



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 27, 2017

MEETING CALLED TO ORDER: 6:33pm

SELECTMEN:

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

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

MINUTES

S. Ranlett motions to approve the minutes of November 13, 2017. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

PUBLIC COMMENT

None

DISCUSS AFIS PURCHASE AND PROSECUTOR COSTS

Chief Jones states it would be great to have the AFIS system. She looked into the asset forfeiture account which has money which was going to be used for a project in 2018 however she would rather use the money for the AFIS.

S. Ranlett states the money for the AFIS started out as an operating budget line item for 2018. It was removed to help lower the budget and a warrant article was considered. Using the asset forfeiture account makes the most sense.

Chief Jones states the money in the asset forfeiture account comes from drug cases when assets are seized. A portion of seized assets comes back to the Town. The current balance of the account is about \$75,000.00

Chief Jones states if we do not sign a contract with the Rockingham County Prosecutor soon we will not have one as of January 1, 2018. She checked into the class a Police Officer may take but it is very limited and only covers misdemeanors. Her recommendation is to sign a one-year contract with Rockingham. There is a clause allowing us to end the contract if a six-month notice is given. This would allow time to look for a prosecutor of our own.

M. Pearson states he did talk to attorney who is interested however, we need to discuss it with Danville and Kingston. All the details would need to be worked out.

S. Ranlett motions to add \$8,164.00 to the prosecutor line item for a Total Police Department budget of \$2,054,044.00. Seconded by P. Bracci.

Chief Jones will follow up to see if we end the contract with a six-month notice will we be obligated to pay the full \$67,077.00.

Vote: 4-0-1 (T. Bergeron abstain)

Motion passes

S. Ranlett states there are three possible names to choose from for naming the road currently known as Stanwood Ave Extension. This will be discussed in the future.

DISCUSS LIBRARY BUDGET & WARRANT ARTICLES

Cab Vinton, Library Director states the Library Trustees are asking for the same budget with a reduction of \$4,522.00 to keep the increase to 3%. The Board would like to know which line items will be reduced. C. Vinton states they have not looked at specific line items however they are committed to finding the savings somewhere. The total Library budget will be \$584,936.00.

T. Bergeron states she has a problem with this. She states budgets for public safety were cut more. The Police budget was cut approximately \$50,000.00, the Fire budget was cut approximately \$36,000.00 and the Highway budget was cut approximately \$54,000.00.

C. Vinton states the Trustees came up with a budget increase of 3% over last year which is the task they were given. He states maybe some of the other budgets were overstated to begin with.

S. Ranlett does not agree and clarifies that the public safety budgets were not overstated.

C. Vinton states a bigger budget will take a bigger hit at the same percentage. He states the Library Trustees assessed the needs of the Library going forward. He also states there are some line items in the Library budget that are not in other departmental budgets such as insurance and utilities. These line items are in the Executive or Human Services budgets.

T. Bergeron still states she does not feel comfortable with the Library's proposed budget.

C. Vinton states all he can say is they did their best to meet the goal given to them by the Town Manager.

P. Bracci states it is at 3%.

T. Bergeron states it does not make sense to cut Public Safety and not the Library.

M. Pearson states if P. Bracci is okay with the 3% Library budget we should add back \$90,000.00 to the department heads budgets to make them at 3%.

A question is asked about how changing two-part time positions to one full time position will be beneficial as a full-time position is more costly due to benefits.

C. Vinton states it was not a decision taken lightly however he feels the needs of the Library will be better met by allowing a better qualified full-time person to do the work.

J. Kiszka states the Fire Department had added a full-time position to their 2018 budget and then reduced it to part time to accommodate budget cuts.

J. Sherman asks G. Colby if there are any RSA's that govern the Library budget presented to the Town for approval?

G. Colby states he will research this.

C. Vinton's understanding is the Library Trustees create the budget and the Budget Committee can change it.

J. Sherman asks for the number approved by the Board of Selectmen.

G. Colby states it was \$589,458.00.

S. Ranlett motions to reduce the Library budget's bottom line to \$584,936.00. Seconded by J. Kiszka.

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

Motion passes

C. Vinton discusses the Library's capital reserve account based on the Castanza Report looking at needs over the next twenty-five years. This year they were planning on asking for a deposit of \$65,000.00 but have changed it to \$50,00.00 to help with lowering the budget.

S. Ranlett reads RSA 202-A:11 Powers and Duties of a Public Library. The budget requirements are the same as other departmental budgets.

C. Vinton mentions in 2018 the Library was considering purchasing a generator. It would prevent future damage to the Library during power outages. It could also be used by the Town as an emergency cooling and/or heating center.

