



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 15, 2018

MEETING CALLED TO ORDER: 6:32pm

SELECTMEN:

Selectman, Julian Kiszka, Chairman
Selectman, John Sherman
Selectwoman, Francine Hart

Selectman, Peter Bracci, Vice Chairman
Selectman, Steve Ranlett
Greg Colby, Finance Director/Asst. Town Manager

MINUTES

J. Sherman motions to approve the minutes of October 1, 2018. Seconded by P. Bracci.

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

Motion passes

PUBLIC COMMENT

None

POLLARD ROAD CULVERT

Tim Moore, Planning Board Chair and Leigh Carbonneau of Normandeau Associates discuss the need for a new culvert at the intersection of Pollard Road and Congressional Avenue. T. Moore states it has been part of the Hazard Mitigation Plan for several years. It has also been part of the CIP (Capital Improvement Plan) since 2013. The Town will have to decide if the culvert should be average size or if it should be expanded with another lane. The current culvert is undersized causing several issues. This is not a new problem. It has been ongoing for several years. There is money in the budget for design and permitting yet money for construction is not in the budget. Often flooding and icing occur at the culvert area causing a safety issue. L. Carbonneau states permits will be required. One will need to come from the National Heritage Society of New Hampshire as three (3) endangered species have been found in the culvert area. They are the American Eel (special concern), Bridle Shiner (state threatened) and Blanding's Turtle (state endangered). Some other required permits will be needed from NHDES (New Hampshire Department of Environmental Service), the Federal Government, and the ARMY Core of Engineers.

F. Hart asks if we are guaranteed to get the required permits.

L. Carbonneau replies, we are not guaranteed to get them however she anticipates we will get what we need.

J. Sherman reiterates the safety issues with flooding and ice. He asks if there are plans for a bike lane.

T. Moore states the costs for a bike lane were not included in the initial estimate however there is a partial estimate with a bike if the town chooses to include it.

F. Hart asks if Normandeau will assist the town with obtaining grants to pay for construction.

L. Carbonneau states she will look into this and let us know.

An approximate timeline is discussed. The wetland information and data collection is complete. There is also a draft site plan. It is hopeful everything else including all permits will be done by the end of March. In April 2019 we could go out to bid for the construction. The permits would remain in effect for five (5) years.

J. Kiszka want to know if a bike lane is feasible for this road since there are many curves. He states we also do not know all the regulations required for a bike lane.

T. Moore states if you do not include the bike lane in the culvert construction it will not be added in the future. A potential bike lane might go from the intersection of Congressional Avenue and Pollard Road south to Main Street.

There is discussion about paying for the construction. The construction costs are estimated to be between \$150,000 - \$200,000.

J. Kiszka asks if there is enough money in any capital reserve account to pay for the construction.

G. Colby replies, no.

T. Moore mentions the transportation capital reserve account has approximately \$50,000.00 which he believes could be used towards construction costs.

No decision will be made tonight. More information is needed. There is consensus amongst the Board to have Normandeau work with the Town Manager and Assistant Town Manager to look into funding options and grants to complete the project. Also, the Board would like the Emergency Management Director to go through the Hazard Mitigation Plan and come up with a list of needed projects in order of priority.

HEATING SYSTEM REPLACEMENT HISTORICAL SOCIETY

G. Colby states the heating system at the Historical Society building is failing. Paul Lucia, our Facilities Manager has been working with members of the Historical Society with the heat, air conditioning and humidity level. The system is failing and we do not want it to get worse. P. Lucia is in the process of getting three (3) quotes. He has already received one (1) quote.

P. Bracci states he has some experience with this system. A repair was done at a cost of \$600.00 a while back. The repair was not needed. His recommendation is to have two (2) different experts look at the system to confirm if the system is really failing or if it can be fixed.

J. Kiszka agrees.

J. Sherman also agrees.

F. Hart states she is confused as to whether we are looking to repair or replace the system. It is old and has reached its useful life.

There is consensus amongst the Board to have two (2) more estimates to determine if the system is repairable and if so at what cost?

P. Bracci states it is a derelict building without a water or sewer system. His opinion is the building is too old to put a new HVAC system into.

We have two (2) contingency funds to use for costs. One is for government buildings and the other is the new contingency fund (unanticipated) established last year.

G. Colby states the government buildings account will not have enough funds once all the invoices for the replacement of Town Hall doors is complete. There is about \$50,000.00 in the contingency fund established last year.

S. Ranlett motions to authorize up to \$10,500.00 for the unanticipated replacement to the HVAC system at the Historical Society, said funds to come from the 2018 Warrant Article P-18-05 Contingency Fund. Seconded by F. Hart.

