



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

Plaistow Board of Selectmen Minutes

Date: October 17, 2022

Meeting Called to Order: 6:00 p.m.

Roll Call:

Select Chairman, Jay DeRoche - Present
Select Vice Chairman, Bill Coye – Present
Selectman, John A. Blinn, Sr. – Remote Attendee
Selectman, Darrell Britton – Expected to arrive late
Selectman, Jonathan Gifford - Present

Also present: Greg Colby, Town Manager and Beth Hossack, Administrative Specialist.

Chair DeRoche asks Selectman Blinn why it is not practical for him to participate in person.
Selectman Blinn replies he is sick.
Chair DeRoche asks Selectman Blinn if anyone is in the room with him.
Selectman Blinn replies, no.
Chair DeRoche states all votes taken tonight will be done via roll call.

Public Comment

None

Budget Presentation

The Recreation Department budget will be discussed first. Jenn Gulser, Recreation Director comes to the podium. The 2023 request is \$194,111.00 which is an increase of 3.61% over the 2022 budget. Most of the increase is due to payroll. Transportation costs and utilities are also higher. A brief conversation regarding the location of summer concerts, Plaistow Area Recreation Complex (PARC) or the Town Hall Green occurs. There are pros and cons to both. The budget would increase for summer concerts if they were held on the Town Green because porta-potties will need to be rented. Recreation Director, J. Gusler has a long list of recreation activities. Most of the activities are run through the revolving fund. The baseball program was paid through the revolving fund except for background checks for coaches, CPR training and some medical supplies. The summer recreation program is not run through the revolving fund. In 2022 that program broke even.

Selectman Coye motions to approve the recreation budget in the amount of \$194,111. Seconded by Selectman Gifford.
Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, J. Gifford = yes.
Motion carries 4-0-0.

Next the Highway Department budget is discussed. Dan Garlington, Highway Supervisor comes to the podium. The 2023 request is \$989,108.00 which is an increase of 16.51% over last year. Highway Supervisor Garlington states the main reasons for the increase include increases to salaries, paving costs, oil and fuel costs. General supplies for traffic are up too (safety lines in streets, signs, stop bars, cones and barricades). Snow removal is up, and culvert repairs and irrigation systems have increased.

Town Manager Colby states this budget is up significantly and it is one of the largest budgets. Even with the increase in costs the budget does not allow for anything extra. This amount will allow the department to provide the same level of services as it has in the past.

Chair DeRoche asks D. Garlington to explain the Road Surface Management System (RSMS) program.

Highway Supervisor Garlington states the RSMS is a program that rates all roads. Every road gets a grade based on things such as cracks, ruts and overall condition of the road. Decisions are made based on the information provided by the RSMS report to keep the road as is or do something to make it better. It is a strategy or plan for keeping all roads in good condition. Some roads may require a shim/overlay while others need to be reclaimed and repaved, still others may need reconstruction. One goal is to fix roads before they become too bad. The costs to maintain roads has increased. We need good roads for the traveling public, good roads are easier to sweep, plow and salt.

Town Manager Colby, states usually 1.1 or 1.2 miles of road gets paved yearly. With price increases we only paved 0.83 miles in 2022. The \$200,000 in this line item will only allow us to maintain what was done in 2022.

Highway Supervisor Garlington, state the paving line item also pay for gravel, sweeping and items related to paving.

At 6:32p.m. Chair DeRoche announces we will briefly pause the meeting to reconnect the Zoom link.

At 6:39p.m Selectman Britton arrives.

At 6:40p.m the meeting resumes.

Selectman Blinn asks if there is any federal money available for roads.

Highway Supervisor Garlington replies, the extra money for the highway block grant and bridge aid has been used for equipment needs.

Selectman Britton asks why the line item for general supplies-traffic has increased so much.

Highway Supervisor Garlington replies, it has been two (2) years since road lines were painted including lines for bikes and fog/edge lines.

Chair DeRoche asks why nothing has been spent this year from the drainage improvements line item.

Highway Supervisor Garlington states it will be an encumbrance at the end of the year.

Selectmen Coye asks how it worked having an outside landscaper mow Town properties.

Highway Supervisor Garlington replies, it worked well, especially now that his department consists of three (3) employees. They were able to get more done.

