



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

Plaistow Board of Selectmen Minutes

Date: April 15, 2024

Meeting Called to Order: 6:00 P.M.

Roll Call:

Select Chairman, Jay DeRoche – Present
Select Vice Chairman, Bill Coye – Present
Selectman, Jonathan Gifford – Present
Selectwoman, Tammy Bergeron – Present
Selectwoman, Liz Kosta - Present

Also present: Town Manager Greg Colby, Conservation Commission Chair, Jill Senter, several Pollard School students and a few staff members, and Administrative Specialist, Beth Hossack.

Arbor Day Contest Winners

Conservation Commission Chair Jill Senter thanks the Board for inviting the students here tonight. Every year Arbor Day is celebrated with a poster and poem contest for Pollard School Students. This year's theme was "Trees Are Our Superhero's." The winners for the poster contest are:

Grade 1 – Lila Lynch
Grade 2 – David Kowalczyk
Grade 3 – Skylar Millett
Grade 4 – Sophie Zheng
Grade 5 – Eve Zakian

The winners of the fifth grade poem contest are:

First Place – Xander Halloran
Second Place – Charlotte Fraser
Third Place – Caleb Chery

Conservation Commission Chair Jill Senter states the fifth graders from Pollard will be participating in the Arbor Day walk on Thursday, April 18. There will be two (2) sessions. The first one is at 9:00 A.M. and the second one is at 12:30 A. M. All selectmen are invited to attend.

The Selectmen thank the students and give a round of applause.

Public Comment

None.

Review BOS Guidelines/Rules of Procedure

Chair DeRoche states the rules should be reviewed every year or two. He read them and does not see the need for any changes. He asks if others have anything to offer.

Selectman Coye states he agrees the current rules are good and he does not think changes are necessary.

Selectwoman Kosta has a question. She believes the State House passed an RSA allowing delegates and individuals to speak at meetings. She asks if this is the same as a public comment.

Chair DeRoche believes it is the same and we do have rules on public comment in the guidelines.

Selectwoman Bergeron believes the current board is transparent. We allow public comment and do not censor people.

Select Chair DeRoche states the policy is on the website if the public would like to read it.

Town Manager G. Colby recommends a change under the section Major Duties Delegated by Town Meeting since 1987. We changed from an Elected Treasurer to an Appointed Treasurer. He will find the year the change was voted in. That should be added as item number ten (10).

All selectmen agree.

Select Chair states once the document is updated it will be reviewed and signed at a future meeting.

Review First Quarter Finances

Town Manager G. Colby states there are reports in tonight's folders for the Operating Budget and Revenues. They reflect the preliminary look at the first quarter's finances for 2024. They will be posted on the website for all to view. Nothing is unusual in either report. You may notice that some line items are 100% spent or close to 100%. The reason for this is some things are expensed early in the year such as Property-Liability Insurance. On the revenue side there are no real trends yet. Most revenue comes from vehicle registrations (which are improving), inspection fees (which are declining) and interest income (currently seems high but will change during the year). Anticipated revenue for 2024 might be \$250,000 to \$300,000. With the new ambulance service, we have had a few deposits however it is too early to know much. As time goes on more information will be made available.

Town Manager G. Colby states our current Treasurer has given her resignation effective April 30. He already has a replacement in mind and will bring the candidate to the Board soon.

Chair DeRoche asks Town Manager G. Colby to explain the Unassigned Fund Balance.

Town Manager G. Colby states the Unassigned Fund Balance is the difference between your assets and liabilities. Basically, any accounts to the good of the Town less what is owed gives you the total fund balance. If there are any commitments against that fund balance you must subtract those out.

The fund balance theoretically can be used for projects, offsetting the tax rate and the like.

Remember it is not a separate cash account and a lot of it goes to the school to pay the school portion of taxes.