Vote: 4-1-0 (no P. Bracci)

Motion passes

P. Bracci left the meeting at 7:27

BUDGET REVIEW

Chief Jones and Captain Brett Morgan are here to answer questions about the Police Department's budget.

F. Hart asks about the line item for capital equipment. The description includes the purchase of a vehicle and she would like to know if this is necessary.

Chief Jones states there was a plan to purchase a new cruiser however it was taken out. The Police Department will be able to use the vehicle previously used for Emergency Management.

Therefore, we can delay the purchase of a cruiser.

Chief Jones states her car is currently down and will require approximately \$3000.00 to repair.

F. Hart asks about the PD Prosecutor line item. Last year we were in a tough position since some of the towns that used to share our County Attorney/Prosecutor left. We did not have much time to develop a different plan. We again contracted with Rockingham County and had an Assistant County Attorney. The attorney was new without significant experience. F. Hart believes we are paying too much for the service.

Chief Jones states two other towns, Kingston and Danville still share the County Attorney with Plaistow. They pay a portion of the costs. Kingston uses the attorney 19.6%, Danville 7% and Plaistow 73.4%.

S. Ranlett states last year he recommended Plaistow consider hiring their own attorney and stop using one from the County's Office.

Captain B. Morgan did some research to see if it is feasible to hire our own attorney. A handout with costs are passed out. The Chief mentioned this idea to the Chiefs of Kingston and Danville and they are on board.

J. Sherman asks for some information on the number of arrests.

Chief Jones states they are going up. In 2015 the total number was 388 and the projected total for 2018 is 537. The number of arrests is not the same as the number of charges. Chief Jones agrees it might be a good time to consider hiring our own Prosecutor. This is critical to the functioning of the department.

The Board agrees to have Chief Jones work with the Town Manager and Assistant Town Manager to develop a plan and warrant article to hire our own Prosecutor.

J. Kiszka asks why all our cruisers are SUV's. He knows other towns have a combination of SUV's and sedans.

Chief Jones feels the SUV's are better vehicles especially in snow and on trails. She feels the cost is not a big difference.

J. Kiszka feels the fuel costs are higher in SUV's.

The Board thanks Chief Jones and Captain Morgan for coming in and answering their questions.

*S. Ranlett motions to approve the budget which is 2.9% over last year. Seconded by J. Sherman.
Discussion: J. Sherman mentions the exception is the Board can change their vote on any line item at any time during the budget season.*

F. Hart does not want to approve the whole budget at once. She wants to look at each department budget individually.

J. Sherman withdraws his second.

F. Hart recommends listening to G. Colby's adjustments then reviewing each departmental budget.

S. Ranlett withdraws his motion.

F. Hart motions to approve the Executive budget in the amount of \$274,514.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Town Clerk budget in the amount of \$118,410.00. Seconded by F. Hart.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Elections budget in the amount of \$12,185.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Finance budget in the amount of \$179,032.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Assessing budget in the amount of \$145,956.00. Seconded by J. Sherman.

Discussion: F. Hart states we still do not have all the numbers for a change in software.

Vote: 3-0-1 (abstain F. Hart)

Motion passes

S. Ranlett motions to approve the Tax Collector budget in the amount of \$48,185.00. Seconded by F. Hart.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Legal budget in the amount of \$55,000.00. Seconded by J. Sherman.

Vote: 3-1-0 (no S. Ranlett)

Motion passes

F. Hart motions to approve the Human Resources/Personnel budget in the amount of \$2,146,865.67. Seconded by S. Ranlett.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Planning budget in the amount of \$71,485.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Zoning budget in the amount of \$3,825.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the General Government Buildings budget in the amount of \$274,274.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Cemetery budget in the amount of \$9,000.00. Seconded by J. Sherman

Discussion: The increase is due to a salary increase.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Insurances budget in the amount of \$128,966.00. Seconded by J. Sherman.

Discussion: G. Colby states there is a change in this budget. The insurance figures for property and liability were received today. This budget has decreased to \$120,858.00.

S. Ranlett withdraws his motion.

J. Sherman withdraws his second.

S. Ranlett motions to approve the Insurances budget in the amount of 120,858.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Advertising/Regional Associations budget in the amount of \$25,205.00. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Cable budget in the amount of \$29,294.00. Seconded by J. Sherman.

Discussion: F. Hart asks if the camera operators will be paid a stipend of \$50.00/meeting or an hourly rate.

G. Colby states that has not been determined yet. It will be decided between D. Zanello and M. Pearson.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Conflict of Interest budget in the amount of \$250.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Other General Government Buildings budget in the amount of \$131,876.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Police/ACO (Animal Control Officer) budget in the amount of \$2,096,506.00. Seconded by J. Sherman.