Selectman Britton motions to approve the highway budget in the amount of \$989,108. Seconded by Selectman Blinn.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The Executive budget is discussed. This budget is down 9.76%. The decrease is mainly from the Town Managers contract since the Town Manger/Finance Director positions were rolled into one (1). Another line item that decreased is telephone expense. We are using less cell phones/tablets for elected officials. There is a slight increase in staff wages yet overall, the budget is down.

Selectman Coye motions to approve the executive budget in the amount of \$263,037. Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The next budget reviewed is the Town Clerk. This budget is up 2.98%. The increases are due to software costs and the clerk's salary. No discussion occurs.

Selectman Britton motions to approve the town clerk budget in the amount of \$134,122. Seconded by Selectman Gifford.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

Chair DeRoche states the Town Clerk's Office brings in a good amount of revenue.

The Elections budget is reviewed. This budget is down 31.84% because there will only be one (1) election in 2023.

Selectman Gifford motions to approve the elections budget in the amount of \$14,635. Seconded by Selectman Britton.

Selectman Britton asks if this budget includes any money for a new voting machine.

Town Manager Colby replies, no. A warrant article will be developed for a voting machine.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The finance budget is reviewed. This is down 19.13%. The main reason is the combining of two (2) positions Town Manager and Finance Director into one (1) position.

Selectman Coye motions to approve the finance budget in the amount of \$150,495. Seconded by Selectman Blinn.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The assessing budget is reviewed. This budget is down 1.96%. With the software conversion complete there is no need to run dual software applications. There is a slight increase contractual services.

Selectman Britton motions to approve the assessing budget in the amount of \$110,120. Seconded by Selectman Coye.
Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.
Motion carries 5-0-0.

Next to be reviewed is the tax collector budget. This budget is up 6.19% for increases in postage and software.

Chair DeRoche motions to approve the tax collector budget in the amount of \$53,540. Seconded by Selectman Britton.
Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.
Motion carries 5-0-0.

The next budget reviewed is legal. This has increased 8.33%. The increase is due to legal cases and the Right-to-Know requests.

Chief DeRoche asks if any of the increase is from the case with the former Chief of Police. Town Manager Colby replies, yes.

Selectman Britton motions to approve the legal budget in the amount of \$97,500. Seconded by Selectman Blinn.
Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.
Motion carries 5-0-0.

The Human Resources/Personnel Budget is discussed next. This budget is up 1.15%. It is the second highest department budget. Health insurance costs have increased. There is a slight decrease in the employee census.

Selectman Gifford asks why the training line item is so much higher than the years 2020 and 2021. G. Colby, Town Manager replies during Covid there was a lot less training available. He anticipates a lot more in 2023.

Selectman Gifford motions to approve the human resources/personnel budget in the amount of \$2,152,019. Seconded by Selectman Coye.
Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.
Motion carries 5-0-0.

The Planning budget is reviewed. This is down 4.02%. The main reason for the decrease is outsourcing the position of Town Planner. We are using the Rockingham Planning Commission (RPC). The line items for mapping and an impact fee update have slightly increased.

Selectman Coye motions to approve the planning budget in the amount of \$102,696. Seconded by Selectman Britton.
Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.
Motion carries 5-0-0.

Zoning is the next budget discussed.

At 7:16p.m. Chair DeRoche announces we will briefly pause the meeting to reconnect the Zoom link.

At 7:17p.m. the meeting resumes.

The Zoning budget is up 13.19%. The increase is due to an increase in postage and the salary for the minute taker.

Selectman Britton motions to approve the zoning budget in the amount of \$5,150. Seconded by Selectman Blinn.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The General Government Buildings budget is reviewed. It is up 14.25%. The increases are due to salaries, service contracts and electricity. The electric line item for the public works garage is lower due to the solar panels. There is also a decrease in vehicle maintenance costs.

Selectman Britton recommends tracking the air conditioning and heat in all Town buildings to try to keep energy costs as low as possible.

Town Manager Colby agrees and states he is trying to get a one-year agreement on electricity at a discounted price. He states this budgeted amount will maintain the current level of services. Nothing extra is included.

