



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 2, 2017

MEETING CALLED TO ORDER: 6:31 pm

SELECTMEN:

Selectman, John Sherman, Chairman
Selectman, Steve Ranlett, will be late
Selectman, Peter Bracci

Selectman, Tammy Bergeron, Vice Chair
Selectman, Julian Kiszka
Town Manager, Mark Pearson

S. Ranlett arrived at 6:32.

J. Sherman calls for a moment of silence for the victims of the Las Vegas shooting.

MINUTES

P. Bracci motions to approve the minutes of September 25, 2017. Seconded by S. Ranlett.

J. Kiszka would like the minute's section moved to page 5 above Selectmen's Reports.

J. Sherman agrees and states the minutes should be moved.

Vote: 3-0-2 (abstain T. Bergeron & S. Ranlett)

Motion passes

PUBLIC COMMENT

None

REVIEW OF DEPARTMENT BUDGETS

INSPECTIONS DEPARTMENT

Dee Voss, Interim Planning Coordinator discusses the budget. Permanent Positions shows an increase partially due to CBA (Collective Bargaining Agreement) and an Administrative Assistant Position to be filled on 10/16/17.

S. Ranlett motions to approve the Inspections budget in the amount of \$135,166.00. Seconded by J. Kiszka.

J. Kiszka states if you look at the 2016 Actual, the department brought in more money than it spent.

He commends D. Voss for coming to the Budget Committee meeting last week even though she was on vacation.

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

Motion passes

HEALTH DEPARTMENT

Dennise Horrocks, Health Officer discusses the budget. The Permanent Position line item shows an increase due to CBA (Collective Bargaining Agreement). Many line items are level funded. Mosquito control and resident well testing are discussed.

S. Ranlett motions to add \$2695.00 to line item 01-4411-20-391 water testing. Seconded by T. Bergeron.

Discussion occurs.

S. Ranlett withdraws his motion. T. Bergeron withdraws her second.

S. Ranlett motions to add \$2400.00 to line item 01-4411-20-391 water testing to bring the total line to \$2925.00. Seconded by T. Bergeron.

Discussion occurs.

S. Ranlett withdraws his motion. T. Bergeron withdraws her second.

S. Ranlett motions to add \$2500.00 to line item 01-4411-20-391 water testing to bring the total line to \$3025.00. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

J. Kiszka motions to approve the 2018 Health budget in the amount of \$91,249.00. Seconded by S. Ranlett.

Vote: 5-0-0

Motion passes

EMERGENCY MANAGEMENT

Lt. Baldwin, Emergency Management Director discusses the budget. There are three (3) part time positions consisting of the Emergency Management Director and two (2) Deputy Directors. The Deputies are Mike Dorman and Dennise Horrocks. Most of the line items are level funded. The telephone line increased.

J. Sherman inquires if parcel 9-11 will be the last piece of communication network to take care of black out spots if a new cell tower is located there.

Lt. Baldwin responds, yes. If the cell tower is installed Plaistow will have space on it for communications equipment. An EMPG Grant will be applied for. It will eliminate the blind spots in town for cell service.

T. Bergeron motions to approve the Emergency Management budget in the amount of \$21,300.00. Seconded by J. Kiszka.

J. Sherman still wants confirmation that a new cell tower will take care of the remaining black out spots in town.

To the best of the town's knowledge, it will.

Lt. Baldwin has a power point presentation that he will forward to the Board.

M. Pearson states if the Tower comes to fruition it will be on the ballot as a Warrant Article since it will include a lease of more than one (1) year.

Vote: 5-0-0

Motion passes

TAX COLLECTOR

Julie McNamara, Tax Collector discusses the budget. The budget will increase for the part time position due to a raise. The full time position also includes a small increase for the salary. Today information was received allowing BMSI Software support line to decrease slightly. The Mortgage Research line item for tax liens and the deed process is also a little lower.

