



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** September 21, 2015

**MEETING CALLED TO ORDER:** 6:32PM

**SELECTMEN:**

Selectman, Steve Ranlett, Chairman  
Selectman, Joyce Ingerson  
Selectman, Julian Kiszka

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

**AGENDA:**

**MINUTES:**

*Motion by J. Sherman to approve the minutes of September 14, 2015. Second by J. Ingerson*

*Vote: 4-0-0*

*Motion passes.*

**PUBLIC COMMENT**

None

**NEW TOWN PLANNER - GREG JONES**

S. Fitzgerald invites Greg Jones and Tim Moore to the microphone. He states that G. Jones has already gotten up to speed with the grant initiatives, GREE funding and the Source Water Protection grant.

G. Jones is invited to share his background. He reviews his educational background along with his professional experiences. He graduated Plymouth State University with a Bachelor's Degree in Planning in 2007. He enjoys working in the public sector and is glad to be back in this sector.

J. Ingerson asks Tim Moore what he was looking for in a planner. Tim states he was pleased to see the GIS experience since we use it often. It is an invaluable resource. Experience with the Strafford Regional Planning Commission is another valuable asset because the knowledge of how one town impacts surrounding towns is extremely important. Also, Greg's enthusiasm and excellent communicate skills are impressive.

J. Ingerson states that G. Jones is not related to Police Chief Kathy Jones.

S. Fitzgerald along with the Board of Selectmen welcomes G. Jones.  
S. Fitzgerald has no doubt Greg will be a very impactful employee and he will be involved with several committees including the Plaistow Renewables Committee.

### **BUDGET REVIEW**

S. Ranlett notes he would like to see the budget level funded if possible due to the reassessment.

### **PLANNING BUDGET**

T. Moore begins stating most line items are level funded but there have been some changes: Attorney Fees were decreased to \$3500 as no law suits are anticipated.

Office supplies increased to \$500.

Equipment Repairs and Supplies increased to \$500.

Impact Fee Update increased to \$1000.

The total impact on the budget is an increase of \$2,954 for a total Planning Budget of \$87,800.

J. Ingerson requests the revenues along with the expenditures.

J Sherman inquires about implementation chapters in the Master plan. T. Moore states the implementation plan will be at the end of every chapter. G. Jones will play a big role in the development of these chapters.

Discussion ensues.

T. Moore states all recommendations are numbered and will be correlated into the CIP for cross reference.

J. Sherman inquires if the recreation impact fee will be updated for 2016 and is the description correct?

S. Fitzgerald responds the comment is correct and the Recreation impact fee will be updated for 2016.

***J. Sherman motions to approve the Planning Board budget in the amount of \$87,800. J. Ingerson 2nds.***

***Vote: 4-0-0***

***Motion passes.***

J Sherman notes that he would like to continue the practice of approving the budgets as they go along with the condition that they can bring any budget back up for discussion at any time in the future.

There is consensus of the Board to continue with this practice.

### **TOWN CLERK BUDGET**

Maryellen Pelletier begins her budget review:

She states her salary line is up a little and she plans on asking for a raise of \$5000 when there is a full board. She notes the cost of registrations will increase over \$10,000 and this increase will go to the general fund.

The Board asks for information regarding the salaries of comparable Town Clerks in surrounding towns. She states she will provide the information to the Board.

J. Sherman requests to add to the Action Items update of phone expenditures.

***J. Sherman motions to approve the Town Clerk Budget in the amount of \$104,599. J***

***.Ingerson 2nds.***

***Vote: 4-0-0***

***Motion passes.***

J. Sherman states any increase in the Town Clerks salary for a cost of living is included in the budget. Any increase directly for salary should be down through a warrant article.

### **TAX COLLECTOR BUDGET**

Julie McNamara begins the budget review stating the part time Salary line increased by \$50. Rose Bayek is the Deputy Tax Collector. Her hours have decreased although her salary is higher.

Telephone line is up by \$40.