Selectman Gifford motions to approve the general government buildings budget in the amount of \$386,320. Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The budget for cemeteries is up next. This budget is level funded. There will be a warrant article to address expansion costs.

Selectman Britton motions to approve the cemeteries budget in the amount of \$10,500. Seconded by Selectman Blinn.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The insurance budget is reviewed. The budget is up 11.29% The costs for property liability is up. We do have a cap of 7% however the base rate went up which makes the total appear greater than 7%. The policy covers all buildings, vehicles and liability for employees.

Selectman Coye motions to approve the insurance budget in the amount of \$182,782. Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

Advertising/Regional Associations is discussed. This budget has a slight increase of 1.96%. Dues for some of the associations the Town uses have increased.

Selectman Britton motions to approve the advertising/regional associations budget in the amount of \$26,000. Seconded by Selectman Gifford.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The Cable budget is reviewed. This budget is slightly down by 0.81%. There was a decrease in subscription costs. The other line items are level funded.

Selectman Britton motions to approve the cable budget in the amount of \$36,900. Seconded by Chair DeRoche.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The Conflict-of-Interest Budget is reviewed. The budget is level funded and no discussion occurs.

Selectman Gifford motions to approve the conflict-of-interest budget in the amount of \$250. Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The budget for other general government is discussed. The budget has increased 66.67%. The large increase is due to covering the second year of costs associated with the investigation of PFOA's/PFAS in area water/wells. The other increase is to replace some IT equipment which has reached its end of life.

Selectman Britton asks if there is any type of grant money available.

Town Manager Colby replies, he is researching federal grants for cyber security issues.

Selectman Britton motions to approve the other general government budget in the amount of \$325,000. Seconded by Selectman Coye.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

Inspections budget is reviewed. It is up 16.56% which is mostly for salaries. We now have a full-time inspector. A few other increases are for office supplies and vehicle maintenance and fuel costs. It is important to note this department brings in revenue.

Selectman Britton motions to approve the inspections budget in the amount of \$139,664. Seconded by Selectman Coye.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

Next to be reviewed is the budget for Street Lighting. This is up 19.05%. The increase is based on an estimate of higher electric costs.

Selectman Britton asks if any electric saving from the solar panels on the public works garage can be used towards the cost of electricity for the streetlights.

Town Manager Colby replies no, the savings must stay with the garage.

Selectman Gifford motions to approve the street lighting budget in the amount of \$125,000.

Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.

Motion carries 5-0-0.

The solid waste collection budget is reviewed. This is up 1.48%. The increase is based on estimated usage and contract costs. The other line items are level funded.

Selectman Coye motions to approve the solid waste collection budget in the amount of \$1,009,478.

Seconded by Chair DeRoche.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.

Motion carries 5-0-0.

The solid waste disposal budget is reviewed. It is down 15.73% because the landfill cover/cap replacement is complete.

Selectman Gifford motions to approve the solid waste disposal budget in the amount of \$37,500.

Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.

Motion carries 5-0-0.

The Health Budget is reviewed. A slight increase of 0.42% is budgeted for 2023 due to a census change.

Chair DeRoche motions to approve the health budget in the amount of \$90,450. Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.

Motion carries 5-0-0.

The Human Services budget is reviewed. This budget is level funded.

Selectman Britton is surprised that the budget is level funded.

Town Manager Colby states the Town uses outside resources as much as possible.

Selectman Coye motions to approve the human services budget in the amount of \$48,133.

Seconded by Selectman Britton.

Chair DeRoche states he will abstain from voting on this budget since funding for the Vic Geary Center is part of the budget and he is involved with the Vic Geary Center. He is making sure there is full disclosure.

Board Polled J. Deroche = abstain, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.

Motion carries 4-0-1.

The welfare budget is discussed. It is down 2.33%.

Selectman Britton asks why only \$908.06 has been used from the electric assistance line item.

Town Manager Colby replies, over the last few weeks there has been an uptick in requests. He suspects the remainder of the money will be needed in November and December.

Selectman Britton motions to approve the welfare budget in the amount of \$39,666. Seconded by Selectman Gifford.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The Patriotic and Cultural budgets are reviewed together. The Patriotic budget is level funded at \$600. The Cultural budget is up 33.33% for the Old Home Day celebration. In 2022 there was money available from a prior year. The increase brings the budget back to normal.