P. Bracci states we already have two other generators in town.

J. Sherman asks Chief McArdle to speak on issues of damage at the Library due to power outages. Chief McArdle states fire pumps were significantly damaged at the Library during a power outage. He also states the Public Safety Complex cannot be used as a cooling and/or heating center for residents. Typically, it is a Library that does that. He states one generator will not power the whole building at the Safety Complex. Chief McArdle agrees it would be advantageous for the Library to have a generator.

J. Kiszka asks if any other businesses in Town can be used as an emergency center.

Both the Fish and Game Club and the American Legion have offered however it should be a civic responsibility.

M. Pearson states the Vic Geary Center would be an ideal place as they have the capability to prepare meals. The problem is it is not owned by the Town.

P. Bracci asks if we can use the Pollard School.

Chief McArdle responds the availability of the school may be an issue.

J. Kiszka asks what was the cost of the generator at the Safety Complex?

It was \$106,000.00 which was fully covered by a grant.

J. Sherman asks Dennis Horrocks, Health Officer if the Emergency Management Team has considered using the Library as an emergency center.

D. Horrocks states the High School has been discussed in the past not the Library.

P. Bracci asks if the fire suppression and roof have been repaired at the Library.

C. Vinton states repairs are currently in process.

P. Bracci inquires how much is left in the capital reserve fund.

C. Vinton replies about \$60,000.00. He mentions several future repairs/projects that will be needed.

J. Sherman wants the Library to provide a cash flow through 2020.

C. Vinton agrees.

J. Kiszka mentions C. Vinton was a presenter at the NHMA Annual Conference. He did a good job. He spoke about the LED project at the Library. He would like C. Vinton to update the Board on the project in a week or two.

J. Kiszka wants to change the amounts to be taken from the Energy and Library capital reserve accounts for the LED project since the Unifund rebates were higher than anticipated.

J. Kiszka motions to take up to \$14,000.00 (43%) from the Energy capital reserve account and up to \$19,000.00 (57%) from the Library capital reserve account. Seconded by S. Ranlett.

Vote: 5-0-0

Motion passes

PRESENT PERPETUAL CARE RECOMMENDATION

Jill Senter, Chairman of the Trustee of the Trust Funds and Dan Garlington, Cemetery Sexton have worked on a new plan to handle perpetual care for the Town's Cemetery. They present three recommendations tonight.

1. Add a line item to the Highway budget for general cemetery maintenance. It would be used for small projects such as cleaning or repairing headstones, not mowing. It should be part of the operating budget every year. The recommended amount to start is \$2,000.00.
2. Do away with the perpetual care fee per lot. The fee to purchase the lot would include everything. Establish a revolving fund and deposit all funds from the sale of lots to this account. Once money builds up it can be used on major cemetery projects. Such projects will require a vote at Town Meeting.
3. Establish an expendable Trust Fund for cemetery maintenance for larger projects such as tree cutting, surveys and fences. It will be held by the Trustees and the Board of Selectmen will be the agents to spend.

These three steps will be a much better way to fund the cemetery. The current system does not cover the costs of just mowing the grass. The taxpayers pay for it.

J. Kiszka inquires how it helps.

J. Senter states the new method will not break out between cost of lot and perpetual care. All the funds will go into one revolving fund account. The Town is required to mow and trim the cemetery no matter how the funds are collected and deposited. Atkinson does it this way.

M. Pearson asks if the Trustees of the Trust Fund are the agents to spend the cemetery funds.

J. Senter states no the Board of Selectmen are the agents to spend. Currently the interest from perpetual care is given to the general fund on a yearly basis.

S. Ranlett motions to add a new line item to the Highway budget to include \$2,000.00 to make the overall highway budget \$831,045.00. Seconded by T. Bergeron.

P. Bracci does not think we should create a line item for everything we want.

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

Motion passes

Jill Senter briefly discusses the status of the Trust Funds. The balances should remain relatively the same with no major changes for the rest of the year.

DONATION OF TREES – DAVIS PARK

Deferred until S. Ranlett is contacted with more information.

REVIEW OPERATION BUDGET

The Budget Committee reduced the line item for budget committee expenses in the Finance budget to \$220.40.

J. Kiszka motions to modify line item 01-4150-90-880 down from \$500.00 to \$220.40 and change the bottom total to \$169,000.00. Seconded by S. Ranlett.

Vote: 5-0-0

Motion passes

In the Assessing budget, the Budget Committee added back the part-time office staff position in the amount of \$9,000.00 and they took out \$10,000.00 in the Assessors contract line so no statistical update will be done in 2018.

P. Bracci would rather see an increase in staff than money for a possible statistical update.

S. Ranlett does not agree as this ties the hands of the Board. He thinks the money should be available in case they vote to do a statistical update next year.

J. Kiszka motions to add \$9,000.00 to the line item 01-4150-30-150 for the assessing budget.

Seconded by J. Sherman.