Mailing service up by \$50.

J. Sherman wants the \$25 microfiche line item added to the comments.

***J. Sherman motions to approve the Tax Collector Budget in the amount of \$49,236. J.***

***Ingerson 2nds.***

***Vote: 4-0-0***

***Motion passes.***

### **FINANCE ADMINISTRATION:**

Greg Colby states all the line items in the Finance budget have been level funded. The only increase from last year's budget to this year are in salaries. There is a slight increase for the Finance Director, Trustees of the Trust Fund, Auditors and a part time Accounts Payable/Payroll Position. The last line item for professional auditor's fee actually decreased.

J. Sherman recommends Greg give a synopsis of GASB45.

G. Colby states GASB45 is the plan for post employment benefits. All census information on all covered employees (active and retired) was provided so an estimate of potential costs over the life of the current census could be established. The result of the report shows an estimated cost of 1 million. This is not concerning because we pay as we go. Money is paid yearly through the contributions to the NH State Retirement System. It is continually rolling.

J. Sherman notes that it was not critical but worthwhile to clear that qualification from the Audit letter.

S. Fitzgerald states we now have the report and it can be put on the Town's web site.

***J. Sherman motions to approve the Finance Administration budget in the amount of \$111,610. J. Kiszka 2nds.***

***Vote: 4-0-0***

***Motion passes.***

### **CULTURAL BUDGET**

Ty Vitale states the increase in the budget is due to the averaging of the last three 3 years.

The budget is increasing from \$26,219 to \$28,100.

J. Sherman mentions that Gayle will need the Old Home Day list of expenditures for 2015 to be included in the annual Town Report.

***J. Sherman motions to approve the Cultural Budget in the amount of \$28,100. J. Ingerson 2nds.***

***Vote: 4-0-0***

***Motion passes.***

### **CONSERVATION BUDGET:**

Jill Senter and Tim Moore will be reviewing the budget. J. Senter states the budget is level funded except for Dues which is increased by \$50 and the reappearance of the Forest Maintenance line item of \$2700.

The Forest Maintenance line item is used to maintain and repair the bridges and trail work that has been completed by the Boy Scouts and for new projects. In the past they have been utilizing the Forest Cut fund for such services but they are trying to save this line item for unexpected projects, purchasing new land and to pay for a plan that will be drawn up. They have been using this fund very sparingly since 2001. There will not be a need for cutting any trees in the near future to replenish this account.

They did purchase a Beaver Deceiver this past year for a cost of \$1000.

Discussion ensues.

***J. Sherman motions to approve the Conservation Budget in the amount of \$12,430. J. Ingerson 2nds***

***Vote: 4-0-0.***

***Motion passes.***

### **GOVERNMENT BUILDINGS BUDGET**

Paul Lucia, Building Maintenance Supervisor presents his 2016 budget. Paul has kept as many line items level as possible. Salaries increased due to contracted obligations and an adjustment for a new employee. Overtime has increased mainly due to projects as 2 people are often needed for most projects. The regular budget generally only covers cleaning of all the buildings. Uniforms and telephones have decreased some while mileage and service contracts have increased. Paul would like to add a Pest Control Maintenance Program line item for 5

buildings to the budget (Town Hall, Court House, Safety Complex, Historical Museum and the Library). The cost of such a program is approximately \$50 per month per building. We have had some unexpected issues over the past 9 months including a new well for the Town Hall and snow removal from the roof of the Court House. These may be able to come from the Unanticipated Funds Budget rather than the Government Buildings Budget.

J. Sherman inquires Paul's over all opinion of the buildings.

P. Lucia responds they do need some attention. He believes if funding is needed a presentation can be made to the Town as to how it would benefit the Town and improve our assets.

***J. Sherman motions to approve the Government Buildings budget in the amount of \$195,241. J. Kiszka 2nds***

***Vote 4-0-0.***

***Motion passes.***

**Zoning Budget - deferred to next week**

**Treasurers Budget - deferred to next week**

J. Sherman inquires how the process of filling the Treasurers position is going.

S. Fitzgerald states he has met with 2 candidates. He would like to discuss this with the board soon and he is waiting to hear back from another potential candidate.

