



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 17, 2016

MEETING CALLED TO ORDER: 6:31pm

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

J. Sherman motions to approve the minutes of October 3, 2016. Second by J. Kiszka

Vote: 5-0-0

Motion passes.

PUBLIC COMMENT

Nancy Bolduc, 271 Main Street approaches the Board regarding chatting and gestures being made during the Board of Selectmen's meetings by community members. They are very distracting. She would like everyone to respect each other.

Bob Hamilton, Balsam Way, regarding responses to emails or the lack of. He will resend the emails tomorrow and hopes there will be response.

Kimberly Raymond, 7 Linwood St, Apt 1, request the appendices and attachments referenced in the JRM contracts.

P. Bracci motions the Town Manager be directed to provide the Board of Selectmen and TRAC (Trash & Recycling Advisory Committee) by 5:00pm on Thursday October 17, 2016 complete copies of all addendums and appendices associated with the 2010, 2013, and 2016 JRM contracts or an explanation as to why such items do not exist. Second by J. Kiszka.

T. Bergeron states older contracts that are no longer in effect are stored in the basement as they are no longer relevant. It costs time and effort to have staff get copies of these documents. Therefore she does not agree with a time limit on the motion.

Vote: 4-0-1 (T. Bergeron)

Motion passes.

K. Raymond also wants all budgets that will be discussed at the Board of Selectmen meetings be posted on the website so people can easily follow along.

ACCEPTANCE OF PAUL SURETTE'S PAINTING OF THE INDIAN AT BRANDY BROW

Paul Surette tells the legend about the Indian at Brandy Brow. He is donating his painting to the Town Hall. Paul shows the painting to the Board.

T. Bergeron notes that this was on display during Old Home Day.

CONSERVATION COMMISSION'S RECOMMENDATION ROUTE 108 PROPERTY

J. Senter discusses the letter from the Conservation Commission to the Board of Selectmen. The letter notifies the Board that the Conservation Commission's decision regarding the sale of Town Property located on Rte 108 is to not sell it.

J. Sherman inquires if the Conservation Commission believes the Board of Selectmen should not sell any undeveloped Town property. She states it is a case by case basis. There is always an impact to conservation when selling undeveloped town owned property.

J. Sherman believes that in some cases the Town could put property back on the tax role and generate income.

P. Bracci agrees with Conservation's decision that once the property is sold we no longer have control of the property.

J. Senter states the commission is in agreement with a trail system on the property. Grants are available and the conservation committee has some money that could be used to develop a trail system. They were not aware of the extensive trail system that Haverhill has on the abutting property. They are interested in furthering the trail system.

The conservation commission did have a tie vote to just sell the property of 73-3.
Discussion ensues.

South East Land Trust noted we can sell the property with an easement and put restrictions on use of the land, yet their recommendation is why sell it when you own it.

The Board's consensus is to have the Conservation Commission meet with the property owner, who would like to buy the property, if they believe some progress made might be made. J. Senter notes there are 2 board members who will not change their minds to sell the property.

BUDGET PRESENTATIONS

Welfare Administration-Human Services Coordinator, Lori Sadewicz

This budget is level funded in the amount for \$740.

J. Sherman motions to approve the Human Services Administration budget in the amount of \$740. Second by J. Kiszka.

Vote: 5-0-0

Motion passes.

Welfare Direct Assistance- Human Services Coordinator, Lori Sadewicz

L. Sadewicz reviews each line item.
All lines are level funded except for:
Medical Assistance decrease by \$500.

Total budget \$24,350.

She also notes that this budget can be over spent if residents qualify for assistance and the budget has been expended.

J. Sherman motions to approve the Human Services Assistance budget in the amount of \$24,350. Second by T. Bergeron.

Vote: 5-0-0

Motion passes.

Human Services Agencies- Human Services Coordinator, Lori Sadewicz

L. Sadewicz reviews line items:

This budget is level funded at \$54,082.

She notes these agencies have all been voted on by Town Meeting and in subsequent years the agencies have requested support.

J. Sherman motions to approve the Human Services budget in the amount of \$54,082. Second by S. Ranlett.

Vote: 5-0-0

Motion passes.

Assessing- Lori Sadewicz, Assessing Clerk

L. Sadewicz reviews line items:

Salary increase \$1020.

