



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: September 11, 2017

MEETING CALLED TO ORDER: 6:35pm

SELECTMEN:

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

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

AGENDA

P. Bracci motions to approve the minutes of August 28, 2017. Seconded by J. Kiszka.

Vote: 3-0-1 (abstain T. Bergeron)

Motion passes

PUBLIC COMMENT

None

PUBLIC HEARING SRTS ADDITIOAN FUNDING OF \$102,476.00

M. Pearson states tonight the Board may accept money from the New Hampshire Department of Transportation to complete the SRTS (Safe Routes to School) project. The original grant will take care of the work along Main Street. This additional grant of \$102,476.00 will be used for the Elm Street portion of the project.

J. Sherman opens the Public Hearing at 6:38pm

No one from the public wishes to speak.

J. Sherman closes the Public Hearing at 6:39pm

P. Bracci mentions this project started in 2013 and we have already spent a lot of money. He inquires if we need to purchase a sidewalk snow plow.

M. Pearson states we must maintain the sidewalks and this requirement would be in effect even if we only did the first part of the project. Accepting the new grant does not change the requirements. We can hire a contractor to do the work if we want.

P. Bracci inquires if the leased Kubota from last year will do the job.

M. Pearson is not sure if the Kubota will be able to do the sidewalks once the roads are plowed causing snow banks along the sidewalks.

T. Bergeron motions to accept the additional funding provided by the New Hampshire Department of Transportation for Plaistow's Safe Routes to School Project. The amount of the grant is \$102,476.00. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes.

J. Sherman would like the Board to have an update on the project in December.

M. Pearson agrees. The update will include financing and Hoyle & Tanner's plans. He also states it has been legally confirmed that we do not need a warrant article to move forward with the project.

TAX ANTICIPATION NOTE, LINE OF CREDIT, UNASSIGNED FUND BALANCE

Greg Colby, Finance Director begins with an overview of cash flow. We will be heading into 2018 with several projects. We may need to borrow money prior to tax bills going out. Cash trends downward as the calendar year approaches the last quarter. In recent years we have used a portion of the unassigned fund balance to lower the tax rate. We need cash to front some of the planned projects since it takes time to be reimbursed from the State.

M. Pearson states we had about 2.3 million on May 31, 2017 but we owed the school system about 2.2 million as their fiscal year ends June 30th. This year the school allowed us to pay 1.1 million in early June and the remaining 1.1 at the end of June. Allowing us to receive some tax revenue before making the second payment. We cannot do this every year. June is always a crunch month.

T. Bergeron inquires if we can change the dates we send out tax bills.

G. Colby states it is mandated by the State to select one of the following options for sending out tax bills:

- Yearly
- Bi-yearly
- Quarterly

He mentions we could change the calendar year to a fiscal year ending June 30th. If this option is chosen the first year is tricky as you need to plan for an 18 month budget.

P. Bracci inquires if the school payment is due in June how does it help us to pay some at the beginning of the month and some at the end of the month.

M. Pearson states we get tax revenue coming in from June 15th - 30th.

P. Bracci inquires about the future. Do we anticipate taking a TAN (tax anticipation note) every year?

G. Colby replies no, however in 2018 we will have projects that need upfront cash such as Safe Routes to School, Westville Road Bridge and maybe a Highway Garage.

P. Bracci inquires about the interest fee.

G. Colby states municipal borrowing is still reasonable. We would probably take a line of credit with a maximum amount of 1 million therefore we would only borrow what is needed. The interest might be as low as \$3000.00.

J. Kiszka inquires if we can wait on funding some of the CIP warrant articles until the end of the year. It would give us more cash in the beginning of the year.

G. Colby states we can wait on funding some of them but it depends on the type of account it is. We need to decide which option is better, gaining interest on capital reserve accounts or paying interest on a loan.

P. Bracci inquires if we get a line of credit and/or a TAN (tax anticipation note) does M. Pearson go to the Board for approval.

M. Pearson states he will absolutely bring it to the Board. Tonight we are discussing it so the Board will be informed.

P. Bracci inquires how quickly will we have access to the money once we are approved.

G. Colby states it is immediate.

J. Sherman mentions we should consider sending tax bills out quarterly. He actually thinks sending monthly bills would be best but he realizes this will not happen.

J. Sherman mentions the State is the reason many towns need to borrow money because they take so long when reimbursing towns for grants.

