



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: December 28, 2015

MEETING CALLED TO ORDER: 6:31 PM

SELECTMEN:

Selectman, Steve Ranlett, Chairman
Selectman, Joyce Ingerson
Selectman, Julian Kiszka- arrive 6:33pm

Selectman, John Sherman Vice Chairman
Selectman, Tammy Bergeron- Excused
Town Manager, Sean Fitzgerald

AGENDA

MINUTES

J. Sherman motions to approve the minutes of 12-21-15. Second by J. Ingerson.

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

Motion passes.

PUBLIC COMMENT

None

2015 ENCUMBRANCES

S. Fitzgerald asks the Board to turn to page 2 of Town Manager's report where the list of 2015 encumbrances can be found. He reviews each line item stating that for some reason the Department Heads were not able to expend these fund in 2015 for a variety of reasons, whether it's the product not available or an issue with the vendor scheduling. These amounts are encumbered so not to impact the 2016 budget for item procured in 2015

J. Sherman motions to approve the 2015 Encumbrances in the amount of \$224,962. 82 as presented in the Town Manger's report.

J. Ingerson 2nd

Vote 4-0-0

2016 BUDGET REVIEW

Building Inspection Budget

S. Fitzgerald notes that he has reconciled this budget included in your packets. The reconciled budget include the adjustment made and requires the Board to vote to approve the adjusted budget for a total department budget of \$130,834.

J. Sherman motions to adjust the Inspectional Services budget to a new bottom line in the amount of \$130,834.

Second by J. Ingerson

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

Motion passes.

DEFAULT BUDGET

S. Fitzgerald states that if the operating budget is not approved at Town Meeting then the Default Budget prevails. The default budget per RSA is:

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

The default budget is the responsibility of the Selectmen and it is up to them in the event the operating budget is not passed at Town Meeting the default Budget will allow the Town to run adequately

S. Fitzgerald notes that not only the current contractual obligations for Healthcare and service contracts are included, he has reduced the default budget by \$25,000 in the legal budget that is not needed in 2016 and the one time fence installation for PARC.

J. Sherman states that he believes S. Fitzgerald has taken fair and reason effort to estimate the default budget.

J. Sherman motions to approve the Default Budget of \$8,349,768 as presented in the MS-DT document,

J. Ingerson 2nd

Vote 4-0-0

Building Inspection Budget-

S. Fitzgerald notes that he has reconciled this budget included in your packets. The reconciled budget include the adjustment made and requires the Board to vote to approve the adjusted budget for a total department budget of \$130,834.

J. Sherman motions to adjust the Inspectional Services budget to a new bottom line in the amount of \$130,834.

Second by J. Ingerson

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

Motion passes.

REVIEW OF 2016 PROPOSED WARRANT ARTICLES

Article P-16-02- Public Safety Complex Expansion

S. Fitzgerald notes he has made some changes to the intent removing any reference to the access road to the cemetery as that has been deferred for now. The changes were reviewed by the Architects and Chiefs. The changes to the project are site work not in the work spaces of the departments. He notes these changes are supported by both Chiefs. The amount submitted is significantly less than presented last year.

Article P-16-03 Operating Budget

S. Fitzgerald notes that he has filled in the amounts for the Operating Budget and the Default Budget. It is stated that the wording does not change from year to year only the amounts.

J. Sherman motions to recommend Warrant Article P-16-03 Operating Budget in the amount of \$8,346,355 with a default budget in the amount of \$8,349,768

J. Ingerson 2nd

Vote: 4-0-0

Motion passes.

J. Sherman reviews the vote for the warrant article P-16-15 Town Clerk Raise. He states he would like the vote to be corrected as he voted against it he did not abstain. The correct vote on record should be 4-1-0 not 4-0-1.

S. Fitzgerald notes that both the Town Clerk and Tax Collector receive healthcare benefits at the same level as the Town Employees. The original warrant article didn't specify the percentage just that they shall receive the same.

Article P-16-17 Citizens Petition

The Board's vote is reviewed. J. Sherman believes the vote as recorded on the warrant article is confusing. He believes it would be clearer if it were to read "Recommended by the Board of Selectmen 0-4-0" rather than reading "Not recommended by the Board of Selectmen 4-0-0", to better define the Board's intent.

There consensus of the Board is in agreement with this change.

S. Ranlett would like to include the number of employees that this warrant article will effect.

J. Ingerson states that although she was not in attendance to vote regarding this article, for the record she is not in favor of this warrant article.

S. Ranlett inquires as to how many current employees this would effect.

S Fitzgerald states there are currently 14 employees this would effect not including overtime or Police Details.

J. Sherman clarifies that there are Police Officers that would be included in this category should the income earned from Police Details is included in this figure.

S. Fitzgerald states that is correct and the number effected would increase. Police Details are an unknown amount and the amount varies along with overtime pay. That would be hard to forecast year to year.

Discussion ensues regarding whether there is a written agreement or not with the Collective Bargaining in regards to residency clause or ability to respond within a certain period of time. It is noted there is no written agreement.

J. Sherman inquires if there has ever been a problem with any employee not reporting for work in a required time frame due to residency out of town.

S. Fitzgerald states he knows on no problems.

S. Ranlett inquires on Town Report

Due date of Town Report is 8 days before the Town Meeting. February 29, 2016 is the Monday before Town Meeting

J. Sherman mentions the 2014 Auditor's report has been completed. There is nothing negative and no material weaknesses. GASB45 is complete, there are no significant change to what we are doing. We pay as we go for retirement liabilities which are well supported through annual appropriations.

S. Fitzgerald notes he has a Bond Hearing scheduled for Monday January 11, 2016 at 6:30pm for the Public Safety Complex project bond. Public Hearing to meet RSA bond compliance. An advertisement in the local paper and posted to channel 17.

TOWN MANAGER'S REPORT

Reviewed throughout the meeting

ACTION ITEM REVIEW

Deferred

OTHER BUSINESS

SIGNATURE FOLDER

S. Ranlett states the manifest and signature folder is going around.

SELECTMENS REPORTS

J. Sherman-

- IRS mileage rate changed to .54

J. Sherman motions to direct the Town Manager to implement the new mileage rate of .54 consistent with the IRS recommendation.

J. Kiszka 2nd

Vote 4-0-0

- He request a soft and hard copy Hazardous Mitigation Report.
- Budget Committee meeting Tuesday December 29
- Review of Non-public minutes

J. Ingerson- Nothing to report

S. Ranlett

- Would like to get the Personnel Plan back on the agenda

J. Kiszka

- Nothing to report.

Public Meeting Adjourned at 7:17 pm

Respectfully submitted,

Gayle Hamel
Recording Secretary