



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 19, 2018

MEETING CALLED TO ORDER: 6:02pm

SELECTMEN:

Selectman, Julian Kiszka, Chairman	Selectman, Peter Bracci, Vice Chairman
Selectman, John Sherman	Selectman, Steve Ranlett
Selectwoman, Francine Hart	Mark Pearson, Town Manager
Greg Colby, Finance Director/Asst. Town Manager	

J. Sherman motions to enter non-public session under RSA 91-A:3 II (a) Personnel. Seconded by F. Hart. Roll Call to enter non-public, all in favor (5-0-0).

Motion passes

Public session resumed at 6:30pm

J. Kiska states during the non-public session a personnel matter was discussed and the minutes were sealed by a roll call vote with all members voting in favor of sealing the minutes.

MINUTES

J. Sherman motions to approve the minutes of November 5, 2018 with a change at the top of page four (4). The motion must list who seconded it. Seconded by F. Hart

Vote: 5-0-0

Motion passes

PUBLIC COMMENT

None

PUBLIC HEARING FOR EUGENIA LANE

M. Pearson reviews the information contained in the packet for the meeting. His memo explains the request and confirms the road was built according to town standards. There are no outstanding issues.

S. Ranlett motions to accept Eugenia Lane as a Class V Road. Seconded by J. Sherman. J. Sherman asks where the road is located. It is off Smith Corner Road and has three (3) houses on it.

J. Kiszka asks about a street sign. The sign is already in place.

P. Bracci asks what it means if the Town accepts the road.

M. Pearson states the Town will maintain and plow it.

J. Kiszka opens the public hearing at 6:37.

No one has questions or comments.

J. Kiszka closes the public hearing at 6:38

J. Kiszka calls for a vote for the motion on the floor.

Vote: 5-0-0

Motion passes

J. Kiszka states this concludes the meeting for the acceptance of Eugenia Lane.

J. Sherman asks that all necessary personnel be notified.

REVIEW OF PROPOSED WARRANT ARTICLES

Greg Colby, Finance Director/Assistant Town Manager reviews the warrant articles starting with the operating budget.

J. Sherman asks when the default budget will be done.

G. Colby replies he does not have a specific date and some of the rules have changed due to new laws being passed.

The operating budget is discussed. The wording comes from DRA (Department of Revenue Administration) we do not have the dollar amount yet. That will come from the Budget Committee. No vote will be taken on the operating budget tonight.

J. Sherman motions to recommend version one (1) article B, Operating Budget – Water Department. Seconded by F. Hart (dollar amount \$78,910).

Discussion: it is noted the default and operating budget are the same.

Vote: 5-0-0

Motion passes

J. Sherman motions to recommend version one (1) article C, CBA – Police Union. Seconded by F. Hart.

Vote: 5-0-0

Motion passes

S. Ranlett motions to recommend version one (1) article C(a), Special Meeting for Defeated Collective Bargaining Agreement. Seconded by J. Sherman.

Vote: 5-0-0

Motion passes

G. Colby notes that warrant article D – CBS – Town Unit is currently a placeholder.

S. Ranlett motions to recommend version one (1) article D(a), Special Meeting for Defeated Collective Bargaining Agreement. Seconded by J. Sherman.

Vote: 5-0-0

Motion passes

J. Sherman motions to recommend version one (1) article E, Public Works Facility Garage – Phase 2. J. Kiszka will seconded the motion by adding this is the second phase of a three (3) phase project.

Discussion: P. Bracci states at the last meeting M. Pearson and G. Colby recommended not using money from the fund balance to lower the tax rate. Part of the reason was to leave enough money in the account, therefore he does not agree to use money from the fund balance for the Public Works Facility.

J. Kiszka states this was already discussed and it was always part of the plan.

S. Ranlett states we did not use the fund balance to offset taxes because the tax rate did not increase too much. Also, by not using the fund balance to lower taxes allows for a more realistic tax rate.

J. Kiszka states we have a new concept of budgeting better with a trim budget and not taking money from the fund balance to offset taxes.

S. Ranlett states we just hit the taxpayers for the Safety Complex and he does not want to raise more taxes for the Public Works Facility Garage.

J. Kiszka calls for a vote on the floor.

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

Motion passes

J. Sherman motions to recommend version one (1) article F, Contingency – RSA 31:98-a.

Seconded by S. Ranlett.