S. Ranlett motions to approve the Tax Collector budget in the amount for \$49,563. Seconded by J. Kiszka.

P. Bracci inquires about mailing costs and the cost of printing tax bills. He also mentions tax revenues received twice a year.

Vote: 5-0-0

Motion passes.

APPROVAL OF PERSONNEL PLAN

Discussion occurs regarding health insurance. It is an expensive benefit offered to full time and some part time employees. Currently an employee who is eligible for health insurance but chooses not to take it receives a \$10.00 stipend per week. The Board wants to increase the stipend providing more incentive for employees to consider not taking health insurance. This will result in a savings to the Town. The amount of the stipend is discussed.

S. Ranlett would like the amount to be \$4800.00 per year.

P. Bracci motions to offer an employee who does not participate in the Town's Health Plan an annual amount of \$2600.00. Seconded by T. Bergeron

S. Ranlett states it is too low.

J. Sherman states it is too low.

J. Kiszka states a little higher would be better.

Vote 2-3-0 (no J. Sherman, S. Ranlett, J. Kiszka)

Motion fails

S. Ranlett motions to offer an employee who does not participate in the Town's Health Plan an annual amount of \$3800.00. Seconded by J. Kiszka.

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

Motion passes

S. Ranlett motions to approve the Personnel Plan for employees of the Town of Plaistow, NH dated October 16, 2017 with the change on page 15 from offering \$4800.00 to \$3800.00 for an employee who opts out of taking health insurance. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

S. Ranlett motions to rescind the Town Code Chapter 38, Personnel Plan and the 2008 Personnel Plan as they have been replaced with a newly adopted Personnel Plan dated October 2, 2017 and cannot be in direct conflict with each other. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

S. Ranlett motions to rescind the previously approved addendums to the 2008 Personnel Plan and Town Code 138 including the Technology/Social Media, Computer/Internet and Media Management Policies. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

BACK TO DEPARTMENT BUDGETS

WELFARE ADMINISTRATION AND ASSISTANCE

Lori Sadewicz, Human Resources/Services Coordinator discusses the budget. The first change is to the salary line. One-third of L. Sadewicz's salary will be added to this budget for the time she spends in this position. Most other line items are level funded.

S. Ranlett motions to approve the Welfare Administration and Assistance budget in the amount of \$37,787.00. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

HUMAN SERVICES/ADMINISTRATION

Lori Sadewicz, Human Resources/Services Coordinator discusses the budget. Most of the line items are level funded. The changes include lowering the amount for the Crisis Pregnancy Center. It has been lowered since no one from Plaistow has used this service in 2017. There is an increase to Haven (A Safe Place). The reason is because this organization has helped more Plaistow residents. The last change is an increase to Rockingham MOW (Meals on Wheels). The increase is due to the increased costs of providing meals.

S. Ranlett motions to approve the Human Services budget in the amount of \$54,168.00. Seconded by T. Bergeron.

J. Kiszka inquires as to why there is not a salary line in this budget.

L. Sadewicz responds because Human Services is part of Welfare Administration and Assistance.

P. Bracci inquires if Plaistow owns the Vic Geary Center.

L. Sadewicz responds it is owned by the American Legion and we rent it from them for \$1.00/year.

Vote: 5-0-0

Motion passes

ASSESSING

Lori Sadewicz, Assessing Clerk discusses the budget. The salary line item is lower because 30% of her salary was added to the Human Services budget therefore reducing this budget. The next line item has been funded for a part time office staff person to assist during busy times. This position will help with succession planning. The increase in the Assessor's Contract is to cover the expense of a statistical update if one is completed next year. If the money is not spent it will go back to the general fund. L. Sadewicz feels it is better to fund the line item in case it is needed.

S. Ranlett motions to approve the Assessing budget in the amount of \$159,307.00. Seconded by J. Kiszka.

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

Motion passes

APPROVE ASSESSING PROCEDURE

J. Sherman discusses the Assessment Update Procedure included in tonight's folder. Basically it contains the same information however it has been re-sequenced. Approximate due dates or deadlines have been added where necessary. The document has been reviewed by L. Sadewicz, M. Walker and M. Pearson. They are all comfortable with it.

