



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 16, 2017

MEETING CALLED TO ORDER: 6:37 pm

SELECTMEN:

Selectman, John Sherman, Chairman
Selectman, Steve Ranlett,
Selectman, Peter Bracci

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

PUBLIC COMMENT

Jill Senter, Chairman of the Conservation Commission recognizes Plaistow Boy Scout Troop #18 and Plaistow-Newton Girl Scout Troop #12782 for their outstanding work in the Town Forest. The Scouts worked very hard to clean up the vandalism that was done in the Town Forest. Many benches and railings were sanded down to remove paint, trail markers were fixed, and paint was removed from trees. J. Senter also thanks Selectman Bracci for assisting with the cleanup as well as the Scout Master. Kudos to all. J. Senter wants the citizens of Plaistow to know how much help the Boy and Girl Scouts did to repair all the damage.

J. Sherman commends the Scouts.

S. Ranlett states great job.

J. Kiszka states excellent job.

J. Sherman recommends giving a group picture to D. Voss to be included in the Town Report.

PUBLIC HEARING – SALE OF TOWN OWNED LAND

J. Sherman states this is a properly noticed Public Hearing. He reads the public notice. The Board of Selectmen reviewed all Town Owned Land, listened to the recommendations of departments heads and the Conservation Committee and came up with the current list. Tonight, is the first of two required public hearings.

S. Ranlett inquires if the Board vote can be changed from November 6 to November 13.

M. Pearson responds no due to state laws of RSA 41:14a.

J. Sherman opens the Public Hearing at 6:46pm.

No one from the public wishes to speak.

J. Sherman closes the Public Hearing at 6:47pm.

The property list is reviewed. The recommended minimum selling price by St. Jean for Map 53, Lot 27 should be absolute not \$20,000.00. Also, 163 and 169 Plaistow Road (Map 30, Lot 35 and Map 31, Lot 68 respectively) should be included on the list. The recommended selling price (sold together) should be \$150,000.00

J. Kiszka states three of the properties on the list have no amount in the recommended minimum selling price column.

M. Pearson states the Town has already received valid bids on those properties. They are on the list to comply with the law. They need to be part of the public hearing.

REVIEW OF DEPARTMENT BUDGETS

LIBRARY

Cab Vinton, Library Director along with Library Trustees Jim Peck, Financial Analyst and Jane Querry, Treasurer present the Library budget. A change that will affect the budget is a staffing change. Two part time positions will be combined into one full time position. Another change is the line item for Property & Liability Insurance. There is an increase because the Town has allocated the actual amount used by the Library for this rather than just a small portion. C. Vinton states it will not change what taxpayers pay it is just coming out of the Library budget rather than the Town budget. The Library plans to spend about \$53,000.00 of their own money to help reduce the budget.

S. Ranlett motions to approve the Library budget in the amount of \$642,958.00. Seconded by J. Kiszka.

J. Kiszka inquires why the budget format is different than the rest of the departmental budgets.

C. Vinton states he thought the format was easy to understand. He can easily change the format to match the others.

J. Sherman states it should conform to the format used by the other departments next year.

Vote: 3-0-1 (abstain P. Bracci)

Motion passes.

ZONING BOARD

S. Ranlett motions to approve the Zoning Board budget in the amount of \$4,375.00. Seconded by J. Kiszka.

Vote: 4-0-0

RECREATION DEPARTMENT

Christina Cruz, Recreation Director and Bill Coye, Chairman of the Recreation Commission present the budget. The proposed recreation budget for 2018 is lower than the 2017 budget. The Director's salary is up due to CBA (Collective Bargaining Agreement) and longevity. The part-time salaries are down. Many other line items are level funded. A brief discussion ensues regarding the baseball/softball leagues as this line increased about \$3,000.00.

S. Ranlett motions to approve the Recreation Department budget in the amount of \$187,220.00. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

INSURANCE

S. Ranlett motions to approve the Insurance budget in the amount of \$124,798.00. Seconded by P. Bracci.

Greg Colby, Finance Director/Assistant Town Manager discusses the budget. The property and Liability Insurance is up due to the new Public Safety Building.

J. Sherman inquires what the total capital of our buildings is.

G. Colby responds 24.2 million. The Safety Complex is one-third of the total.

Vote: 4-0-0

Motion passes

HUMAN RESOURCES/PERSONNEL

Lori Sadewicz, Human Resources Director discusses the budget. The salary line is new for 2018. This is the portion of L. Sadewicz's salary that belongs to this department. The Human Resources/Personnel Budget has training and mileage reimbursement for all departments. Many items are fixed costs such as FICA, Medicare, and New Hampshire Retirement. Unemployment Compensation and Workers Compensation are lower as the rates for 2018 are lower. The line items for Town Manager Search and Notices and Publications are place holders with \$1.00 each. We need to keep these line items funded in case we need to use either one of them.

