



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 02, 2015

MEETING CALLED TO ORDER: 6:34 PM

SELECTMEN:

Selectman, Steve Ranlett, Chairman- Excused	John Sherman Vice Chairman,
Selectman, Joyce Ingerson	Selectman, Tammy Bergeron
Selectman, Julian Kiszka	Town Manager, Sean Fitzgerald

AGENDA:

MINUTES

J. Kiszka motions to approve the minutes of October 26, 2015. Second by J. Ingerson.

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

Motion passes.

PUBLIC COMMENT

Roy Jeffrey shares a map that he received from J. Ingerson. This is a map of Yokohama, Japan which Joyce's father acquired while he was in the military serving in Japan. He wanted Roy to have the map especially since Roy was recently awarded Legionnaire of the year. Roy had the map framed and would like it to be preserved since it is part of history. It means a lot to Joyce that Roy had the map framed and wants it preserved. Perhaps this can be displayed at the Library or the American Legion Post #34.

Roy attended Trick or Treat Friday evening at the Historical Society. He took several photos of the children. Roy was treated at his own home by the Billy and Michael Savage who delivered homemade cookies to him. He was touched by their thoughtfulness.

There is a beaver issue at the Historical Society and Roy is willing to pay to have the issue taken care of. S. Fitzgerald states we have some citizens who are licensed Beaver Trappers. They will take care of the issue at the Town's expense and he thanks Roy for his willingness to help.

Roy is happy the issue at the corner of Westville Road and Route 125 has been corrected. The right line is for right turns only and is now correctly labeled.

Roy states the ribbons on Veteran's Park have been changed from Halloween colors to Red, White and Blue.

OFFICER PAT SCHIAVONE, DARE OFFICER

Pat steps up to the podium and thanks the board for allowing him time for the presentation. He talks about Gene Crochetiere, a manager at Market Basket who has been extremely helpful donating cakes and paper goods for the DARE graduations and assisting with many other police department events over the past 15 years. Gene is presented with a plaque for his volunteer services.

JILL SENTER, CHAIRMAN OF CONSERVATION COMMISSION

Jill Senter, Chairman of the Conservation Committee comes to the podium. She shows pictures of the bridge work and beaver deceiver dams built by citizens volunteering their time and hard work to make the Plaistow Town Forest enjoyable for everyone. Brent Ebner designs the bridges and has been instrumental in all the work completed this summer. Several certificates for environmental stewardship are handed out to the volunteers. The Board thanks them.

J. Sherman mentions we also have certificates for David Hansbury who donates to the Historical Society monthly by paying the alarm system fees, and Dan Poliquin who donated his time and labor to install the David Nye Memorial Scoreboard at PARC.

TIM MOORE, CHAIRMAN CIP COMMITTEE

T. Moore, chairman of the CIP Committee begins the presentation. T. Moore starts by stating the format of the excel spreadsheet and the text document have changed. The excel spreadsheet is just the financial summary while the text document has more detail and lists each item separately. This year a few changes were made to the text document. A description of cash flow analysis was added to better track fund balances and how they are used to offset capital expenditures. This is especially helpful for Highway and Fire Department vehicles that are carried out for 30 years. He notes that it is very easy to put money aside for CIP but it can be difficult to withdraw if the language is not correct during the creation of the warrant article. of the account. Therefore correct language is critical.

T. Moore reviews each department and discusses any changes. There are no new items for the Highway, Fire Department, Emergency Management or Water Department. The Police Department is requesting a new capital reserve account for unmarked vehicles. The CIP Committee has recommended starting a capital reserve account for Acquiring Buildings and/or Land in the Municipal Buildings section, with an initial deposit of \$25,000.

The Library has been included in CIP this year. The Committee has recommended an account for Maintenance and Repairs. With an initial deposit of \$100,000 from the Town and the remaining \$9,000 will come from Library funds for a total of \$109,000.

The Highway Garage/Salt Shed has no new activity nor do the remaining Municipal Buildings. Conservation and Recreation are requesting two new accounts. They are:

- Renewable Energy with an initial recommendation of \$10,000. The Town has a new Renewables Committee and it makes sense to start this capital reserve account.
- Trail Creation and Maintenance with a recommended initial deposit of \$10,000. Many grants require a local match it is important to have money available for grant acquisition. Impact fees are monitored for use because they must be used within 6

years. The impact fee balances are listed in the Town Report under the Treasurer's Report.

The committee has recommended starting a new capital reserve account for Infrastructure Projects with an initial deposit of \$50,000. There is some discussion about Warrant Article P-11-19. This involves the sale of land and how money received from selling land must be deposited into the general fund due to RSA regulations. The preferred method of getting money into this fund is by transferring some of the unexpended fund balance to it or by raising the funds at Town Meeting.