P. Bracci inquires if the cash balance of \$2,365,389.00 on May 31, 2017 includes the unassigned fund balance.

G. Colby responds yes, however the unassigned fund balance is not just cash, it includes other assets.

The Finance Director and Town Manager will be available to discuss these issues further when the budget for debt service is reviewed.

G. Colby discusses the 2016 independent audit completed by Plodzik and Sanderson. The Town has received an unmodified opinion which is the highest level of opinion an entity can receive. We met all the general government accounting standards and we are in good shape. Total expenditures and other financing uses were less than the final budget amounts by approximately \$171,799 which amounts to 2% of total appropriations. It was a tight budget.

P. Bracci inquires about issues with the audit. He thought there were some significant findings.

G. Colby responds not for 2016. He believes there may have been issues in 2015.

G. Colby states the goal of the Town's fund balance is to maintain an unassigned fund balance between 5-17% of total appropriations. For 2016 we came in at 11.66% which is good. In the past we have always printed the full 50 page audit report in the Town Report. We could consider printing only a portion of it in the report and providing the web address for the full report. Perhaps we could print 2 pages per page. A few ideas are discussed however a final decision is not made.

G. Colby presents a time line for the 2017 audit. The yearend date is 12/31/17. In December 2017 and January 2018 we will get a package of information together for the auditors. March 5th - 9th the Great Hall is reserved for the auditors to be here to start their process. Through the end of March will be the time frame to resolve any issues. April 15th - May 15th the auditors will provide a draft report. The final report will be received no later than June 15th and the Board will get a copy no later than October 15th.

P. Bracci inquires if there is a specific time when the Board should receive something.

G. Colby is not aware of anything.

M. Pearson will research the inquiry.

UPDATE INVESTMENT POLICY

G. Colby states according to an RSA the Town must update and approve their Investment Policy on a yearly basis. The previous policy the Town had included wording based on a Trustee of the Trust Funds Policy. G. Colby made the necessary changes and deleted unnecessary items. Towns are very limited on what is allowed for investing. Trustees of the Trust Funds and Library Trustees have different policies, therefore we have a total of three (3) different investment policies.

P. Bracci inquires what input or collaboration occurs with the two (2) elected Town Auditors.

G. Colby responds he provides Mr. Peck with monthly reports and answers his questions. It is not typical for a Town to have elected auditors when using a professional auditing firm.

J. Sherman states at some point all of our policies should be standardized. A responsible person/board member should be designated to keep policies updated and posted on the website. M. Pearson states it is already being worked on. It will take time to complete all policies.

REVIEW TOWN MANAGER JOB DESCRIPTION

J. Sherman states he spoke to Lori Sadewicz in Human Resources. There is no specific procedure for approving a job description. No vote or signatures are required by the Board. There is consensus amongst the Board to accept the document in tonight's folders for the Town Manager Job Description.

TOWN HALL HOURS RECOMMENDATION

M. Pearson states the proposed hours (Monday – Thursday 7:00am – 4:30pm and Friday 7:00am – 11:00am) would enable contractors to come to Town Hall early in the morning before heading to a job site to obtain permits. It also makes all departments (except for elected officials) more consistent. Typically Friday afternoons are very quiet and the Town Clerk's Office is closed.

J. Sherman states he would like the current document to state what departments the hours cover or which ones it does not cover. He is in favor of directing the Town Manager to go forward with the plan, send the updated document to the Board, make sure it is well posted and note that it does not affect the Safety Complex, Highway Department or Library. There is consensus amongst the Board to have M. Pearson implement this. The Board holds the right to make future changes if they feel it is necessary.

DISTRIBUTE PERSONAL PLAN DRAFT

The draft Personnel Plan in tonight's folders contains Attorney Broth's input.

M. Pearson mentions page fifteen (15) has updated information for employees who choose not to take the Town's Health Insurance. The reasons for taking a personal day as well as giving reasonable notice for taking a vacation day have been updated. Many other policies have been incorporated into this document such as the Social Media, Sexual Harassment, and Alcohol & Drug Policies. This is an inclusive document under one (1) umbrella. It also contains federal laws, the grievance process, the discrimination policy and leave for active military duty. Employees will be given the document to read, and then they will sign it stating they agree to it. The Personnel Policy does not override the CBA (Collective Bargaining Agreement) for employees who are part of the CBA. The policy can be updated as needed. This new policy is based on best practices with a focus to prevent litigation not be the cause of it.