S. Ranlett motions to approve the Human Resources/Personnel budget in the amount of \$2,006,174.00. Seconded by J. Kiszka.

Vote: 3-0-1 (abstain P. Bracci)

Motion passes.

POLICE DEPARTMENT

Chief Jones presents the budget.

P. Bracci inquires why there is such a large increase from the 2015 actual to 2017 budget for Administrative Salaries.

G. Colby will research this.

The Administrative Salaries line shows a decrease. This is due to the transfer of a Lieutenant position from Administrative Salaries to Officer Salaries line item. The Prosecutor line item is level funded but it may change. The Chief will have more information next week. There is an increase in Rentals and Leases. This is due to leasing a new printer for dispatch. The line item for Communications Tower is a little higher. Lease agreements increase annually from 3% to 3.5%. Some reimbursement is received from Atkinson and a Condo Association. There is an increase in Equipment Purchase. Part of the increase is for a new server needed in 2018 at a cost of approximately \$27,000.00. Some line items are contractual.

S. Ranlett motions to approve the Police Department budget in the amount of \$2,095,291.00.

Seconded by J. Kiszka.

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

Motion passes

SOLID WASTE DISPOSAL

S. Ranlett motions to approve the solid waste, level funded budget in the amount of \$47,000.00.

Seconded by J. Kiszka.

P. Bracci inquires about the \$5000.00 increase in landfill overtime. He asks can we do something to reduce this? He mentions changing employee's hours.

M. Pearson states the regular work week is Monday – Friday with overtime pay at over 40 hours in a work week. He will not change someone’s hours.

P. Bracci also wants to know why two employees are needed at the landfill at a time.

One person is needed in the front while another is needed in back to make sure only acceptable items are left.

M. Pearson states the only way to reduce some of the costs would be to decrease the hours the landfill is open.

Vote: 3-0-1 (abstain P. Bracci)

Motion passes

G. Colby states the overall budget has been approved by the Board at this time. The total budget is up 5.45% over last year which includes the water department. Without the water department the increase is 5.21%. Neither of these figures include warrant articles.

M. Pearson states at the last Budget Committee meeting someone said the budget was up about 9%. The statement is inaccurate. Not all of the budgets had even been presented at that time.

CORRECT MINUTES OF SEPTEMBER 25, 2017

J. Sherman asks B. Hossack to explain the correction.

B. Hossack states the minutes of September 25 were approved at the normal time during the meeting. The minutes of September 11 were approved later in the meeting before the Town Managers Report.

J. Kiszka motions to correct the minutes of September 25 by moving that section to the beginning of the meeting. Seconded by S. Ranlett.

Vote: 4-0-0.

Motion passes.

CORRECT MOTION TO CHANGE TOWN CODE CHAPTER 38 TO 138

S. Ranlett motions to rescind Town Code Chapter 38, Personnel Plan to Town Code Chapter 138 from the minutes dated October 10, 2017. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

TOWN MANAGERS REPORT

M. Pearson states there were a few minor changes made to the recently adopted Personnel Plan. They include:

Reinserting page 22-23, sick leave pool and buy back inadvertently omitted

Renumbered the index

Page 9, removed a duplicate word

Page 24, capitalized a word

Page 26, added the word “to”, to complete a sentence

Page 60, removed the word “the” from “The Human Resources”

S. Ranlett motions to rescind Town Code Chapter 138, Personnel Plan and the 2008 Personnel Plan as they have been replaced with a newly adopted Personnel Plan dated October 16, 2017 and cannot be in direct conflict with each other. Seconded by J. Kiszka.

Vote: 4-0-0

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 J. Kiszka.

Vote: 4-0-0

Motion passes

P. Bracci inquires if each employee needs to receive a hard copy.

M. Pearson responds, yes and each employee will sign that s/he received it. It will protect the Town from an employee stating they were unaware of a procedure or policy in the future.

MINUTES

S. Ranlett motions to approve the minutes of October 2, 2017. Seconded by J. Sherman.

J. Kiszka believes his Selectmen's Report should have been more in depth.

P. Bracci disagrees with the assessing procedure on page 5.

P. Bracci states there are errors on page 6.

J. Sherman states the minutes will not be approved tonight. This will allow time for P. Bracci to write his suggested corrections on paper.

S. Ranlett withdraws his motion.

J. Sherman withdraws his second.

The minutes of October 2, 2017 will be discussed next week.