**Debt Service Budget**

Currently Plaistow has no long term debt.

***J. Sherman motions to approve the Debt Service Budget in the amount of \$1. J. Ingerson 2nds.***

***Vote: 4-0-0.***

***Motion passes.***

A brief discussion ensues regarding the reason we carry this account with only \$1. It is due to an RSA requirement which would allow the Town to receive a tax anticipation note, if needed.

S. Fitzgerald states he will be back with revised budgets and questions as necessary, including any updates or changes. The Town will be working on the budget process through mid January.

**PLAISTOW FIRST SEALED BIDS**

S. Fitzgerald notes the Town has received 2 proposals for Town owned properties.

They are:

1. 3A Dundee Drive, the lot was split a long time ago and the property has no value. There is an easement for septic. Diane Moran is bidding on this lot (tax map 69-21), it is an unbuildable lot and she has enclosed a \$200 deposit.

S. Ranlett requests more information regarding the split of 3A and 3B.

S. Fitzgerald states this will be provided.

2. Ron Laplume- submitted a proposal for a portion of tax map 69-51 for \$3510 and the full lot for tax map 71-3, for \$2510.

Discussion ensues. S. Ranlett is not in favor of splitting up a property.

S. Fitzgerald recommends a careful and detailed review before any decision is made to accept or deny the bids.

### **TOWN MANAGER'S REPORT**

Highway Safety Meeting

Scoping Meeting with NH DOT- Traffic Calming

Budget Review

Budget Committee Meeting

Household Hazardous Waste

Annual Flu Shots

Trident Meeting Public Safety Complex

Safe Routes to School

Methuen Construction

Plaistow Renewable Committee

2015 Assessment Values Update- MS-1

Comcast Contract

Courthouse Repairs

Communication Tower Update

### **ACTION ITEM REVIEW**

The items are reviewed.

### **OTHER BUSINESS**

J. Sherman states he would like to discuss postponing the assessment update this year.

J. Ingerson inquires as to why he would like to postpone the update.

J. Sherman notes that the updates were only completed for residential properties not commercial.

Discussion ensues.

S. Ranlett states he is in support of the update this year, as a taxpayer he would prefer to have a small increase this year and next year rather than realizing a greater increase next year.

J. Kiszka states it is too late to revalue commercial property this year. He is support of the update this year. There is no evidence that commercial properties would increase.

J. Ingerson states she is in support of the update this year as she also would like a gradual increase rather than a greater increase next year. She notes that we have hired professionals to advise us and the New Hampshire Department of Revenue supports the advice given, therefore we should adhere to it.

There is a process for tax abatement once the tax bills are issued, if there are comparables to substantiate a tax decrease.  
Discussion ensues.

It is the Board's consensus to take the advice of the professionals we hired in considering the best interest of the community.

### **SIGNATURE FOLDER**

S. Ranlett states there is not one tonight. The manifest is going around for signatures.

### **SELECTMENS REPORTS**

J. Sherman

- States the Budget Committee meeting will be held on 9/29
- Will attend the Town Report Meeting on 9/29
- Highway Safety
- Will attend Sandown Withdrawal Plan, next meeting 9/22
- GREE Funding Flyer- needs to be done
- Reports on future Library Activities

J. Kiszka

- Attended Budget & Finance Workshop
- Attended Local Regulations and Agricultural Workshop
- Will attend the Plaistow Renewable Committee Meeting on 10/6/15
- Will attend the Implementation Safety and State Building Code Workshop on 9/22

S. Ranlett

- Planning Board Meeting

J. Ingerson

- Nothing to report, as both Conservation and Cable Committee Meetings were canceled

Meeting Adjourned at 9:20 pm

Respectfully submitted,

Gayle Hamel  
Recording Secretary