



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** December 5, 2016

**MEETING CALLED TO ORDER:** 6:34pm

**SELECTMEN:**

Selectman, Steve Ranlett, Chairman - Excused  
Selectman, Tammy Bergeron  
Selectman, Peter Bracci

Selectman, John Sherman, Vice Chairman  
Selectman, Julian Kiszka  
Town Manager, Sean Fitzgerald

**AGENDA**

**MINUTES**

*T. Bergeron motions to approve the minutes of November 28, 2016. Second by J. Kiszka*

*Vote: 3-0-1 (T. Bergeron)*

*Motion passes.*

**PUBLIC COMMENT**

**None**

**UPDATE OF TRIP PLAISTOW DISTRICT OF LONDON ENGLAND**

Selectman Kiszka, along with his wife Barbara review the power point presentation of their trip to Plaistow, London. They met with members of Parliament, local officials and the fire department. They swapped gifts and facts of their communities. There are only two Plaistow's in the world, Plaistow London has ten times the population as Plaistow NH. They have recommended International relationships with the elementary school and local officials.

**2016 RSMS UPDATE, Tony Garro, BETA group, Dan Garlington Highway Supervisor**

Tony Garro, VP of Beta Group reviews the process of the Road Surface Management System. He explains how important it is to keep up with the maintenance of roadways as they are the Town's biggest asset. He explains how roads are rated, routine maintenance, preventative maintenance, shim and overlay and reclamation. The Town's road are currently rated at 79.62. The range of other towns is from 58-80. The Towns positive rating is due to consistently maintaining the roads. The roads that were shimmed and overlaid are reviewed. There is cost efficiency in maintaining roads that are close together. The CIP schedule allows for more accurate projections of future costs. Crack sealing preserves roads for an additional 5 years.

S. Fitzgerald inquires if we bumped crack sealing up to 30% what options would the Town have to maintain and preserve the roads.

T. Garro recommends a workshop to review all the different options/projections and the costs and cost savings associated with them.

J. Sherman notes that some of our roads are wider than the standard 24 feet. This translates to 1.6 miles of extra roadway that needs to be paved and maintained. This increase relates to a 4% increase in paving costs. J. Sherman just wanted to make residents aware that we are maintaining additional amount of roadways for short money.

#### **PUBLIC SAFETY UPDATE, Gino Baroni, Trident**

G. Baroni states we have a GMP for construction. Some aspects of the scope were removed due to Value Engineering to reach the GMP however all the operational aspects of project will be met. Currently we are on schedule. Winter conditions may impact the schedule but we will work through it. The foundation and underground plumbing are done. The Elm Street side is done and the binder placement on the access road should be completed by December 16<sup>th</sup>.

To date we are under budget by \$25,000 for subcontractors. We still need to purchase mechanical, fire protection and furniture fixtures.

Masonry work will begin in January. Both Fire and Police will have working communication centers but the third area for communications may not be stalked with equipment since the Town was not successful in obtaining a grant. We did run into contaminated soils. NH DES has been contacted and they have recommended that the soils remain on site. G. Baroni agrees as the cost to remove the soil would be approximately \$50,000. G. Baroni states this material could be used as a landscape berm and it is not hazardous.

Overall the project is in good shape. A normal to mild winter will be advantageous. The Police Department should be finished in September with the Fire Department upgrades completed in November.

#### **CONSERVATION – TOWN FOREST UPDATE, Jill Senter Chairperson, Tim Moore Conservation member**

Jill Senter reviews a power presentation regarding adding a parcel to the Town forest. She reviews the location of the parcel that was purchased by the Conservation Commission in 2014. The parcel is approximately 3 acres located on the Hampstead Town Line.

She recommends using a warrant article to add this parcel to the Town Forest. The warrant article will be: P-17-23. If this passes the parcel will not be a part of easement yet it is protected land under the Town Forest.

T. Bergeron requests a picture be included in the warrant article. There is no cost to add land to the Town Forest. It just needs to be voted on at Town Meeting.

*T. Bergeron motions to add warrant article P-17-23 with a picture of the parcel to the 2017 warrant articles Second by P. Bracci.*

*Vote – 4-0-0*

*Motion passes.*

#### **SNOW REMOVAL EQUIPMENT UPDATE, Paul Lucia Building Maintenance Supervisor**

Byron Cleveland, Certified Sales Manager from Rosencrantz is present to review our current piece of equipment and the new piece of equipment that is being considered.

The Building Maintenance Group/Department clears snow from Town Hall, the half circle, perimeter sidewalks, paths to Town Hall, courthouse walkways, sidewalks, and both the side and rear entrances of the courthouse. The Safety Complex sidewalks, entrances to the building, sally port on the side of building, path to back entrance and detective's trailer and all egresses are also maintained by the Maintenance Department. In addition they clear the apparatus bays in front of the Fire Station and take care of the Library including, walkways and entrances and the Museum entrance.

Rosencrantz provides 24 hour service with the new machine and they loan a replacement piece of equipment if the new machine should require service.

Next week we will have 3 quotes to review. For the John Deer equipment, Bryon will give us three different options which are: lease to own, rent for the season, or purchase up front. S. Fitzgerald will have financial recommendations too.