M. Pearson reviews the potential purchase of a used 2004 Holder Tractor Sidewalk Snowblower/Plow Machine. Once the SRTS (Safe Routes to School) project is complete the Town must maintain the sidewalks including snow removal. A piece of equipment will be needed to do this. M. Pearson met with the CIP (Capital Improvement Plan) Committee to reserve a potential warrant article in the amount of \$135,000 for a new sidewalk tractor. If such a warrant article failed the Town is still responsible to maintain the sidewalks. M. Pearson began to look for alternatives. He found a 2004 Holder Tractor piece of heavy equipment that includes a snowblower, a V-plow, a sweeper, 5 spare tires and a dump body. M. Pearson recommends moving forward with this and looking at the equipment. The machine could be used to clear the 109 fire hydrants we have in town. We could use Water Department funds to pay for it. It would mean overspending a line item in the water department budget but it would be made up from other funds in the existing 2017 budget. Discussion ensues.

J. Kiszka states one upside is saving wear and tear on a fire truck from driving around clearing hydrants.

P. Bracci wants to know how long it would take for this machine to clear 109 hydrants? He believes it would be time consuming and add to the overtime costs. He mentions the Kubota Machine we used last year.

S. Ranlett motions to direct the Town Manager to enter into a contract/proceed with the purchase of the 2004 Holder Tractor Sidewalk Snowblower/Plow Machine in the amount of \$19,500.00 pending research to its sustainability. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

M. Pearson mentions a packet of information from Underwood Engineers regarding Water Main Loop Extensions is in each folder. It is for the Board to read at their leisure.

M. Pearson mentions a chart in the folders stating who are the agents to spend for several capital reserve accounts/warrant articles.

Next in the folders is a letter from Attorney Kalman regarding RSA 38:4 and Town Meeting Article P-25-2001. M. Pearson requested Attorney Kalman's opinion to determine if Article P-25-2001 allows the Town to expand the municipal water for fire suppression and to convert it to a potable water system. Attorney Kalman recommends posing this question to bond counsel to determine if the language of Article P-25 would in any way restrict the town's ability to secure a bond for an expanded municipal potable water district.

Several Meetings were held

Scheduled Two Public Hearings for the possible sale of Town Owned Land

Potable Water

Collective Bargaining – Police Union

Town Hall Computer System Upgrade

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

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

SELECTMAN REPORTS & OTHER BUSINESS

S. Ranlett

- Planning Board – discussed the Master Plan, he will probably recommend a \$3000 increase to the consulting line item, Zoning Ordinance Amendments were discussed, Eyebrows are needed for the lighting at the Safety Complex, a strip mall may go in diagonally across from Sanborn's Candies
- Wants to discuss the renaming of Stanwood Ave Extension next week
- Mentions the passing of an Atkinson Fire Fighter
- Corn-hole Tournament fundraiser at Terra Farms on Saturday

S. Ranlett states he meet with J. Senter recently regarding perpetual care. They will get together again with J. Sherman to create a Capital Reserve Fund (Warrant Article) and do away with perpetual care. It will be an expendable trust account.

J. Sherman

- Recreation Commission – several upcoming activities, 10/28 Pumpkin Lighting, 10/31 Trick or Treat, 12/6 wreath making, 12/12 center piece class taught by Tammy Bergeron
- Public Safety Building Committee

BOS 10/16/2017

T. Bergeron - Excused

J. Kiszka

- Budget Committee Meetings on 10/3 & 10/10
- Water Meeting in Concord with Normandeau & M. Pearson, a new committee was formed to dissipate funds from superfund sites
- Rockingham Planning Commission – future plans such as roads, effects of global warming
- Wanted to attend the CERT meeting but it was at the same time as the RPC meeting
- Safety Complex Building Committee Meeting – naming of road discussed
- PACE Luncheon in Haverhill – networking
- Meeting tomorrow with Affinity Lighting to discuss strategies
- Will attend the Energy Committee on Wednesday

P. Bracci

- Mentions the Benefit Fair at Town Hall on Thursday
- Free Dog wants to expand – discussed at Con Com, also discussed making wetlands prime, once done it cannot be undone & the process is very expensive
- ProBark must have their wetland certified by 10/24
- Assisted the Scouts with the cleanup/repair of the vandalism done to The Town Forrest and he would like the Board to be informed of any such occurrences in the future

M. Pearson states there was a backup of sewage in the new Police Department. Much of the flooring has been cut & dug out to make repairs. The pipes were not installed correctly. The contractor is responsible for the costs to correct the problem.

J. Sherman adjourned the meeting at 9:28pm

Respectfully submitted,

Beth Hossack,
Recording Secretary