J. Sherman recommends each Selectman read the policy. At the next meeting a vote will be taken for approval or for changes.

J. Kiszka mentions we need to make sure employees do not jump back and forth from taking the Town Health Insurance to not taking it.

M. Pearson states that will not happen. Changes will only be made during open enrollment or with a qualifying event.

REVIEW HISTORICAL NON PUBLIC MINUTES

The list of non public minutes is discussed. P. Bracci reviewed some of the minutes and J. Sherman reviewed all of them. Most have been recommended to be unsealed.

P. Bracci motions to unseal the non public minutes on the list except for March 12, 2007 and November 17, 1997.

Vote: 4-0-0

Motion passes.

TOWN MANAGERS REPORT

Several Meetings

Budget Meetings with the Board will begin next week

Highway Garage Building Committee Meeting

Beede Site

Bay Communications

Public Safety Complex

RMON Computer Financing

CIP & Impact Fee Training

Highway Grievance

Sale of Town Owned Land

Chandler Ave Drainage/Road Collapse

Haverhill Water Meeting

Recreation Fees

Civil Lawsuits (2)

M. Pearson states Rick Bickerstaff, Commander of the American Legion Post 34 reached out to him about hosting a POW/MIA twenty-four (24) hour Vigil on the Town Green at Veterans Memorial Park on September 22, 2018. There is consensus amongst the Board to direct the Town Manager to send an approval letter to Commander R. Bickerstaff allowing the vigil.

M. Pearson mentions a letter in everyone's folders from the American Red Cross. There is consensus to hold a bold drive at Town Hall.

M. Pearson mentions the workshop information in tonight's folders regarding the 2017 Municipal Law Lecture Series workshop on Saturday October 14th in Concord. If you are interested in attending please let the Administration Office know.

M. Pearson mentions the contract received from Sylvania regarding the LED Lighting Project at the Library is not favorable for the Town. The attorneys will meet and try to work out an agreement.

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

J. Sherman states the manifest folder is going around. There is no signature folder this week.

SELECTMAN REPORTS & OTHER BUSINESS

P. Bracci

- On the list of Scheduled Board Meetings, he inquires what the yellow ones are. J. Sherman responds both Christmas Day and New Years Day are on Mondays. We may need to hold 1 or 2 meetings on a Tuesday.
- Thanks J. Kiszka, T. Bergeron, M. Pearson, & B. Hossack for the 9/11 Ceremony.
- Attended the Pancake Breakfast for the Exchange Committee
- Cable Advisory Committee.
- Conservation Committee – mentions the Board may want to be involved with the plans Tractor Supply is proposing to do with their property on Route 125. There is a site walk tomorrow.

J. Kiszka

- 8/29 Highway Garage Committee
- Budget Training
- Rockingham Planning Commission Meeting this week - Wednesday at Plaistow Library

T. Bergeron

- Thanks B. Hossack for the 9/11 Ceremony
- Public Safety Building Committee meeting is Thursday

S. Ranlett

- Excused

J. Sherman

- Budget Committee Training
- Town Report Committee Meeting is next Monday 9/18
- Abatement Process - what must be included on form
- Household Hazardous Waste Day will be held on 10/28 in Kingston
- Regional Selectmen's Meeting will be held on 9/27
- Congratulations to all who participated in the 9/11 Ceremony

The non public minutes of November 19, 1997 are discussed again. J. Sherman states they are sealed and no action is required if the Board wants to keep them sealed.

P. Bracci inquires if the Statue of Limitations Applies to these.

M. Pearson states yes, it applies.

P. Bracci motions to unseal the minutes of November 19, 1997 due to the length of time that has passed. Seconded by T. Bergeron.

Vote: 3-1-0 (no J. Sherman)

Motion passes

The non public minutes of March 12, 2007 are discussed again. J. Sherman states they are sealed and no action is required if the Board wants to keep them sealed.

T. Bergeron motions to unseal the minutes of March 12, 2007 due to the length of time that has passed. Seconded by J. Kiszka.

Vote: 2-1-1 (no J. Sherman, abstain P. Bracci)

Motion passes

***P. Bracci motions to approve the non public minutes of August 28, 2017, sessions 1 & 2.
Seconded by T. Bergeron.***

Vote: 3-0-1 (abstain T. Bergeron)

J. Sherman adjourned the meeting at 9:16pm

Respectfully submitted,

Beth Hossack,
Recording Secretary