P. Bracci states the procedure in tonight's folders does not contain a public hearing. He wants a public hearing to be part of any assessing update procedure.

P. Bracci does not believe this can be approved based on a previous Warrant Article from 2003 or 2004. He is certain a change can only be made at a Town Meeting.

J. Sherman states research will have to be done as P. Bracci may be correct. This will be discussed in the future after the Warrant Article has been reviewed.

FIRE DEPARTMENT

John McArdle, Fire Chief reviews the Fire Department budget. There have been slightly less calls this year. Fire monitoring is a bit less too since the Fire Department no longer responds to maintenance calls. Opioid calls are down and some routine calls have decreased. The Chief's salary has increased due to CBA (Collective Bargaining Agreement). There is an increase for payroll to hire an Administrative Assistant. There is a real need for this position. Maintenance contracts vary and in 2018 the costs will be higher. For example the SCBA (Self Contained Breathing Apparatus) regulator flow tests were not done in 2017 but will be done in 2018. We are adding an annual radio maintenance program with our communication vendor.

J. Kiszka inquires about OPTICOM (traffic control device). If the State installs them during new construction who maintains them.

Chief Mc Ardle responds the Town must maintain them.

Today Chief McArdle received a letter regarding the upgrade of radios from Rockingham County Dispatch. This is a great opportunity for the Town. It includes a onetime purchase with free installation.

T. Bergeron motions to approve the Fire Department budget in the amount of \$704,142.00.

Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

S. Ranlett commends Chief McArdle on his budget.

J. Kiszka motions to modify line item 01-4220-20-740, Equipment and increase it by \$15,000.00

Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

WATER DEPARTMENT

P. Bracci states we do not have a water department. He refers to the Board of Selectmen's minutes of October 17, 2016. In the minutes the budget about water is called Water Distribution. Chief McArdle states the Town voted to establish a Water Entity and Fire Suppression with two (2) prior warrant articles according to RSA 38:4 and 38:5.

Chief McArdle states a Town Employee should monitor all construction to make sure all work is done correctly and according to code.

P. Bracci thinks the first line item has increased too much. He suggests taking out the \$16,800.00 for construction monitoring and the stipend for the Water Superintendent.

Chief McArdle states this is not for a new hire. We already have two (2) part time staff in this department. The increase is to cover additional hours. This is dedicated funding. We cannot combine funds. The department is self funding.

T. Bergeron motions to approve the Water Department budget in the amount of \$58,600.00.

Seconded by S. Ranlett.

J. Kiszka wants to clarify funds will come out of fire suppression.

J. Sherman states there are a lot of moving parts. We cannot capture everything tonight.

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

Motion passes

DISCUSS POTABLE WATER STATUS

M. Pearson states he recently has been to and held several meeting regarding potable water. Normandeau Associates and Underwood Engineering are involved. He will be attending another meeting tomorrow in Derry. If the source of the water comes from Manchester Derry is one of the towns it must pass through. Thursday there is a meeting in Concord with legislators regarding grant funds. A meeting will be held with Haverhill soon. M. Pearson is aware of the timeline for preparing warrant articles. He will continue to report back to the Board as information is provided and updated.

J. Sherman states there will be a sequence of events. We cannot control everything especially with the State. The potable water system will be based on user fees and not funded by taxpayers. The water suppression system should be able to remain in effect allowing us to keep the revenue generated by it. Any debt service obtained to bring potable water to Plaistow will be paid by water funds.

M. Pearson states a community survey will be developed soon to seek potential customers as we will need a critical mass of users to make the system work. A water bill would be based on 1% of the medium household income which comes to about \$780.00 per year. There are details that have not been worked out yet such as a cost to connect.

There is consensus of the Board to have M. Pearson proceed with the process of bringing potable water to Plaistow.

