



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** October 23, 2017

**MEETING CALLED TO ORDER:** 6:32pm

**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

Note: Micah Costine led the Pledge of Allegiance.

**HALLOWEEN COLORING CONTEST WINNERS**

Christina Cruz, Recreation Director calls out the names of each winner. Tammy Bergeron, Vice Chair of Selectmen passes out each child's prize. The children did a great job. We have many fine artists in town.

**MINUTES**

*J. Kiszka motions to approve the minutes of October 2, 2017. Seconded by T. Bergeron. Last week P. Bracci had asked for some changes to the Assessing Procedure on page 5. J. Sherman reads the changes. P. Bracci would also like the word "he" on page 6, the fourth sentence from the top changed to Chief McArdle. The last change is to remove "go Navy" from his section of the Selectmen's reports as this comment was actually made by J. Kiszka. Both J. Kiszka and T. Bergeron agree with the changes.*

*Vote: 4-0-0*

*Motion passes*

*P. Bracci motions to approve the minutes of October 16, 2017. Seconded by J. Kiszka.*

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

*Motion passes*

**PUBLIC COMMENT**

None

**EXPLANATION OF 2015 POLICE OFFICER ACTUALS TO 2017 BUDGET**

G. Colby did some research and spoke with Chief Jones. With the passing of Chief Savage, the 2015 budget was shy about \$85,000. At that time Chief Jones was Acting Chief with a lower salary. There were also a few un-filled positions at the time. These circumstances caused the 2015 budget to be much lower.

**DEVELOP NEW ESTIMATE FOR COST OF COUNTY ATTORNEY**

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J. Sherman states this will be deferred to a future meeting. Chief Jones is still waiting to hear from a few other communities.

P. Bracci inquires if we have a plan if two or three towns decide not to join with Plaistow in sharing the County Attorney.

M. Pearson states one option is to have the current higher paid attorney stay at the County level and a lower salaried attorney come to Plaistow. Another option is to hire a Prosecutor for Plaistow based on the hours we need.

S. Ranlett arrives at 6:45pm

M. Pearson mentions the new “Felonies First” program has just been rolled out. This may reduce the hours needed.

P. Bracci states we should have a Police Officer take on the job.

M. Pearson states we can do that if an Officer takes the required two-week training course.

R. Ranlett states the Police Department does not have enough staff and an Officer with a two-week training course would have a difficult job working with experienced attorneys.

#### **EXPLANATION OF LANDFILL OVERTIME**

The 2018 request for overtime for the landfill is \$13,000.00. State law requires at least 50% of the workforce overseeing the landfill must be certified. It is necessary to have two employees at the landfill when it is open to prevent illegal dumping. D. Garlington has requested the \$13,000.00 because it is a more accurate figure than the 2017 figure. He believes this is needed to run the landfill.

***T. Bergeron motions to change line item 01-4324-10-140 for Landfill Overtime from \$13,000.00 to \$13,223.28 for a total budget of \$47,223.28. Seconded by S. Ranlett.***

***Vote: 5-0-0***

***Motion passes***

#### **DISCUSS PALMER PROPERTY TRUST**

M. Pearson states when the land swap was established the Town of Plaistow was given the right of first refusal. Palmer Trust has decided to sell two parcels of land. One is known as Sweet Hill Rear (Map 41, Lot 83) and the other is known as 1 & 3 Palmer Ave (Map 52, Lot 19 & Map 52, Lot 20). They are asking \$925,000 for the Sweet Hill location and \$115,000 for the Palmer Ave location. Since the Town has the right of first refusal, the Board may consider buying or refusing either parcel.

P. Bracci states we are getting ready to sell some Town owned land, why would we want to buy any.

S. Ranlett thinks the 1 & 3 Palmer Ave should be considered. It would give another access to the Safety Complex which might be needed in the future.

J. Sherman understands both sides and will remain neutral.

J. Kiszka sees both sides however he does not think the Town should consider buying land without a real plan for it.

T. Bergeron states purchasing some property was part of the early discussions when the Board was first considering selling some land.

J. Sherman states T. Bergeron is correct.

***S. Ranlett motions to direct the Town Manager to advise Palmer Trust we are not interested in the Sweet Hill parcel but possibly the Palmer parcel. Seconded by T. Bergeron.***

***J. Kiszka wants to be certain this motion does not commit the Board to anything.***

***M. Pearson states his opinion is if we have the Palmer parcel it opens more options such as another egress to the Police Department. A thorough check of soils and due diligence would be conducted prior to any potential offer. This motion does not commit the Board to any specific action.***

***Vote: 4-0-1 (abstain J. Kiszka)***

***Motion passes***

### **CREATE IMPACT FEE POLICY**

Tim Moore, Chairman of the Planning Board discusses the draft procedure. He states impact fees are divided into different phases. The first phase is assessment of the impact fee. The second phase is the collection of impact fees. The third phase are the depositing of the fees. The last phase of impact fees is payment.

