



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 7, 2016

MEETING CALLED TO ORDER: 6:33pm

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 24, 2016. Second by T. Bergeron

Vote: 5-0-0

Motion passes.

PUBLIC COMMENT

Dave Meaney, Commander, American Legion Post 34 comes to the podium. He invites all Plaistow citizens to the Veterans Day Ceremony on Friday morning November 11th at 9 am at the Town Green and at 11 am at the American Legion. The freedoms we enjoy today were forged in fire by Veterans.

He also invites all area Veterans and their guests or family members to attend the free breakfast on November 13th at Post 34 from 8 am -12 noon. There is a \$5.00 donation for non-Veterans.

He mentions the American Legion will be helping Veterans and their families who are in need during the Holiday Season. Please call the American Legion to help.

He notes that citizens should honor their veterans by getting out and voting. The American Legion supports a non partisan effort to get out and vote. It your constitutional responsibility backed by many Veterans who gave the ultimate sacrifice for this right.

REVIEW OF UNASSIGNED FUND POLICY

Jim Peck, Town Auditor comes to the podium. J. Peck and S. Fitzgerald have met to discuss the Unassigned Fund balance and come up with a policy as to the amount that should be maintained in the account. S. Fitzgerald explains the Unassigned Fund balance, guidelines and what it can be used for. J. Peck states he has been studying this account since last May. He notes there are guidelines for the tax rate setting from the DRA for the unassigned fund balance. It is important to have a healthy unassigned fund balance. All NH communities have an unassigned fund balance and most follow DRA guidelines. This fund can only be used for:

- Reducing the tax rate
- Warrant articles
- Emergencies

Discussion ensues regarding the percentages that should be adhered to.

It is noted revenues are increasing and there is new growth in Town that will help offset the amount needed from taxation. It is important to maintain a balanced level to help offset taxes next year when the debt service hits.

J. Sherman motions to adopt the Fund Balance Policy as presented on November 7th with just the change of adding additional description of the general fund.

Second by J. Kiszka.

Vote 5-0-0

Motion passes.

2016 TAX RATE SETTING RECOMMENDATION

S. Fitzgerald reviews the tax rates. He notes by using \$600,000 of the unassigned fund balance the tax rate can be lowered from \$24.16/ \$1000 to \$22.50/\$1000. This is a \$1.66/\$1000 decrease in the overall tax rate.

T. Bergeron motions to direct the Town Manager to use \$600,000 of the unassigned fund balance to offset the 2016 tax rate.

Second by J. Kiszka

Vote 5-0-0

Motion passes.

2017 – 2022 CAPITAL IMPROVEMENT PLAN

Greg Jones, Town Planner and Tim Moore, CIP Committee Chair are present to review the CIP plan.

T. Moore begins with the Fire Department. The deposit to the Fire Department Equipment Capital Reserve Fund has been reduced from \$108,000 to \$87,000 now that we have caught up from a past truck replacement that was not initially part of the CIP. T. Moore continues to reviews the projects outlined in the CIP. The Planning Board has approved the Capital Improvement Plan as presented.

G. Jones notes he has received tremendous help from John Sherman and Tim Moore.

J. Sherman notes this plan is one of the best things the Town prepares. The CIP is a Planning Department document used for budgeting purposes. The Master Plan flows into the CIP which flows into Warrant Articles.

The CIP will go to the Budget Committee next for approval.

2017 WARRANT ARTICLE REVIEW

S. Ranlett states the selectmen should review the warrant articles and send any changes or suggestions to Gayle. These will be reviewed by the Board next week.

2016 – 2017 REVENUE REVIEW 2016 MS-434

S. Fitzgerald begins a review of the MS-434 and the 2016 Budget Workbook. He notes how the revenue numbers in the 2016 Budget workbook roll up into the MS-434.

He notes the Meals and Tax Revenue will be transferred to the Town on the last day of the year from the state. He notes that it is best to be conservative with revenue estimation since over stating revenue can get you into trouble.

TOWN MANAGER'S REPORT

Update Presidential Election
2017-2022 Capital Improvement Plan
Budget Presentations
Tax Rate Setting
Elm Street/Stanwood Ave Extension

J. Sherman motions to authorize the Town Manager to expend an amount not to exceed \$50,000 from the Fire Suppression Utility Fees. These fees can only be used to support the expansion or maintenance of the Fire Suppression System. Second by J. Kiszka.

Vote 5-0-0

Motion passes.

RSMS Update
Safety Complex Update
Methuen Construction
Capped Landfills
Primex Training on Harassment in the Workplace
Water Testing Event
Veterans Day Ceremony
Warrant for Town Meeting
2016 Equalization Municipal Assessment Data Certificate
Rockingham Planning Commission
NHMA Annual Meeting
Pennichuk
Timberlane Student Council

ACTION ITEM REVIEW

Reviewed

OTHER BUSINESS

None

SIGNATURE FOLDER

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

SELECTMAN REPORTS

T. Bergeron

- Attended Pollard School Halloween Parade.
- Discussed the Liberty House- Meeting with the American Legion in helping homeless Veterans.
- Public Safety Building Committee.

J. Kiszka

- Attended Public Safety Building Committee.
- Attended Pumpkin lighting.
- Attended Ballot Testing.

- Renewable Committee- convert Town owned lights.

P. Bracci

- Attended Exchange Meeting.
- Attended Budget Committee.
- Attended Elder Affairs.
- Attended Election training.
- Attended Water Testing.
- TRAC meeting – will report next week.
- Attended Toddler Trick or Treat.

J. Sherman

- Attended Harassment Training.
- Attended Ballot Training.
- Will be at the election polls- Bring a photo ID to the polls.
- Will attend Veterans Day ceremony.
- Notes the Voters Checklist cannot be posted on line.

S. Ranlett

- Attended Planning Board meeting.
- Attended Boston Post Cane- Mina Colcord was the recipient.
- Attended Water Testing Seminar.
- Notes to Residents to bring Photo ID to polls tomorrow.

S. Ranlett adjourns the public meeting at 8:35pm

Respectfully submitted,

Gayle Hamel,
Recording Secretary