Discussion: M. Pearson states this funding is needed. We have two (2) Chiefs retiring this year. Money was also used for the cleanup at P.A.R.C., removal of the oil tank, and the water pipe break.

F. Hart asks if the balance of the fund is known.

G. Colby replies we have already spent about \$50,000 out of \$80,000.

P. Bracci thinks we should ask for less than \$85,000.

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

Motion passes

J. Kiszka calls for a five (5) minute recess at 7:05pm.

Back in session at 7:16pm.

S. Ranlett motions to recommend version one (1) article G, Create/Transfer to Fire Department Radio Capital Reserve Fund. Seconded by J. Sherman (dollar amount \$15,000).

Discussion: J. Sherman thought this was already done. It was not in last year's warrant.

F. Hart believes this should be in the operating budget. Since it is a needed item it should be part of the operating budget and a few radios should be purchased each year.

S. Ranlett disagrees as he wants to see the fund build.

J. Sherman wants to know how many years we need this or will it be an annual need.

M. Pearson believes the hand-held radios are approximately \$5000 each while the ones mounted in the trucks are about \$8000 each. He states the Fire Chief wanted them in a capital reserve fund. Perhaps the technology changes often enough that this is the best way to do it. A new motion is made.

J. Sherman motions to recommend version one (1) article G – Create/Transfer to Fire Department Radio Capital Reserve Fund. Seconded by S. Ranlett.

Vote: 4-1-0 (no F. Hart)

Motion passes

F. Hart motions to recommend version one (1) article H, Expendable Trust Fund Deposit – Highway Department Equipment. Seconded by S. Ranlett (dollar amount \$70,000).

Discussion: J. Sherman asks if this is the same wording used last year.

G. Colby replies, he is not sure but this is the wording DRA recommends (Department of Revenue Administration).

M. Pearson states the amount requested was \$76,333. It was brought down to \$70,000. The oldest highway vehicle is a 2010 with an estimated cost of \$160,00 to replace it. M. Pearson moved the replacement schedule from seven (7) years to ten (10) years. He also thinks we might be able to replace only certain pieces of it and not the full truck as mileage is low.

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

Motion passes

S. Ranlett motions to recommend version one (1) article I, Capital Reserve Fund Deposit – Fire Apparatus. Seconded by J. Sherman (dollar amount \$100,000).

Discussion: P. Bracci wants to know what type of apparatus this is for.

M. Pearson states large vehicles. He looked at the replacement schedule. The Tower Truck has a twenty-five (25) year life span with a replacement cost of \$350,000. The next ambulance will be needed in the year 2020 at a potential cost of \$240,000.

J. Sherman states he suggests we print out the vehicle replacement schedule for the next meeting.

J. Kiszka asks the condition of the ladder truck.

M. Pearson states we have a good fleet. He and Chief McArdle are trying to sell the old Tanker for a good price.

P. Bracci states we should extend the life of vehicles now.

J. Sherman states the time to do that is during next year's CIP (Capital Improvement Plan) meetings.

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

Motion passes

S. Ranlett motions to recommend version one (1) article J, Capital Reserve Fund Deposit – Self Contained Breathing Apparatus (SCBA). Seconded by J. Sherman (dollar amount \$42,400).

Discussion: M. Pearson states this was not cut at all as it is a safety issue.

Vote: 5-0-0

Motion passes

S. Ranlett motions to recommend version one (1) article K, Capital Reserve Fund Deposit – Police Department Management Information Computer System (MICS). Seconded by J. Sherman (dollar amount \$25,000).

Discussion: M. Pearson states this is a three (3) year article to fund \$75,000 for the software in the year 2020.

Vote: 5-0-0

Motion passes

S. Ranlett motions to recommend version one (1) article L, Capital Reserve Fund Deposit – Building/Building Systems. Seconded by J. Sherman (dollar amount \$10,000).

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

Motions passes

S. Ranlett motions to recommend version one (1) article M, Capital Reserve Fund Deposit – Library. Seconded by J. Sherman (dollar amount \$40,000).

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

Motion passes

S. Ranlett motions to recommend version one (1) article N, Capital Reserve Fund Deposit – Energy. Seconded by J. Sherman (dollar amount \$25,000).

