



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 9, 2015

MEETING CALLED TO ORDER: 6:30PM

SELECTMEN:

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

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

AGENDA:

MINUTES:

Motion by J. Sherman to approve the minutes of November 2, 2015. Second by T. Bergeron
Vote: 4-0-1 (S. Ranlett)
Motion passes.

PUBLIC COMMENT:

None

JILL SENTER - CHAIRMAN, TRUSTEE OF THE TRUST FUNDS

Jill Senter, Chairmen of the Trustees of the Trust Fund presents the financial spreadsheet for the Capital Reserve Funds, noting cemetery funds are not included. She notes the significant increase in interest since switching financial institutions in July. We are now investing with Mackensen & Company. She states they recently were informed about an infraction in the company that occurred back in 2010 -2012. This was long before we were investing with the company. Since then the company has changed ownership and implemented several new rules. The infraction was a marketing issue and not the way funds were handled. There were no fiduciary issues. Upon notification of this, the Trustees held an emergency meeting and decided to remain with the company, they can terminate the contract at any time. The Trustees will meet again in 3 months and will carefully monitor the company in the meantime. The Trustees agree this company has met and exceeded the performance we have made in the past.

J. Ingerson inquires if the Trustees are looking at any new companies.

J. Senter responds that they have invited Mackensen and Company to come to their meeting on December 9th to discuss this issue. The Trustees will review everything again in 3 months although they still feel comfortable with the security of the investments.

J. Sherman inquiries about a specific account that appears to be earning interest at a much higher rate than others and the ending balance from June does not appear to carry forward correctly into July. J. Senter believes it is just a typing error and she will check into it. The Trustees will report back to the BOS in January 2016.

INITIAL WARRANT ARTICLES REVIEW

S. Fitzgerald begins reviewing the Warrant Articles.

The first warrant article after the Operating Budget will Article P-16-03- Public Safety Expansion. It is noted that any warrant article that requires a bond must be listed first. The Board decides to defer discussion on the Public Safety Complex Expansion.

Article P-16-04- Highway Department Equipment Capital Reserve – this is a standard fund. The amount was increased to \$78,000 last year.

After some discussion the Board decides to add “per Highway Equipment Replacement Plan as published in the Town Report”.

J. Sherman suggests the Board vote on the Warrant Articles tonight as they review them.

Motion by J. Sherman to approve warrant article P-16-04. Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

Article P-16-05 - Fire Department Capital Reserve – this is a similar capital reserve fund used to maintain and replace Fire Department Vehicles and Apparatus.

Motion by J. Sherman to approve warrant article P-16-05 and add the phrase “per Fire Department Vehicle and Equipment Replacement Plan as published in the Town Report”.

Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

Article P-16-06 - SCBA/Self Contained Breathing Apparatus – this fund was established to maintain the SCBA equipment. A few changes were made to the wording of the article.

Motion by J. Sherman to approve warrant article P-16-06 ,adding the word “existing” and changing “by” to “while” in the intent section. Then add “This is the 2nd year of a 6 year deposit schedule. Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

Article P-16-07- Unmarked Police Vehicles - this will be deferred to next week when Chief Jones will be making a presentation to the board. However J. Sherman wants the statement “Pursuant to RSA 35:1” to be added to this article and all new articles being created.

Article P-16-08 - Communications Radio Dispatching System Capital Reserve Fund Deposit. This is deferred to next week.

Article P-16-09 - Emergency Management Capital Reserve Fund Creation and Deposit - this deals with homeland security. J Sherman suggests a few changes to the wording but and it is deferred to next week.

Article P-16-10 - Fire Suppression Pump and Pump House Capital Reserve is discussed next. J. Sherman requests last year's presentation be updated and shown again. Also, a statement should be added stating this is the XX year of a XX year deposit plan. The board agreed and decided to defer this article.

J. Kiszka inquires if we don't need to replace the pump and pump house in the near future will the funds go back to the general fund?

S. Fitzgerald responds if the funds are not needed the board can recommend to dissolve the capital reserve account and the money will go back into the general fund based on a required vote at Town Meeting.

Article P-16-11- Building System Capital Reserve Fund - this has been supported in the past. We use a general number of \$10,000 until year end when we have a solid figure.

Motion by J. Sherman to approve warrant article P-16-11 changing the wording of the intent section from last year's warrant article. Second by J. Ingerson.

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

Motion passes.

Article P-16-12 - Library Capital Reserve Fund Creation and Deposit – this is a new fund that would be used for the library building maintenance.

Discussion ensues.