J. Sherman states the CIP is a great document that shows all the ins and outs, including cash flow for each account. He is proud of how the Town has created, maintained and updated this document. The new departments added to CIP this year include Cable, Library and Recreation. The CIP is a great planning tool.

J. Sherman requests to review the inactive Capital Reserve Accounts.

T. Moore notes that the new Cable Capital Reserve Account should be funded by the general account or unexpended fund balance since the cable franchise fees are deposited into the general operating account.

REVIEW OF YTD REVENUE

S. Fitzgerald presents the MS-434R Revenue required by the New Hampshire Department of Revenue Administration along with the Town's Revenue form. He steps through each revenue category explaining the changes in accounts and how they are generated.

J. Sherman reviews the Revenue from the Town Clerk, noting that not all revenue comes from property tax. This department is generating \$1,500,000 in revenue from motor vehicle registrations. This number has been increasing which leads us to believe the economy is improving.

J. Sherman requests an analysis of our Crossing Guard and SRO costs.

S. Fitzgerald notes that it is important to remember that there are some Departments that generate close to the amount of their expenses in revenue. Such as Inspections and Recreation Department

J. Sherman requests Cell Tower Revenue be broken out to its own category.

Discussion ensues regarding Wal-Mart's contribution to pay for an additional police officer.

J. Sherman inquires when this began and what is stated in the documentation and when Wal-Mart paid a fee for the Fire Chief's vehicle.

The total revenue estimate is \$3,315,494 which is about 1 million shy of projected revenue YTD. We are in good shape to reach our projected goal.

J. Sherman notes that over 3 million dollars of revenue is generated without property taxes.

PRELIMINARY BUDGET REVIEW

S. Fitzgerald states the budget is up 3.7%. Wages are up due to CBA's. S. Fitzgerald would like a week to work with Department Heads and try to get their budgets down about 1%.

The initial budget review with both the BOS and Budget Committee is complete. We need to look at revenue to consider expenses. We have 60 days before we must come up with a final budget to present at Town Meeting.

J. Sherman requests a summary of the increases in payroll costs and if there are any potential new or increased revenues that will help offset some of the budget increases. He notes there should be increases in the Building Department revenues from more building permits and the Summer Recreation Program of 2016 will generate more revenue due to the 2 extra weeks of the program.

UPDATE TAX RATE SETTING

The overall tax rate has been set at \$24.16 which is down \$0.97. Tax bills will be mailed November 6th. At the last meeting the Board voted to use \$550,000 from the unexpended fund balance to help reduce the November property tax bills. It is likely we will be able to put some money back into the unexpended fund balance at the end of this year. J. Sherman would like S. Fitzgerald to issue a press release and put the tax rate on our face book page.

TOWN MANAGER'S REPORT

BOS Citations of Appreciation

Safety Complex

2016 CIP Update

Budget Review

Tax Setting

Source Water Protection

Veterans Day

Town Hall Generator

Building Maintenance Update

PARC Update

Planning Board Updates

Safe Routes to School

Renewable Energy Committee

Chandler Ave Over 55 Project

Savers Donation Drive

Town Face book Page

Comcast Contract

Recreation Update

Rte 125 Median Clean Up

TRIDENT

J. Sherman mentions he would like Trident to be more aggressive in their review, evaluation and suggesting alternative ideas for the project. We need to have a solid number to present a warrant article at Town Meeting.

ACTION ITEM REVIEW

The items are reviewed.

OTHER BUSINESS

- J. Sherman notes he received a letter from Rep Frank Guinta regarding the Cadillac Tax. He requests this be put in the FYI folder.
- J. Kiszka inquires on the pressure in the Fire Suppression line and whether it can be used for a potable water system. S. Fitzgerald states this is a very complex issue and about 2 weeks ago another study began by the state and when it is complete we will have a final answer regarding this issue.

SIGNATURE FOLDER

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

SELECTMENS REPORTS

J. Sherman

- Budget Committee met to review RSMS and CIP. They have concluded their first pass with the operating budget. No meeting on the 3rd or 10th of November.
- Timberlane School District to approve their preliminary CIP process.
- Sandown Withdrawal Committee has come to the conclusion that it is not feasible for Sandown to withdraw

J. Ingerson

- Cable Committee reviewing Comcast renewal. The committee would like to establish a capital reserve fund. They want to make sure people are aware that this year's warrant article will have no tax impact for residents. Santa will be in the Cable studio Dec 20th answering questions by telephone. If any resident is interested in producing a program please contact Dean Zanello.

J. Kiszka

- Renewables Committee held their second meeting. There was a presentation from Ameresco, street lighting, turning lights off at midnight were discussed. The committee plans to work with the Library for getting educational materials and facts out to the residents. They elected a chairperson and vice chair. We need to start posting the agenda and minutes of meetings.

T. Bergeron

- Nothing to report

Meeting Adjourned at 10:01 pm

Respectfully submitted,

Gayle Hamel

Recording Secretary