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

Motion passes

S. Ranlett motions to recommend version one (1) article O, Capital Reserve Fund Deposit – Recreation. Seconded by J. Sherman (dollar amount \$25,000).

Discussion: F. Hart asks if we have a balance as of today.

G. Colby does not have the balance with him. It may be about \$63,000.

M. Pearson states this is half of the amount asked for. The amount requested was \$50,000.

F. Hart would like to see the Recreation Department and the Conservation Commission collaborate to make a trail system.

Vote: 3-1-1 (no P. Bracci, abstain F. Hart)

Motion passes

F. Hart motions to recommend version one (1) article P, Capital Reserve Fund Deposit – Transportation Infrastructure. Seconded by S. Ranlett (dollar amount \$25,000).

Discussion: M. Pearson states he wanted to put \$50,000 into this account however he reduced it to make the budget more acceptable.

G. Colby states we have about \$50,000 in the account with \$43,000 due in invoices which will leave about \$7,000 in the account. The account will be used for projects such as bridges, culverts, village calming, hazard mitigation projects and to match funds for grants.

Vote: 5-0-0

Motion passes

S. Ranlett motions to recommend version one (1) article Q, Capital Reserve Fund Deposit – Land/Buildings Acquisition. Seconded by J. Sherman (dollar amount \$40,000).

Discussion: F. Hart wants to know if we have looked at any land to purchase.

S. Ranlett states we probably would have looked to buy land behind the Police Department if we had the money.

J. Kiszka asks, who are the agents to spend.

G. Colby replies, the Board of Selectmen.

Vote: 2-3-0 (no J. Kiszka, F. Hart, P. Bracci)

Motion fails

S. Ranlett motions to recommend version one (1) article R, Expendable Trust Fund Deposit – Snow Removal. Seconded by J. Sherman (dollar amount \$15,000).

Discussion: M. Pearson states this is a useful fund. It can only be used for snow removal.

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

Motion passes

S. Ranlett motions to recommend version one (1) article S, Expendable Trust Fund Deposit – Mosquito Control. Seconded by F. Hart (dollar amount \$7,000).

Vote: 5-0-0

Motion passes

S. Ranlett motions to recommend version one (1) article T, Pollard Park – Paving and Sidewalk Repairs. Seconded by F. Hart (dollar amount \$40,000).

Discussion: M. Pearson states this is a safety issue. The sidewalks are not compliant due to the size.

J. Kiszka states the rocks are also a safety issue.

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

Motion passes

S. Ranlett motions to recommend version one (1) article U, Expendable Trust Fund Deposit – Accrued Leave Time. Seconded by J. Sherman (dollar amount \$15,000).

Discussion: M. Pearson states we have two (2) employees retiring this year that we know of. This fund is needed.

J. Kiszka asks if it is enough. M. Pearson replies, not really.

P. Bracci states, the article failed last year. We should keep the dollar amount at \$15,000.

S. Ranlett motions to increase the dollar amount to \$25,000 and recommend version one (1) article U, Expendable Trust Fund Deposit – Accrued Leave Time. Seconded by F. Hart.

Vote: 5-0-0

Motion passes

S. Ranlett motions to recommend version one (1) article V, Long-term Borrowing – Asset Management Study. Seconded by J. Sherman (dollar amount \$60,000).

Discussion: M. Pearson explains this is money from the State. It is the Clean Water State Revolving Fund. By accepting a grant from the fund, towns are allowed principal forgiveness. It is basically free money.

J. Sherman states that needs to be made clear in the article. It should look like it nets to zero.

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

Motion passes

M. Pearson states the warrant article for Court House paving was removed. It was decided to have the Court House paved with the Towns paving budget. It will be done next year.

P. Bracci would like to see it done by an RFP so a local company is able to bid and hopefully get the contract.

M. Pearson agrees.

F. Hart asks about non-monetary warrant articles for example changing the asset amount for the elderly exemption.

M. Pearson states they will not be discussed tonight. They will be done at a future meeting.

G. Colby asks the Board if they want representatives from CASA and Keystone to give a presentation on their programs.

The Board would prefer to have Lori Sadewicz, Human Resources Director provide information.

The Voter's Guide is discussed. The Board needs to decide who will prepare it. Tim Moore, CIP, Chair is in the audience. He is asked if he is interested in preparing the guide since much of the information will come from the CIP document. T. Moore kindly agrees.