The Board agrees to invite the Library Trustees and Director back to present support for their request of this capital reserve fund. The Library's operating budget does not include funds for the actual building or maintenance of building systems. The Board of Selectmen are the spending agents for all Library capital expenses. All funds actually come from the Town. This warrant article is deferred.

Article P-16-13- Highway Garage and Salt Shed Bond – this is contingent upon finding suitable property where we could build a Highway Garage and Salt Shed. Discussion ensues about the current situation including storm water runoff.

S. Ranlett inquires if Administrative Orders from the state EPA could fine the Town now because of the issues we have.

S. Fitzgerald responds yes, modern salt sheds do not have run off and there is no impact on storm water. This warrant article is deferred.

Article P-16-14 - Cable Capital Reserve Fund Creation and Deposit – discussion ensues about funding this account from the unexpended fund balance.

J. Ingerson explains the need for this account to keep the upgrade of equipment ongoing.

Motion by J. Sherman to approve warrant article P-16-14 changing the title to say "Fund Creation and Deposit" and change the wording to "this capital reserve fund is being created pursuant to RSA 35:1." Also, changing the wording of the intent section to mirror other new accounts. Second by T. Bergeron.

Vote: 5-0-0

Motion passes.

J. Kiszka and J. Sherman would like to add a statement so taxpayers know that we receive revenue from franchise fees from Comcast that will be utilized for this account. Refer to article P-16-26 and P-16-27 on page 12.

T. Bergeron mentions the number of warrant articles and the dollar amount. Discussion ensues.

Article P-16-15 - Conservation Fund Deposit – this is a standard warrant article that does not require discussion.

Motion by J. Sherman to approve warrant article P-16-15. Second by T. Bergeron.

Vote: 5-0-0

Motion passes.

Article P-16-16 - Renewable Energy Capital Reserve Fund Creation and Deposit – this is a new reserve fund that would enable the Town to compete for grants for renewable energy initiatives and finance renewable energy projects in town. Discussion ensues.

Motion by J. Sherman to remove warrant article P-16-16. Second by J. Ingerson.

Vote: 4-0-1 (J. Kiszka)

Motion passes.

Trail Creation and Maintenance Capital Reserve Fund Creation and Deposit – this is a new fund this year that would help ongoing activities and trail maintenance. There are other areas in Town where we may be able create new trails. Discussion ensues.

S. Ranlett inquires if the Town can use money from the Conservation Capital Reserve Fund for trails.

J. Sherman states there is money in the Recreations Capital Reserve Account that can be used for trails.

S. Fitzgerald reminds the Board that to receive grants we often have to have matching funding available. The creation of this account would be very helpful in obtaining grants.

Motion by S. Ranlett to remove warrant article P-16-17. Second by T. Bergeron.

Vote: 5-0-0

Motion passes.

Article P-16-18- Recreation Plan Capital Reserve Fund Deposit – this has been well worth it for all residents.

Motion by J. Sherman to approve warrant article P-16-18 with a change in the wording to add “existing”. Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

Article P-16-19 - Transportation Infrastructure Capital Reserve Fund Creation and Deposit – This would be used to address transportation initiatives such as Main Street calming and other traffic and pedestrian issues in Town and street scaping.

Discussion ensues.

S. Fitzgerald mentions this account is important for infrastructure.

S. Ranlett notes this is in the Transportation Chapter of the Master Plan. This warrant article is deferred but the wording should be corrected.

Safe Routes to School Grant will make improvements but once complete the Town may want to continue on with street scaping improvements.

Article P-16-20 - Highway Department Front End Loader Replacement – it is notes that this warrant article will not raise any taxes. It will be withdrawn from the current capital reserve fund.

Discussion ensues.

J. Sherman would like something added stating the town will sell the current front end loader. We will need to get some quotes to include an approximate number.

J. Kiszka inquires why it needs to be replaced now, what is the condition of the current one.

S. Fitzgerald responds maintenance costs have been going up, the loader is old and is beginning to fail. It should be replaced rather than continually spending money on repairs.

Motion by J. Sherman to approve warrant article P-16-20. Second by S. Ranlett.

Vote: 3-2-0 (J. Ingerson, J. Kiszka)

Motion passes.

Article P-16-21 - Fire Department Rescue 2 Fire Truck Replacement – J. Sherman mentions he recently spoke with Chief McArdle who stated the article should be withdrawn.

Motion by J. Sherman to remove warrant article P-16-21. Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

Article P-16-22 - Police Department Automatic Fingerprint Identification System – S. Fitzgerald notes he recently spoke with Chief Jones who suggested we withdraw this article this year.

Motion by J. Sherman to remove warrant article P-16-22. Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

Article P-16-23 Library Capital Improvement Projects. This warrant article would be null and void if the original Library Capital Reserve Fund Creation and Deposit fails. There is some discussion about the order of the intent items. This warrant article is deferred.