P. Bracci inquires how do we know if we can spend impact fees on something.

T. Moore states it would be derived from the methodology of assessment. It should be clear what they can be used for.

P. Bracci wants to know what procedures are in place to make sure we do not go over the time limit for spending the funds.

T. Moore states it was added to the CIP (Capital Improvements Plan), there is an annual report showing the status of impact fees and the Town Manager has a spreadsheet tracking them.

P. Bracci states last year we re-did the impact fee process for Recreation at a cost of \$10,000.

T. Moore agrees that is true. The 2018 budget includes \$10,000 to update public safety and school impact fees.

P. Bracci inquires if the school district can pay for theirs.

M. Pearson states he is already working on this.

J. Kiszka states he believes department heads are also supposed to keep an eye on impact fees to prevent from returning them.

M. Pearson states that is correct.

J. Kiszka mentions sometimes impact fees are forgiven but the draft procedure does not mention that.

T. Moore states the zoning department can waive impact fees but it is generally only done for another type of in kind donations. Public safety and school impact fees can never be waived.

J. Kiszka thinks guidelines would be helpful.

The waiving of impact fees is done on a case by case basis.

J. Sherman thanks T. Moore for his presentation. This is not something the Board will vote on.

J. Kiszka also thanks T. Moore.

***S. Ranlett motions to raise the master plan line item from \$6,000.00 to \$8,000.00 and increase the bottom line to \$93,860.00 for the Planning budget. Seconded by T. Bergeron.***

*T. Moore discusses the current format of the Master Plan. All chapters are resources. Each chapter explains how it relates to other chapters creating a lot of redundancy since each chapter is more like a standalone chapter. The Planning Board would like to switch the format to a more integrated stewardship style. The proposed cost for the scope of work is \$25,470.00. This would make future updating much easier.*

*P. Bracci states if we do not change the format can we skip the \$6000.00 budgeted amount for this line item in 2018.*

*T. Moore states yes if no updates are done in 2018.*

*J. Kiszka states if we do the update we must do all of it. He saw the presentation at the Planning Board Meeting and it looks good, however it is expensive.*

*T. Moore states more chapters are needed. We do not have an Energy or Economic Chapter, The Population and Land Use Chapters need updating.*

*J. Kiszka inquires if we go with the new format will we be spending much more than we would if we continue updating the current Master Plan.*

*T. Moore states it is not a large difference.*

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

*Motion passes*

### **APPROVE UPDATED INVESTMENT POLICY**

G. Colby reminds the Board that NH State Law requires the Investment Policy be updated annually. Most Towns have three policies since there is a different policy for the Town, the Trustees of the Trust Fund and the Library. State Law determines how each entity can invest funds therefore each entity must have their own policy. G. Colby reviews the changes in the policy.

J. Sherman recommends the Board postpone voting on the policy. He would like to see a new handout with all the changes.

### **TOWN REPORT DISCUSSION**

Currently we have \$11,000.00 budgeted for the Town Report. We have 374 books left from the 2016 Town Report. G. Colby received a quote from Evans Printing for \$8,923.44. This is for 700 books at 224 pages each. He recommends changing line the item for the Town Report Expense to \$9,000.00.

*S. Ranlett motions to reduce the Town Report Expense from \$11,000.00 to \$9,000.00 and lowering the bottom line to \$25,000.00. Seconded by J. Kiszka.*

*Vote: 5-0-0*

*Motion passes*

### **REVIEW BUDGET COMMITTEE CHANGES TO OPERATING BUDGET COIC**

*J. Kiszka motions to amend the approved budget from \$600.00 to \$200.00 by zeroing out the \$350.00 for consultation/training and moving it to the Human Resources consolidated line item. Seconded by S. Ranlett.*

*Vote: 5-0-0*

*Motion passes*

### **ELECTIONS**

***J. Kiszka motions to change line item 01-4140-30-681 from our previous amount of \$650.00 to \$200.00 and remove \$450.00 from the bottom line, making the total \$20,030.00. Seconded by P. Bracci.***

***T. Bergeron inquires why we are making a big deal out of small money.***

***Vote: 4-1-0 (no T. Bergeron)***

***Motion passes***

### **CABLE BUDGET**

G. Colby mentions the previous Town Manager increased the stipend for the cable operator from \$18,000.00 to \$20,000.00.

***S. Ranlett motions to amend line item 01-4198-10-110 (stipend) from \$18,000.00 to \$20,000.00. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes***

***J. Kiszka motions to adjust line item 01-4198-10-430 from \$500.00 down to \$250.00. Seconded by T. Bergeron.***

***Vote: 5-0-0***

***Motion passes***

The Budget committee recommends zeroing out the line item for new equipment and using funds from the expendable trust fund.