Assessing Contract decrease \$28,290.

Mapping increase \$3000.

Data Processing increase \$300.

Supplies increase \$75.

Books & Periodicals increase \$50.

All other lines are level funded.

Total Budget \$159,022.

J. Sherman motions to approve the Assessing budget in the amount of \$159,022. Second by T. Bergeron.

Vote: 5-0-0

Motion passes.

Inspections-Chief Building Official, Mike Dorman

M. Dorman reviews line items:

Back up Inspector line increase \$100. (Revenues offset these expenses)

Telephone decrease \$750 due to dropping one cell phone.

Dues & Subscriptions increase \$35.

Vehicle Maintenance decrease \$290.
Vehicle expense increase \$172.
Books & Periodicals decrease \$13.
Equipment Purchase decrease \$50.
Plumbing/Gas Consultant increase \$5000.
Electrical Consultant increase \$5000.

Gross appropriation is explained. Inspectors get paid by the Town and the Town charges a fee for the Inspector. These line items are gross appropriated and revenues are generated in the same amount as the expenses.

All other lines are level funded. Total increase in this budget \$9,204.

Total budget \$140,038.

J. Sherman motions to approve the Inspections budget in the amount of \$140,038.

Second by T. Bergeron.

Vote: 5-0-0

Motion passes.

Fire Department-Fire Chief, John McArdle

Chief McArdle reviews line items:

Salary increase \$2256.
Uniforms decrease \$525.
Telephone/Communications increase \$60.
Data Processing decrease \$2080.
Medical Services decrease \$450.
Supplies increase \$40.
Books & Periodicals decrease \$100.
Miscellaneous decrease \$2100.
Mileage decrease \$250.
Permanent Positions increase \$10,270.
PT Call Firefighters increase \$43,802.
Overtime increase \$22.
Training increase \$8380.
Dues-Hazmat increase \$700.
Equipment Maintenance decrease \$4046.
Fuel decrease \$2676.
Vehicle Maintenance/Supplies decrease \$6220.
Vehicle Repairs increase \$2500.
Equipment increase \$1600.
Books & Periodicals decrease \$250.
General Supplies increase \$320.
PT Forest Fire decrease \$75.

Overall increase in budget \$51,176.

Total Budget \$642,327

J. Sherman motions to approve the Fire budget in the amount of \$642,327. Second by J. Kiszka.

Vote: 5-0-0

Motion passes.

Cable Department–Cable Coordinator, Dean Zanello

Dean Zanello reviews line items:

Operator decrease \$133.

Consultants/Contracted Services decrease \$2000.

New Equipment decrease \$5000.

Overall decrease in budget \$7133.

Annual funding from Comcast in the amount of \$20,000 for equipment for the Cable department is not recognized in this budget. There are questions about how this works and it will be added as an action item to fully discuss in the future.

Total Budget \$28,080.

J. Sherman motions to approve the Cable budget in the amount of \$28,020. Second by T. Bergeron.

Vote: 3-0-2 (P. Bracci, J. Kiszka abstains)

Motion passes.

**ACCEPTANCE OF \$1000 DONATION FROM WALMART TO POLICE DEPT.
COMMUNITY PROGRAMS**

Captain Eiro & Captain Morgan are present to discuss how the \$1000 grant from Walmart will be utilized. Captain Morgan states air soft guns will be purchased to enhance defensive tactics and aid in training. Captain Eiro states it will simulate a real life situation to bring training up. It will help Officer's with split decision making. Captain Morgan is working on a Citizen's Academy and the air soft guns will be used for that program as well.

S. Ranlett reads the grant letter from Walmart. It was a group effort to receive the grant. The donation has been accepted and noted.

Emergency Management-Emergency Management Director Lt. Baldwin

Mike Dorman, Deputy Emergency Management reviews line items:

Level funded items include part time positions, telephone, equipment maintenance, emergency supplies, and mileage/travel. The following line items were decreased:

Training decrease \$500.

Office Supplies decrease \$200.

Postage decrease \$200.

Equipment purchase decrease \$5000.

Overall decrease in budget is \$5900.

Total Budget \$20,250

J. Sherman motions to approve the Emergency Management budget in the amount of \$20,250.

Second by J. Kiszka.

