



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: January 23, 2017

MEETING CALLED TO ORDER: 6:33 pm

SELECTMEN:

Selectman, Steve Ranlett, Chairman
Selectman, Tammy Bergeron
Selectman, Peter Bracci

Selectman, John Sherman, Vice Chairman
Selectman, Julian Kiszka
Town Manager, Sean Fitzgerald

AGENDA

MINUTES

Motion by T. Bergeron to approve the minutes of January 16, 2017. Second by J. Sherman

Vote: 5-0-0

Motion passes

PUBLIC COMMENT

None

RECYCLING AWARENESS COLORING CONTEST

S. Fitzgerald presents the power point of all the students' drawings. The students have done a great job. Their artwork shows their understanding of the importance of recycling. Each student received a citation for their efforts. Winners are announced.

UPDATE TRUSTEE OF THE TRUST FUNDS – JILL SENTER

J. Senter begins her discussion of the Trust Fund. She wants to clarify a statement made last week at the budget committee meeting. Someone presented yearend figures however those were incorrect as the yearend figures were not available at that time. Jill states the figures are provided quarterly and she comes before the Board to present them. The investment firm changed its name from Mackensen to Bearing Point Investments. J. Sherman states some members of the budget committee want to track the funds during the year. J. Senter states warrant article monies are not deposited until mid December and bills are not typically available until the same time. Discussion ensues about transferring the money sooner in the year (this happens to be an action items on the budget committee list). Overall our investments are doing well as we made over \$20,000 in interest in 2016.

WESTVILLE ROAD BRIDGE UPDATE

Matthew Low, P.E. Director of Engineering Operations of Hoyle, Tanner and Associates introduces himself along with his co-worker Aaron Lachance, P.E. Project Manager/Sr. Bridge Engineer. Matthew reviews the background and NHDOT's (New Hampshire Department of

Transportation) funding. The condition of the current bridge is fair according to NHDOT. Funding for the project is reimbursed 80% by the State. Project progress to date includes:

- engineering study tasks
- project alternatives such as preferred bridge type and size
- traffic management alternatives

One of the most challenging issues will be dealing with complete road closure.

The next steps to be taken are:

- Incorporate input into final engineering study
- Submit study to NHDOT
- Proceed to preliminary & final design & permitting
- Design/permitting Spring 2017 through Fall 2017
- Anticipated construction for 2018
- Ongoing public outreach

J. Sherman requests an estimated cost for planning purposes.

Matthew states a reasonable estimate is 1 million.

J. Sherman would like a visual of a cash flow chart showing when the Town has to pay money out and when we get reimbursed.

T. Bergeron requests a public hearing with both chiefs and abutters. J. Sherman states it already happened. This same presentation was given to the Highway Safety Committee. Both Chiefs were in acceptance of the road closure. However we should certainly hold another meeting to make sure everyone is in agreement.

S. Fitzgerald wants to know if there is consensus amongst the Board to move forward.

There is consensus to do so.

ACCEPTANCE OF PORTABLE SCOREBOARD

Motion by J. Kiszka to accept the portable scoreboard valued at \$499. Second by T. Bergeron.

Vote: 5-0-0

Motion passes

REVIEW PUBLIC HEARING PROPOSED 2017 BUDGET AND WARRANT ARTICLES

Motion by S. Ranlett to eliminate all intents from the warrant articles and put them on a separate voters guide. Second by J. Sherman.

S. Kalman recently stated he believes intents are illegal. The Town of Plaistow has been using intents for over sixteen years. Opinions vary quite a bit but it does not appear that intents are illegal in any of the RSA's. If intents are written they should be based only on facts not opinions.

Vote: 5-1-0 (T. Bergeron)

Motion passes

S. Fitzgerald reviews recommended changes to some warrant articles based on DRA's (Department of Revenue Administration) review.

Article P-17-04 HIGHWAY DEPARTMENT EQUIPMENT CAPITAL RESERVE FUND
A language change is recommended.

Motion by J. Sherman to change the wording of Article P-17-04 Highway Department Equipment Capital Reserve Fund from “Highway Department Equipment Capital Reserve Fund” to “Highway Equipment Expendable Trust Fund”. Second by T. Bergeron.