J. Kiszka motions to have the Public meetings as recommended by the Town Manager on October 16, 2017 and October 30, 2017 and a Board vote on November 6, 2017 for Town owned land. Seconded by T. Bergeron.

Vote: 4-0-1 (abstain S. Ranlett as he stepped out of the room)

Motion passes

Palmer Land Parcels and Safety Complex Roadway Extension:

The Palmer Trust is selling two (2) parcels of land for which the Town of Plaistow holds the Right of First Refusal. The parcels are known as Sweet Hill Rear which is Tax Map 41, Lot 83. The other parcel is known as 1 & 3 Palmer Avenue which is Tax Map 52, Lot 19 and Tax Map 52, Lot 20. When the land swap deal was made years ago part of the plan required The Town of Plaistow to construct a Class V road from Elm Street to the Palmer property line.

M. Pearson states the cost of putting in the road is not part of the construction documents and therefore is not in the budget for the Safety Complex. We do not have funds set aside for this. He had a meeting with the Finance Director, the Fire and Police Chiefs and our Project Manager. He would like the Board to allow him to work with Trident and try to have the road constructed with contingency funds.

S. Ranlett motions to direct the Town Manager to enter into a contract with SEC for construction of the Safety Complex roadway extension. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

Lot Line Adjustment Plan:

S. Ranlett motions to direct the Town Manager to enter into a contract with SEC for 93 Old County Road lot line adjustment and the funds will come from the Recreation Capital Reserve Fund. Seconded by T. Bergeron.

P. Bracci wants to wait to have more time to review the proposal.

J. Kiszka agrees with P. Bracci.

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

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

Motion passes

It is noted the Highway Building/Garage Committee should come back to the Board with a recommendation.

No determination on executing the Towns Right of First Refusal is made tonight regarding the Palmer Trust Property.

J. Kiszka states why delay the decision on the Parcels if we do not need them.

S. Ranlett states it is about 23 acres in the center of Town and we should take our time and think about it.

J. Sherman states this will be added to the October 23, 2017 agenda.

TOWN MANAGERS REPORT

Several Meetings were held

Sale of Town Owned Land - Public Hearings Scheduled

Potable Water

Discussed Palmer Land

Safety Complex Roadway Extension

Lot Line Adjustment/93 Old County Road

DPW/Highway Garage

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

J. Sherman states the manifest folder is going around. There is nothing in the signature or warrant folder tonight.

SELECTMAN REPORTS & OTHER BUSINESS

P. Bracci

- Regional Selectmen's meeting– valuable meeting
- Water Meeting on Tuesday with Normandeau
- Saturday Air Force playing Navy

J. Kiszka

- Water meeting on Tuesday with Normandeau
- Budget Committee Meeting
- Regional Selectmen's meeting – trash removal, collaborate jobs, energy street lighting
- Library Contract Signed for LED Lighting and Unitil gave a better rebate than expected

T. Bergeron

- Family Mediation & Juvenile Services – will need to discuss in a non public session

J. Sherman

- Budget Committee
- Will attend the Recreation Commission next week

S. Ranlett

- Would like to revisit the naming of Stanwood Avenue Extension and consider naming it after John Colby former Chief of Police

A brief discussion is held regarding changing the name of Stanwood Avenue Extension. It is agreed that this will be added to the October 30 agenda.

T. Bergeron motions to enter non Public Session under RSA 91-A:3 (a) Personnel; (b)Hiring of a Public Employee; (c) Matters of Reputation (d)Negotiations; and/or (e) Legal. Seconded by S. Ranlett.

Board Polled: J. Sherman=yes, T. Bergeron=yes, S. Ranlett=yes, J. Kiszka=yes, P. Bracci=yes

J. Sherman adjourned the public session at 10:13pm

Back in public session at 10:22pm.

J. Sherman adjourned the meeting at 10:22pm

Respectfully submitted,

BOS 10/2/2017

Beth Hossack,
Recording Secretary