Vote 3-1-1 (S. Ranlett no, P. Bracci abstain)

Motion passes.

Water Distribution–Town Manager, Sean Fitzgerald

S. Fitzgerald reviews line items:

Payroll decrease \$70.

Uniforms decrease \$925.

Electric decrease \$3500.

Mileage decrease \$150.

All other lines level funded.

Overall decrease in budget \$4645.

Costs in this budget are funded by revenues from the water line assessments.

Total budget \$37,960.

J. Sherman motions to approve the Water budget in the amount of \$37,960. Second by T. Bergeron.

Vote: 5-0-0

Motion passes.

UPDATE ON ASSESSMENT

S. Fitzgerald reviews the memo from our Assessors Agent detailing the changes in valuation.

Overall the total valuation increased. We will be able to establish the tax rate in the next couple of weeks.

P. Bracci inquires as to why many of the values that had hearings were reduced. It is noted that the Board has already voted to accept the values as presented by the Assessor along with the changes through October 10. He requests the reasons these properties were reduced in value be known.

TOWN MANAGER'S REPORT

Palmer Trust Land

Primex Mandatory Training

Planning Board- CIP review

Update GREE Study

RSMS

Water Testing Event

Safe Routes to School

Beede Group

Methuen Construction

Public Safety Complex Construction

Library Updates

Health Department

Fire Department

TAP Grant update

Comcast/Xfinity

Assessing Department Documents

Veterans Day Ceremony
Recreation Events

ACTION ITEM REVIEW

Reviewed

OTHER BUSINESS

None

SIGNATURE FOLDER

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

SELECTMAN REPORTS

S. Ranlett recommends not discussing this tonight due to time. However P. Bracci states he has some items he would like added to the action item list.

P. Bracci wants to generate an action item directing the Town Manager to provide to the Board of Selectmen at the next Board of Selectmen's meeting on 10/24 a complete and detailed accounting of all expenditures and revenues associated with SRTS. He wants this from the very beginning.

P. Bracci wants to generate an action item directing the Town Manager to provide to the Board of Selectmen at the next Board of Selectmen's meeting on 10/24 a detail report of all expenditures associated with the removal of the old playscape at Ingalls Smith Field and with the purchase and installation of the new playscape at the same field.

P. Bracci wants to generate an action item directing the Town Manager to provide to the Board of Selectmen at the next Board of Selectmen's meeting on 10/24 a detailed report of the revenues and expenditures associated with the Old Home Day Event held in Plaistow.

P. Bracci states he objected to an invoice of solar panels logged off to a gasoline account.

S. Fitzgerald states this will be reconciled and he had already told Selectmen Bracci this.

P. Bracci objected to an outside agency, The Greenskeeper, doing work at PARC, being logged off to Highway, even though Highway maintains the grass on the fields. He believes it should be logged off to Recreation.

J. Sherman states he thinks some municipal items could fall under 1 or more departments and perhaps this should be discussed at a future meeting.

P. Bracci states in order for TRAC to determine the effectiveness of our waste removal and recycling provider, he makes a motion to direct the Town Manager to provide to the Board of Selectmen and TRAC by 5:00pm on Thursday October 20th a list of all dumpsters funded by the Town of Plaistow, giving their location, size and frequency of emptying .Second by J. Kiszka.

S. Ranlett inquires when JRM will have audit information for us.

S. Fitzgerald states we should have it next month.

J. Sherman inquires if P. Bracci is just interested in dumpsters funded by the Town?

P. Bracci replies, yes.

Vote: 5-0-0

Motion passes.

P. Bracci discussed RSA 37:6(4) and reads the law.

P. Bracci makes a motion that the Town Manager be directed to provide to the Board of Selectmen by 5:00pm on Thursday 10/17 a complete and detailed report of our yearly revenues and expenditures for 2016 and a complete and detailed report of our revenues and expenditures for September 2016. That is in accordance with RSA 37:6(4). Second by J. Sherman.

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

J. Sherman produced a report for the Budget Committee that he wants to share with the Board, regarding municipal tax rates in all communities in New Hampshire that are equal in size to Plaistow or larger.

S. Ranlett adjourns the meeting at 10:10pm

Respectfully submitted,

Gayle Hamel,
Recording Secretary