance Director to split the \$53,805 between the Fire Department for \$28,400 and \$25,405 for Human Resources/Personnel.*

*Vote: 5-0-0*

*Motion passes*

J. Sherman calls for a 5 minute break at 8:15pm.

Meeting resumes at 8:20pm.

*S. Ranlett motions to recommend P-18-04 Leasing Space on the Telecommunication/Cell Tower. Shall the Town vote to adopt the provisions of RSA 41:11-a III to authorize the Board of Selectmen to lease space on a telecommunication/cell tower and tower property for the installation of telecommunications equipment for a lease period of more than one year.*

*Seconded by T. Bergeron.*

*P. Bracci asks if this article is specific to just cell towers or can we lease other things for more than one year.*

*M. Pearson states this article is specific to cell towers.*

*Vote: 5-0-0*

*Motion passes*

P-18-18 – will not be voted on until we have the numbers.

*T. Bergeron motions to recommend P-18-20 Library Capital Reserve Fund Deposit. Shall the Town vote to raise and appropriate \$50,0000 to be deposited into the existing Library Capital Reserve Fund that was created in 2016? Seconded by J. Kiszka.*

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

P-18-24 will be added to the list of not recommended warrant articles.

P-18-25 was previously voted on at a prior meeting. However, the wording is discussed. It is decided to remove the line SB 38 Highway Aid Fund in the detailed portion listed below the wording of the warrant article as it is redundant.

*S. Ranlett motions to recommend the revised P-18-25 Westville Road Bridge Replacement. Shall the Town vote to raise and appropriate the sum of \$586,089 for the engineering and construction phase of the replacement of the Westville Road Bridge? Furthermore, accept the reimbursement of \$516,089 from the State Aid Bridge Program (80% of \$645,111) and to withdraw \$63,655 from the Unassigned Fund Balance and \$6,346 from the Fire Suppression Water Line Impact Fee for water line installation? Seconded by J. Kiszka.*

*T. Moore states we should be careful if we change the figures on the warrant article as the 80% match will not look correct.*

*J. Kiszka states we can add it to the voters' guide.*

*Vote: 5-0-0*

*Motion passes*

***S. Ranlett motions to recommend P-18-26 Cemetery Special Maintenance Expendable Trust Fund Creation and Deposit. Shall the Town vote to establish a Cemetery Special Maintenance Expendable Trust Fund per RSA 31:19-a, including but not limited to the surveying and maintenance of the town cemetery's lots, open space, and all infrastructure necessary for keeping the cemetery in a state of good repair. Furthermore, shall the Town raise and appropriate the sum of \$40,000 to make an initial deposit into this fund with said amount to come from the General Fund, Unassigned Fund balance? The Board of Selectmen shall act as the fiscal agents for this fund. The fund shall be placed in an interest-bearing account.***

***Seconded by J. Kiszka.***

***Vote: 4-1-0 (no P. Bracci)***

***Motion passes***

***S. Ranlett motions to recommend P-18-27 Cemetery Special Reserve Fund Creation. Shall the Town vote to adopt the provisions of RSA 31:95-c to restrict 100% of the revenues from the sale of cemetery lots for the expenditures for the purpose of the town cemetery maintenance. Such fund revenues and expenditures shall be accounted for in a special reserve fund to be known as the Cemetery Special Reserve Fund, separate from the general fund. Any surplus in said fund shall not be deemed part of the general fund accumulated surplus and shall be expended only after a vote of the legislative body to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of revenue. Seconded by T. Bergeron.***

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

***Motion passes***

***S. Ranlett motions to recommend P-18-33 Accrued Leave Time Expendable Trust Fund Deposit. Shall the Town vote to raise and appropriate \$25,000 to be deposited into the existing Accrued Leave Time Expendable Trust Fund that was created in 20XX? Seconded by J. Kiszka.***

***Vote: 4-1-0 (no P. Bracci)***

***Motion passes***

## **TOWN MANAGERS REPORT**

- NH Housing Authority – approval of phase 2 of Chandler Ave, there is consensus of the Board to have the Town Manager write a letter in favor/support of this
- Water Meetings – several meetings, they are more complex, lot of parties involved
- Letter of Compliance
- Normandeau – Pollard Road Culvert
- NHDES letter Westville Project
- SRTS
- Walton Road
- RSA'S quoted in Warrant Articles
- Budget Committee
- Voters notes
- Warrant Articles
- Updated Highway Garage Warrant Articles
- Flow Chart for Water

- Elder Affairs
- Landfill Closure
- Snow Event - \$20,000 in total costs, think about \$25,000 per storm

## **ACTION ITEMS REVIEW**

Reviewed

## **SIGNATURE FOLDER**

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

## **SELECTMAN REPORTS & OTHER BUSINESS**

P. Bracci

- Has a question about the ornamental lighting being removed from the SRTS project.

M. Pearson states it was removed when they found out the additional lighting was required at the crosswalk. He did it this way so the Town would not have to come up with additional costs.

- Asks if the sidewalk plow is in running condition.

M. Pearson states yes, it is being worked on but it does run. We do not propose to use it for clearing sidewalks this year. According to the contractor who looked at it we got a good deal. P. Bracci states he would like to be kept up to date on the repairs.

- He asks if there were any issues at the Library Program with the beer tasting.

No one is aware of any issues.

- States Bret Ebner has received 2 proposals for the Town Forrest for GPS mapping. The prices range from \$1500 to \$4500.
- States the gas tank for the MTB Bus Company at 88 Plaistow Road was not on the original plans.
- States Con Com received an anonymous letter from someone who wants to donate 12 acres of land to Mount Misery. Is M. Pearson aware of this?

M. Pearson states he saw Jill Senter in passing earlier today and she mentioned it to him. They plan to meet to read through the letter and gather more information.

- Asks if the Board will have a list of encumbrances by the end of the year.

M. Pearson replies yes.

- States he received financial reports from G. Colby for October & November. One issue that struck him was the amount spent from the water fund.

M. Pearson states pipes were put in the road next to the safety complex for a cost of about \$40,000. It was supposed to be recorded in 2016 but it was not so it had to be recorded in 2017. The funding for the sidewalk plow also came from this fund. Chief McArdle spent some money on locks for fire hydrants.

- He asks if the Town received any complaints on plowing after the snow storm Saturday.

B. Hossack states no calls of complaints were received. Typically, we will get some over the course of the winter season.

- Asks if the Assistant Town Manager can do the Town Managers report if Mark does not have time to do it. He would like to have this report every week.

J. Kiszka

- Attended the Planning Board Meeting – proposed zoning amendments were discussed, two escrow releases were done and changes to the impact fee policy were discussed.
- Attended the Elder Affairs Movie White Christmas at the Library last Friday
- Attended the Eagle Scout Ceremony on Saturday

T. Bergeron

- Attended the Elder Affairs Movie White Christmas. She thanks Sue Sherman, Christina Cruz, and Cathy Willis for all their work. She also thanks Dave Hansbury who donated pens and planners to the Elders.
- Tomorrow evening she is teaching the center piece class at Pollard School
- Old Home Day will be June 23, 2018

J. Sherman

- Attended the Eagle Scouts Ceremony
- Has a new Board Schedule in the packets.

S. Ranlett

- Nothing to report.

J. Kiszka mentions the giving tree in Town Hall.

J. Sherman adjourned the meeting at 9:24pm

Respectfully submitted,

Beth Hossack,  
Recording Secretary