Note: S. Ranlett left the meeting at 8:30pm.

HEATING SYSTEM AT THE HISTORICAL SOCIETY

M. Pearson states the HVAC system needs replacement. The Board previously agreed to spend up to \$10,500. The Town has an agreement for an energy audit. The Board needs to decide if they want to consider a more energy efficient system. It is possible a rebate might be available. Paul Lucia, Facilities Supervisor has already ordered a system with an 80% efficiency level. However, the system can still be changed to one with a higher efficiency. Basically, the energy audit and the system failure are happening at a similar time. The building is a repurposed garage with no running water and no energy efficient features yet we need to maintain heat for the historical items inside. How much money should be spent on this type of building. M. Pearson will come back to the Board with more information.

TOWN MANAGERS REPORT

- Attended Several Meetings
- Town Projects Status Update
- Public Safety Complex HVAC & Roof
- Fire Department Natural Gas Radiant Tube Heaters
- Municipal Dispatch Service Contract
- Market Basket Lawsuit
- Public Works Facility Construction
- Potable Water Information

PROSECUTION SERVICES

M. Pearson states we will continue to use the County Attorney from Rockingham for now sharing with Kingston and Danville. Either party can terminate the agreement with a six (6) month notice. This will give the Board time to review the draft RFP. Any suggestions should be sent to M. Pearson. This will be an agenda item for the next meeting.

BOS 11/19/2018

The minutes from the Emergency Management Director held on November 1, 2018 with the CERT Team are reviewed.

ACTION ITEMS

Reviewed

NEW BUSINESS

SIGNATURE FOLDER

J. Kiszka states the manifest and signature folder are going around.

SELECTMEN'S REPORTS

John Sherman

- Stated the Recreation Commission is having a hard time finding a meeting night. Wednesday nights no longer work for some members. No meeting was held in November. They will try to meet in December.
- Will attend the next Town Report Meeting.

Francine Hart

- Attended the Elections. She mentions it was one of the highest attended elections in a while.
- Attended the Energy Committee Meeting – they have changed their charter to change the meeting to the first Wednesday of the month instead of the third.
F. Hart motions to approve the updated charter changing the meeting date from the third to the first Wednesday of each month. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

- Attended the Veterans Day Ceremony.
- Participated in a webinar for water prices. It was very informative.
- Attended the Budget Committee meeting.
- She would like to know the process to move forward with Visions Software. This will be added to the agenda for the next meeting.
- Attended the TRAC Meeting. Letters were sent to Condominium Associations asking if they would like to participate in recycling. Only one response was received in favor. The TRAC committee is looking for new members. It is agreed to have a notice put on the Towns website and cable station. Audrey Peck assisted with a program in which school children wrote letters to active service personnel.

Peter Bracci

- States the form in the signature folder should have the book and page number on the same page requiring signatures.
- Attended the Veterans Day Ceremony. He also went to the American Legion and heard J. Kiszka play the trumpet.
- Watched part of the Highway Garage building material be delivered.

- The Conservation Commission will meet tomorrow night at 7:00pm.

Julian Kiszka

- Attended the NHMA Conference. He learned about new legislation and was glad to see G. Colby there. The classes were fabulous.
- Attended the Elections & thanks J. Sherman, P. Bracci & F. Hart for attending too.
- The Festival of Trees will be held this weekend at the Fish and Game Club.

Recommends the Board go into non-public for two sessions.

J. Sherman motions to enter non-public session under RSA 91-A:3 II (d) Negotiations; and/or (e) Legal. Seconded by F. Hart.

Roll Call to enter non-public, all in favor (4-0-0).

Motion passes

J. Kiszka states we will come back into public session just to adjourn. No decisions will be made.

Exited the public session at 9:10pm.

Public session resumed at 9:28pm

J. Sherman Motions to enter non-public session under RSA 91-A:3 II (d) Negotiations; and/or (e) Legal. Seconded by P. Bracci.

Roll Call to enter non-public, all in favor (4-0-0)

Motion passes

Exited the public session at 9:29pm.

Public session resumed at 9:58pm

J. Kiszka states the Board directed the Town Manager to enter into a Dispatch Contract.

J. Kiszka states the Board directed the Town Manager to pursue a settlement option.

J. Kiszka adjourned the meeting at 9:58pm

Respectfully submitted,

Beth Hossack,
Recording Secretary