***S. Ranlett motions to adjust to zero the line item for new equipment, it was \$2,500.00. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes.***

***S. Ranlett motions to change the bottom line of the cable budget to \$27,600.00. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes***

### **PATRIOTIC/CULTURAL**

The Budget Committee voted to reduce the line item for events and activities from \$25,000.00 to \$20,000.00. They would like to see corporate sponsors make up the revenue they propose cutting through fundraising efforts.

S. Ranlett states he is not in favor of this.

T. Bergeron states she is not in favor of this. The parade and the fireworks cost at least \$18,000.00. This is the only large community event Plaistow has.

J. Kiszka states if we leave the full amount in the budget there will be no incentive to fund raise.

J. Sherman states we need to review the policy on grants, gifts and donations.

J. Kiszka states it is a good idea to try something different this year. Perhaps we should leave the money in the budget and try to fund raise. If we can, great.

J. Sherman recommends having the Chair of the Old Home Day Committee come in. He does not want to vote until he reviews the donation policy.

P. Bracci states the Budget Committee is supposed to make cutbacks and this is a line item to do it since we can still obtain revenue from fund raising.

J. Kiszka agrees with J. Sherman to hold off on a vote until the donation policy is reviewed. This will be added to the agenda on November 13.

S. Ranlett states maybe we can re-visit the contract cleaning line item in the maintenance budget to try to reduce the overall budget. He inquires about the part time assessing position. Is there a possibility another employee can assist rather than hiring a new employee?

M. Pearson believes hiring someone for twelve hours per week is a wise decision. It would assist with succession planning and transition away from one person working in three different departments. The same person could also do document scanning for other departments.

J. Sherman would like M. Pearson to work on a 2018 budget that increases no more than 3% from 2017. He would like M. Pearson to present this to the board.

***S. Ranlett motions to direct the Town Manager to try to reduce the 2018 budget to a 3% increase over last year. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes***

P. Bracci saw an article in the Eagle Tribune that Salem, NH has already set their tax rate. He would like to know where we stand.

G. Colby states all the Towns information is with DRA (Department of Revenue Assistance). The school district must get all their information in too. We are waiting for a response from DRA to move forward.

### **RENAME STANWOOD AVE EXTENSION**

S. Ranlett is working with Chief Jones and asks if this decision can be deferred.

J. Sherman agrees.

### **TOWN MANAGERS REPORT**

Second Public Hearing for Selling Town Owned Property is Scheduled for 10/30

Board of Selectmen's Meeting

Budget Committee Meeting

Staff Meeting

Potable Water Meeting

***T. Bergeron motions for the Board to approve spending \$2,000.00 from the water fund for a potable water survey and notice of meeting on November 15, 2017. Seconded by S. Ranlett.***

***Vote: 5-0-0***

***Motion passes***

A brief discussion occurs regarding the letter from Attorney Kalman dealing with the water system.

P. Bracci wants to know if bond counsel has been contacted for their opinion.

M. Pearson responds yes. Bond counsel agrees with Attorney Kalman. We need to have a warrant article to see if the voters approve changing the language to convert the fire suppression system into a potable water system.

Affinity Lighting

Warrant Articles

Library Strategic Plan Meeting

Benefits Fair

Normandeau & Associates Projects Update

YMCA Fundraising Kickoff

Sidewalk Snowblower/Plow

Police Vehicle Carbon Monoxide Exposure Incident

Potable Water Survey & Community Outreach Meeting

Safety Complex – New Police Department Sewer Pipe Incident

Walton Road Memo

Westville Road Bridge Abutter Notification

SRTS (Safe Routes to School) Update

### **ACTION ITEMS REVIEW**

Reviewed

### **SIGNATURE FOLDER**

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

### **SELECTMAN REPORTS & OTHER BUSINESS**

P. Bracci

- Conservation Commission – Brent Ebner discussed mapping trails in the Town Forrest, benches and railing were removed from the Town Forrest & will be put back in Spring
- Will attend the Elder Affairs Meeting on 10/25
- Toddler Trick or Treat is on 10/27
- Pumpkin Lighting is on 10/28
- ICS Training is on 10/28

J. Kiszka

- Met with representatives from Affinity Lighting – strategic planning
- Budget Committee
- Energy Committee – Library progress, energy conference with Timberlane School, cost of energy audits, projects for CIP
- Planning Board - SRTS

T. Bergeron

- Family Mediation & Juvenile Services – fund raiser, where they are as an agency as they are trying to work out cobwebs

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J. Sherman

- Budget Committee

S. Ranlett

- J. Kiszka attended the Planning Board for him
- Working on creating a capital reserve fund for the cemetery to do away with perpetual care

J. Sherman asks the Board to stand and observe a moment of silence for the passing of Florence Rullo.

J. Sherman adjourned the meeting at 9:40pm

Respectfully submitted,

Beth Hossack,  
Recording Secretary