Vote: 5-0-0

Motion passes

Motion by J. Sherman to approve Article P-17-03 Operating Budget with the amount of the warrant being \$9,029,751. Second by T. Bergeron.

Vote: 5-0-0

Motion passes

Motion by J. Sherman to change the wording of Article P-17-05 Replacement of Fire Department Vehicle by adding the word “revolving” after safety and before impact in the first sentence. Second by T. Bergeron.

Vote: 5-0-0

Motion passes

Motion by J. Sherman to remove Warrant Article P-17-09, Replacement of Unmarked Police Vehicles. Second by J. Kiszka.

Vote: 5-0-0

Motion passes

Motion by S. Ranlett to re-word Article P-17-14, Cable Department Capital Reserve Fund to read “Shall the Town vote to raise and appropriate \$30,000 from the General Unassigned Fund Balance to be deposited into the Cable Department Capital Reserve Fund.”

Second by T. Bergeron

It is noted the balance listed in the account may not be correct.
S. Fitzgerald states it will be reconciled.

Vote: 4-0-1 (P. Bracci abstains)

Motion passes

All balances for the Capital Reserve Accounts as of 12/31/16 will be reviewed and corrected if necessary. They will be available next week.

Motion by J. Sherman to accept the DRA’s language for Article P-17-20 Highway Block Grant. Second by P. Bracci.

Vote: 5-0-0

Motion passes

J. Sherman has a handout based on research he did regarding language for warrant articles that are not raising taxes. Discussion ensues.

Motion by J. Sherman to adopt the DRA language for Warrant Articles that are not raising money through taxation. Second by T. Bergeron.

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

Motion passes

S. Ranlett and J. Kiszka will meet with the Town Moderator to discuss a voter guide.

J. Sherman would like to have a schedule of deliverables from our Assessing Firm to coordinate Board meetings for adequate timing of information.

Motion by T. Bergeron going forward from this point on if a Selectman needs to contact local counsel it must go through the Town Manager or the Board of Selectmen Chair. Second by J. Sherman.

Discussion ensues.

Vote: 4-1-0 (P. Bracci)

Motion passes

REVIEW DRAFT ASSESSING PROCEDURES

Deferred to next week.

DISCUSSION OF TOWN MANAGER RECRUITMENT PORCESS

Deferred to next week.

REVIEW OF 2015 DRAFT AUDIT

The Board has copies of the draft audit. The final audit will be completed and available soon. There were a number of findings in the draft audit and recommendations to update some policies. The Town has already taken action on some of these. S. Fitzgerald states the final audit will include all management responses. It should be discussed in detail with our Contracted Auditors, Elected Auditors, Town Treasurer and Town Finance Director. Note - no material deficiencies were identified. There was one significant finding related to impact fees.

J. Peck states he would like to see the process improved upon. He feels the draft audit should have been presented to the Board of Selectmen sooner.

T. Bergeron requests we develop a schedule to keep the process timely.

S. Fitzgerald notes the Town did have some mitigating circumstance. The interim Finance Director left abruptly, the Town Treasurer resigned in 2015 leading to a few oversights on filing some reports.

TOWN MANAGER'S REPORT

Recycling Awareness Coloring Contest Contestants

Westville Road Bridge

Assessing Guidelines

Town Manager Selection Process

Potable water phase 2

Cable Updates

Joanne Drive – Joe Barboni, Methuen Construction

2017 CEDS Meeting

Centennial Event for a Resident
2017 County Budget
Eagle Scout Ceremony – Tyler Booth
Dog Park
SRTS – additional funding
Savers Donation begins this Friday
Zoning Issues

ACTION ITEM REVIEW

All others are reviewed.

OTHER BUSINESS

None

SIGNATURE FOLDER

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

SELECTMAN REPORTS

Deferred due to time.

S. Ranlett reads letter from Sam Cafiso regarding Mayer Tree/Probark. The Board would like to meet with Sam and any concerned neighbors. It is a difficult situation however they will do what they can to help.

S. Ranlett adjourns the meeting at 9:55 pm

Respectfully submitted,

Beth Hossack,
Recording Secretary