Chair DeRoche asks where the fund balance comes from. Is it leftover funds raised from taxes, or is it money left over from previous appropriations, it is revenue? Town Manager G. Colby states it is all of that. It can accumulate from year to year. A budget is an estimate, and things change. The budget process starts each year in August, and we must plan to the best of our knowledge what will be needed over the next sixteen (16) months. Vacancies may arise, prices change, revenue may be higher or lower than anticipated. At the end of the fiscal year the unassigned fund balance is calculated. Remember it is not all cash. It may include investments, uncollected taxes, uncollected receivables and you still must deduct items you owe.

Review Solar Energy – Public Works Garage

Deferred.

Consent Agenda

Item Description

1. Accounts Payable Manifest week of April 11th and April 18th, 2024.
2. BOS Draft Minutes of April 1st, 2024.
3. One (1) Yield Tax Levy Warrant (timber cut).
4. Four (4) 2023 Abatement Requests.
5. Four (4) Veterans' Tax Credit Applications.
6. One (1) Disabled Tax Exemption Application.

Selectman Coye motions to approve the consent agenda as written. Seconded by Selectwoman Bergeron.

Vote: 5-0-0

Motion carries.

Action Item List

Chair DeRoche discusses the action item list. A few due dates and names are added to the list. We will review the list frequently.

Town Managers Report/Potable Water Update

- Busy with several issues including 2 code enforcement issues, an employment issue, and a legal matter.
- Working with Underwood Engineers and DES on potential water grants for PFAS. The federal government recently changed the level of acceptable PFAS in drinking water.
- The storm on April 4 was quite a storm. Town Manager G. Colby thanks the Highway crew for all their work and for everyone involved in the Emergency Operations Center. We have competent staff who all do a good job. Town Hall remained open during the storm and served 7 people, incurring about \$1100 in revenue.

Selectman Coye asks if we have had any feedback on the traffic changes to Westville Rd. Town Manager G. Colby states all the feedback has been positive. He sent an email to the State looking for next steps. He will also work with Highway Supervisor Dan Garlington.

Selectmen's Reports

Selectwoman Kosta

- Attended the 91-A Workshop at Town Hall.
- Attended the Energy Committee Meeting.
- Attended the Elder Affairs Committee Meeting. The Senior tea will be held on May 1, the wellness fair will be held on May 22.

Selectwoman Bergeron

- Attended the Conservation Commission Meeting.

Selectman Coye

- Attended the Old Home Day Committee Meeting.
- Attended the Planning Board Meeting.
- Attended the Plaistow Lions Club Comedy Night.

Selectman Gifford

- Attended the Energy Committee Meeting.
- Attended the Old Home Day Committee Meeting.
- Mentioned several events sponsored by the Recreation Committee are coming up.

Select Chair DeRoche

- Spent some time at the Emergency Operations Center (EOC) during the April 4 storm. The Police and Fire Departments staff as well as the Community Emergency Response Team (CERT) members did a great job.
- Will attend the Budget Committee Reorganization Meeting on April 23. There is an open position on the committee. If you are interested in being part of the committee please send a letter of interest to the Budget Committee.
- He signed up for an online class regarding PFAS. He will report what he learns.

Events

1. It is not too late to sign up for the virtual Local Officials Workshop on Tuesday, May 7th from 9 a.m. – 4 p.m. If you want Beth to sign you up let her know and provide an email address for the Zoom link.
2. Town wide cleanup day – Saturday, April 20, meet at the gazebo between 8:30 – 11:00 a.m. to collect specially marked garbage bags. Leave filled bags curbside and our Highway Dept. will collect them.
3. Plaistow's household hazardous waste (HHW) drop off day will be held on Saturday, April 27 from 9:00 a.m. to 12:00 p.m. at 144 F Main St. This is the Public Works Garage. Flyers are available online and in the lobby of the Town Hall.
4. Several activities for School vacation week have been planned. Please check the Recreation page or call Jenn for more information.
5. The Town Wide Spring Yard Sale will be held on Saturday, May 11th from 8:00 a.m. – 2:00 p.m.

As there is no further business before the Board, Chair DeRoche adjourned the meeting at 6:56 P.M.

Respectfully submitted,

Beth Hossack,
Administrative Specialist