At 7:57 P.M. Chair DeRoche announces we will briefly pause the meeting to reconnect the Zoom link.

At 8:02 P.M. the meeting resumes.

Selectman Britton motions to approve the patriotic and cultural budgets for a total amount of \$20,600. Seconded by Selectman Coye.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

The conservation budget is reviewed. There is an increase of 0.35% for dues. Selectman Britton asks why many of the line items do not have a year-to-date total listed. Town Manager Colby replies, the conservation commission will have to provide an answer. There is consensus amongst the board to defer this budget to the next meeting.

The next budget discussed is debt service.

Town Manager Colby states this is a little higher than the amount listed on the summary sheet. The 2023 request is \$620,288. It is up 12.99%. The budget is up for the bond for the new fire truck. Town Manager Colby states the total operating budget, excluding the library is only up 5.84%. The increase is much lower than the rate of inflation.

Selectman Britton motions to approve the debt service budget for a total amount of \$620,288. Seconded by Selectman Gifford.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

Highway Capital Reserve Withdrawal

Town Manager Colby states a few weeks ago the Board voted to purchase a sidewalk plow and a dump truck. The funds were coming from a combination of the capital reserve account, a State grant and some ARPA funds. A formal motion was not made to withdraw money from the highway capital reserve account. That motion should be made tonight.

Chair DeRoche motions to withdraw and expend \$100,000 from the highway capital Reserve Account to use toward the new sidewalk plow and dump truck approved at the Board meeting on September 12, 2022. The remainder of the funding will come from a combination of a State grant and ARPA funds. Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

Approve of Consent Agenda

Item Description

1. Accounts Payable Manifest – week of October 13th & 20th, 2022.
2. BOS draft minutes – October 3rd, 2022.

Selectman Britton motions to accept the consent agenda as written. Seconded by Selectman Coye.

Board Polled J. DeRoche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes. Motion carries 5-0-0.

Town Managers Report/Potable Water Update

- Has been busy working on the proposed 2023 budget.
- Potable water – still working on new applications to connect.
- The generator for the water system has been pushed out further.
- Busy with day-to-day operations.

Chair DeRoche asks if people are taking advantage of the incentive for the Plaistow Service Development Charge.

Town Manager Colby replies yes.

Chair DeRoche asks if people are taking advantage of the bond to help pay for the costs of connection.

Town Manager Colby replies not that he is aware of.

Chair DeRoche states people who want to connect to the potable water system and so not have the cash for the up-front costs, may borrow the money from the water bond. It will be paid back over time as a portion of their water consumption bill.

Selectmen's Reports and Sharing of Successes

Selectman Gifford

- Attended the Recreation Commission meeting. Several activities are scheduled this fall.

Selectman Britton

- Attended the Budget Committee meeting.
- Will attend the Planning Board meeting.

Selectman Coye

- He attended the Recreation Commission meeting.

Chair DeRoche

- Attended the Budget Committee meeting.
- Attended the CIP Committee meeting. They will be working on warrant articles soon.

Selectman Blinn – nothing to report.

Events

- Several Recreation event are happening this month.

- Household Hazardous Waste Drop off – October 29th - 12 Main St. in Kingston, 9:00a.m. – noon.

Other Business

There will be a Veterans Day Ceremony on Friday, November 11th on the Town Green at 9:30a.m.

Selectman Coye motions to enter nonpublic session under RSA 91-A:3 II(b) Hiring. Seconded by Selectman Britton.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.

Motion carries 5-0-0.

Chair DeRoche states we will not come back to public session for any more business.

The next meeting will be held on Monday October 24th.

Chair DeRoche adjourned the public meeting at 8:23p.m.

Public session resumed at 8:41p.m.

Selectman Britton motions to seal the minutes of the nonpublic session as disclosure would have an adverse effect on reputation. Seconded by Selectman Coye.

Board Polled J. Deroche = yes, B. Coye = yes, J. Blinn = yes, D. Britton = yes, J. Gifford = yes.

Motion carries 5-0-0.

As there is no further business before the Board, Chair DeRoche adjourned the meeting at 8:42p.m.
Respectfully submitted,

Beth Hossack,
Administrative Specialist