Discussion: J. Sherman states this dollar amount will probably change. S. Ranlett states in his opinion a police vehicle should be purchased every year.

Vote: 3-1-0 (no, S. Ranlett)

Motion passes

S. Ranlett motions to approve the Fire Department budget in the amount of \$692,842.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Building Inspection budget in the amount of \$129,724.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Emergency Management budget in the amount of \$24,000.00. Seconded by J. Sherman.

Discussion: S. Ranlett wants clarification on the salary line.

Vote: 3-0-1 (abstain S. Ranlett)

Motion passes

S. Ranlett motions to approve the Highway budget in the amount of \$854,786.00. Seconded by J. Sherman.

Discussion: F. Hart wants clarification on the fifth line item, RSMS (Road Surface Management System) there is not enough to pay construction costs for the Pollard Road Culvert replacement yet this is listed in the description.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Street Lighting budget in the amount of \$107,500.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Solid Waste Collection budget in the amount of \$692,000.00. Seconded by J. Sherman.

Discussion: G. Colby states he reviewed the figures and feels this is a little light. He recommends increasing this budget by \$18,000.00 to bring the total up to \$710,000.00.

S. Ranlett withdraws his motion.

J. Sherman withdraws his second.

S. Ranlett motions to approve the Solid Waste Collection budget with the new dollar amount of \$710,000.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Solid Waste Landfill budget in the amount of \$53,000.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Health budget in the amount of \$84,606.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Human Services budget in the amount of \$42,362.00. Seconded by J. Sherman.

Discussion: J. Kiszka asks if this includes requests from new organizations.

G. Colby replies, no. Organizations requesting funding for the first time are added as warrant articles if approved by the Board of Selectmen.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Welfare Administration budget in the amount of \$43,385.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Recreation budget in the amount of \$215,458.00. Seconded by J. Sherman.

Discussion: J. Sherman states we do get some revenue from this department.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Patriotic/Cultural budget in the amount of \$17,000.00.

Seconded by J. Kiszka.

Discussion: The budget amount for events and activities is about \$6,000.00 lower than this year because the 2018 fireworks were never held. The \$6,000.00 will be encumbered and used for the 2019 fireworks. One earlier suggestion was to have a bigger event in 2019 but that is no longer the plan.

Vote: 3-1-0 (no, S. Ranlett)

Motion passes

F. Hart motions to approve the Conservation Commission budget in the amount of \$9,650.00.

Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Debt Service budget in the amount of \$547,562.00. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

S. Ranlett motions to approve the Water Department budget in the amount of \$78,910.00.

Seconded by F. Hart.

Vote: 4-0-0

Motion passes

F. Hart motions to approve the Library budget in the amount of \$599,210.00. Seconded by J. Sherman.

Vote: 3-0-1 (abstain, S. Ranlett)

Motion passes

J. Sherman states the Budget Committee will make recommendations and the Board will review them.

F. Hart does not agree with that process. She feels it is the Budget Committees responsibility from here on.

J. Sherman, S. Ranlett and J. Kiszka feel the Board should review the Budget Committees recommendations.

F. Hart asks if the 2019 proposed budget can go to the Budget Committee earlier than planned since the Board reviewed and approved it tonight.

G. Colby replies, yes.

The total proposed 2019 operating budget with the changes approved tonight is \$9,873,805.67.

This is a 3.02% increase over last year.

J. Sherman states we are a service business. Salaries and benefits tend to go up faster that the cost of living.

J. Kiszka gives kudos to M. Pearson, G. Colby and the Library.

TOWN MANAGERS REPORT

Since M. Pearson is not in attendance tonight this will not be discussed in detail. G. Colby reviews a few new items.

SELECTMEN'S REPORTS

S. Ranlett – nothing to report tonight.

J. Sherman

- Attended the Con Com meeting for P. Bracci – (no quorum, not a formal meeting) tree harvesting at the Town Forest will be done.
- Will attend the Rec Com this Wednesday

F. Hart

- The recycling project at several condominiums is underway. The residents at West Pine are excited to recycle.
- Has been working with Tasha Vincent from Visions Software on costs.
- Attended a conference on Water Systems – it was very informative.
- Attended the Planning Board Meeting – a second review of the CIP was completed.

J. Kiszka

- Attended a conference on Water Systems – it was very informative and he learned many things.

NEW BUSINESS

None

J. Sherman mentions some of the upcoming Halloween activities. Toddler Trick-or-treat will be held on 10/25, Pumpkin Lighting will be held on 10/27 and Town Trick-or-treat will be held on 10/31.

J. Kiszka adjourned the meeting at 8:47pm

Respectfully submitted,

Beth Hossack,
Recording Secretary