### **2016 WARRANT ARTICLE REVIEW**

The language of article P-17-14 Cable Department Capital Reserve Fund has been updated. S. Fitzgerald would still like to come up with a better term than licensing fee. Article P-17-23 Town Forest Expansion was approved tonight by the Board and has been added to the list. Next week all remaining articles will be discussed and voted on.

### **2017 BUDGET ADJUSTMENTS**

S. Fitzgerald reviews a memo that recommends adjustments to the 2017 proposed budget. He notes he has reviewed the Department of Energy cost estimates for 2017.

***J. Kiszka motions to reduce the Water Department Budget by \$1,100, decreasing the budget from \$1,500 down to \$400. Second by T. Bergeron.***

***Vote: 4-0-0***

***Motion passes***

***J. Kiszka motions to reduce the Highway Administration Budget by \$4,000, decreasing the budget from \$21,000 down to \$17,000. Second by T. Bergeron.***

***Vote: 4-0-0***

***Motion passes***

***J. Kiszka motions to reduce the electric for Town Hall by \$1,000, decreasing the budget from \$15,000 down to \$14,000. Second by T. Bergeron.***

***Vote: 4-0-0***

***Motion passes***

***T. Bergeron motions to increase the electric for the Safety Complex by \$5,000, increasing the budget from \$34,000 to \$39,000. Second by J. Kiszka.***

***Vote: 4-0-0***

***Motion passes***

*J. Kiszka motions to reduce the Museum electric budget from \$2,500 down to \$2,000. Second by T. Bergeron.*

*Vote: 4-0-0*

*Motion passes.*

*T. Bergeron motions to reduce the Water Department electric budget from \$6,000 down to \$4,000. Second by J. Kiszka.*

*Vote: 4-0-0*

*Motion passes.*

*T. Bergeron motions to reduce the Welfare Direct Assistance electric budget from \$4,000 down to \$2,000. Second by J. Kiszka.*

*Vote: 4-0-0*

*Motion passes.*

*T. Bergeron motions to adjust the Gas Utility lines as presented for a total reduction in the 2017 proposed budget in the amount of -\$5,680. Second by J. Kiszka.*

*Vote: 4-0-0*

*Motion passes*

*J. Kiszka motions to decrease line 1-4520-20-864 in the Recreation Budget by \$4,000, for a revised total in the 2017 proposed Recreation Budget in the amount of \$189,898.*

*Vote: 4-0-0*

*Motion passes*

*J. Kiszka motions to decrease line 01-4312-10-731 in the Highway Streets Budget by \$105,000 from \$185,000 to \$80,000 for a revised total in the 2017 proposed Highway Budget in the amount of \$452,600. Second by T. Bergeron.*

*Vote 4-0-0*

*Motion passes*

*T. Bergeron motions to decrease line 1-4155-20-210 in the amount of \$30,000 for the Personnel Budget/Work Health Insurance for a revised total in the 2017 Personnel Budget in the amount of \$1,951,230. Second by J. Kiszka.*

*Vote 4-0-0*

*Motion passes*

P. Bracci requests a 5 minute recess. J. Sherman agrees. Recess begins at 9:46pm.  
Public Session re-opens at 9:51pm.

### **TOWN MANAGER'S REPORT**

Encumbrance policy-meets the auditor's recommendations

*P. Bracci motions to adopt the Encumbrance Policy dated 12/5/16. Second by T. Bergeron.*

*Vote 4-0-0*

*Motion passes*

Finance Director Conditional Offer accepted

Cable Committee Appointment

***P. Bracci motions to appoint Jay DeRoche to the Cable Committee. Second by J. Kiszka.***

***Vote 4-0-0***

***Motion passes***

Creating an access road from Joanne Drive into Methuen Construction is discussed. At some point Methuen Construction will come before the Board with a plan.

### **ACTION ITEM REVIEW**

Reviewed

### **OTHER BUSINESS**

None

### **SIGNATURE FOLDER**

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

### **SELECTMAN REPORTS**

J. Kiszka

- Renewables meeting next Wednesday

P. Bracci

- Attended Budget Committee
- Attended the Conservation Committee
- P. Bracci motions to rescind the water ban. There is no Second. Discussion ensues regarding the drought conditions that could have vast circumstances on the spring if we do not get enough snow this winter.
- Requests the revenue and expense reports for October (just 1 month), inquires when the 2015 audit will be available, requests the Town Auditor's position be filled and states someone is interested in the Conflict of Interest Committee

J. Sherman

- Recreation- Kick off your New Years Eve celebration on Saturday December 30<sup>th</sup> at the PAC. This event is sponsored by the Recreation Departments of Atkinson, Sandown and Plaistow. There will be fun filled activities for adults and children. For more information contact Christina at the Plaistow Recreation Department.

T. Bergeron

- Thanks the citizens of Plaistow for the contributions for Liberty House and also for the help from Selectman Ranlett. She received a letter from the Liberty House that will be passed around.

S. Ranlett - Excused

J. Sherman adjourns the public meeting at 10:21pm

Respectfully submitted,

Gayle Hamel,  
Recording Secretary