Article P-16-24 - Town Hall Pavement Project – would be used to repair and/or repave the area around the Town Hall/Pollard Park.

Discussion ensues.

Motion by J. Sherman to remove warrant article P-16-24. Second by S. Ranlett.

Vote: 4-1-0 (J. Ingerson)

Motion passes.

Article P-16-25 - Building Inspector's Truck Replacement – this warrant article is deferred.

The next two articles Article P-16-26 and Article P-16-27 relate to the Cable Department. The first one is the Purchase of a Playback/Message Server for the Cable Department and the 2nd one is the Purchase of a Production Server for the Cable Department. After a brief discussion the articles are withdrawn because the funding will come from the Cable Capital Reserve Fund Account.

Motion by J. Sherman to remove warrant articles P-16-26 and P-16-27. Second by J. Ingerson.

Vote: 5-0-0

Motion passes.

Motion by J. Sherman to instruct the Town Manager to take the wording of the intent from articles P-16-26 and P-16-27 and add them to article P-16-14. Second by S. Ranlett.

Vote: 5-0-0

Motion passes.

Article P-16-28- Recreation Strategic Plan Projects -

Motion by J. Sherman to remove warrant article P-16-28. Second by J. Kiszka.

Vote: 5-0-0

Motion passes.

Article P-16-29 - Hazard Mitigation Projects – the Town has a number of streets and roads that are prone to flooding. This would help with securing solutions to these issues. This article is deferred. J. Sherman recommends the board look at the Transportation Chapter of the Master Plan as well as the Hazard Mitigation Plan. A presentation will be shown in the future.

Article P-16-30 - Main Street Calming Projects – This warrant article was set up to put together a conceptual design and preliminary engineering for improvements of the intersection of East and West Pine Streets This warrant article is deferred.

J. Ingerson inquiries about putting an ordinance in the Master Plan regarding the waterline. S. Fitzgerald states that would be great to have a request to continue the existing water line.

Article P-16-31 Town Forest Expansion. This warrant article is deferred.

The deadline to get warrant articles in is January 7th 2016.

BUDGET REVIEW

This is deferred until next week.

TOWN MANAGER'S REPORT

DRA Assessing Inspections
Rockingham Planning Commission
Safety Complex
Tax Bills – Due Dec 7th
Source Water Protection
Veteran's Day
Planning Board Updates
Face Book
Chandler Ave Over 55 Project
Comcast Contract
RT 125 Clean Up
Resident Complaint
MS4 – Revenue
ESRI – GIS Arc View Mapping
Victim Witness Advocate

ACTION ITEM REVIEW

The items are reviewed

Walmart/Bruk Company Agreement – there is a discussion regarding the possibility of asking for a cost of living increase for the police officer salary the finance. The original agreement was with Chief Savage without the knowledge of the Planning Board. S. Fitzgerald recommends sending a friendly letter asking for an increase.

There is consensus of the Board to request a cost of living increase. The Board requests the Town Manager to draft a letter for the Board to review. 3-2-0 (J. Ingerson, T. Bergeron)

OTHER BUSINESS

None.

SIGNATURE FOLDER

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

SELECTMENS REPORTS

J. Sherman

- Budget Committee meeting was cancelled, they are in good shape
- Wants to schedule a meeting to review nonpublic minutes from the last year

J. Kiszka

- Attended the Chandler Ave Groundbreaking, great to see 39 units there
- Attended the PSEC as an observer
- Will attend the Renewables Committee Meeting on 11/18 at 5:00PM

S. Ranlett

- Thanks those that attended the Chandler Ave Groundbreaking – he is happy to see adequate affordable housing and hopes there can be more as there is a waiting list for the project
- He would like Sean to send a Thank you note to Chief Jones and Steve Church, Rockingham House of Corrections, Superintendent for the Trustee's working on the Rte. 125 clean up

T. Bergeron

- Attended Chandler Ave Groundbreaking
- Veteran's Day – she is donating a Veteran's Day Memorial Wreath & will do the same for Memorial Day going forward
- Thank you to Chief Jones for the Rte. 125 Clean Up
- Attended PSEC

J. Ingerson

- Attended the Chandler Ave Groundbreaking – she thanks all Town employees who attended, Tracy Fuller from the YMCA attended as well as other dignitaries
- Attended the Planning Board Meeting in Steve's place as he was on vacation. The Master Plan was worked on and the Transportation Chapter is complete, Mike Dorman updated the board on some issues and solar updates were discussed

Meeting Adjourned at 9:45 pm

Respectfully submitted,

Gayle Hamel
Recording Secretary