Vote: 2-3-0 (P. Bracci, T. Bergeron, S. Ranlett no)

Motion fails

S. Ranlett motions to not reduce the Assessor's Contract line by \$10,000.00 and keep the money for a possible statistical update next year. Seconded by T. Bergeron.

P. Bracci is against this as a statistical update shifts the tax burden to residential from commercial. If we really need to do one we can find the money somewhere.

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

Motion passes

The Budget Committee removed \$2,500.00 from line item 01-4155-00-115 (overtime) in the Human Resources/Personnel budget.

M. Pearson states he does not agree with the Budget Committee.

S. Ranlett motions to add back \$1,500.00 to the Human Resources Overtime line item. Seconded by T. Bergeron.

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

Motion passes

The Budget Committee reduced the landfill overtime line item in the amount of \$3,000.00.

G. Colby states this line item pays for the landfill to be open. If it is cut by \$3,000.00 the landfill schedule for 2018 will only include Saturdays. It will not be open any Wednesdays.

S. Ranlett does not think services should be cut. Many residents work on Saturdays and cannot go to the landfill then.

D. Garlington states normally the landfill is open two Saturdays and two Wednesdays per month from May through September. In October and November, it is only open on Saturdays.

J. Kiszka asks when most people show up on Saturdays?

D. Garlington states it varies.

T. Bergeron motions to keep the landfill overtime line item at \$13,000.00. Seconded by S. Ranlett.

P. Bracci states why not keep the landfill open for six hours on Saturdays and three hours on Wednesdays.

Vote: 3-2-0 (J. Kiszka, P. Bracci no)

Motion passes

The Budget Committee reduced the Health Department budget by \$7,000.00 for the mosquito control line item. They would like to add a warrant article to establish a trust fund for the \$7,000.00.

S. Ranlett does not agree. If the warrant article does not pass and we need adulticide no means no and it cannot be done.

T. Bergeron agrees with S. Ranlett.

S. Ranlett motions to leave the line item for mosquito control the same as the budget the Board already approved. The total line item for mosquito control will be \$40,000.00. Seconded by T. Bergeron.

J. Kiszka states if it is not in the budget and we need it we can find it somewhere. It should not be a warrant article because no means no.

S. Ranlett states we cannot keep saying we will find the money somewhere. He feels \$7,000.00 is not too much money for a public health concern.

J. Kiszka agrees.

P. Bracci thinks the Budget Committee did their due diligence.

S. Ranlett would like to move the motion.

J. Sherman calls for a vote.

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

Motion passes

The Budget Committee wants to restore some of the Town Manager cuts made to the Recreation budget. The Board of Selectmen added money to senior transportation. The Budget Committee wants to take the senior transportation out and add some back to several other line items.

S. Ranlett motions to keep the Recreation budget as already approved by the Board for a total budget of \$188,890.00. Seconded by J. Kiszka.

J. Sherman states he thinks it would be easier to just add the senior transportation back into the budget.

S. Ranlett withdraws his motions.

J. Kiszka withdraws his second.

S. Ranlett motions to accept the Budget Committee's recommendation for the Recreation budget and add back \$4,000.00 to senior transportation for a total Recreation budget of \$191,220.00. Second by J. Kiszka.

Vote: 5-0-0

Motion passes

The Budget Committee changed the events and activities line item in the Patriotic/Cultural budget to \$25,000.00.

T. Bergeron states she does not agree. The Old Home Day parade is about \$12,000.00 and the fireworks are \$6,000.00 to \$7,000.00 which totals \$19,000.00 for two items.

S. Ranlett motions to adjust the line item for events and activities to \$25,000.00 in the interest of compromise by reducing line item 01-4589-10-855 from \$28,100.00 by \$3,100.00. Seconded by J. Kiszka.

P. Bracci states the Budget Committee had a good idea. We should try it this year.

Chief McArdle states the fireworks vender gives the Town more than what we pay for because the owner lives and works here. It is a busy time of year for them. If we reduce the fireworks budget we may end up with an unsatisfactory product.

Vote: 3-2-0 (T. Bergeron & P. Bracci no)

Motion passes

M. Pearson states Dan Garlington is stepping down from the Cemetery Sexton position. He will assist with the transition and help train a new person. He will be the backup Cemetery Sexton. The stipend for the new person will be \$5,000.00 which is down from \$11,000.00. There is a \$2500.00 stipend for an Assistant Cemetery Sexton and M. Pearson would like Dan to have that. However hourly employees are not allowed to get stipends. Therefore M. Pearson would like to increase the salary line for the Highway Supervisor by roughly a dollar per hour. This is still an overall savings of \$3500.00.

S. Ranlett motions to increase the bottom line of the Highway budget by \$2000.00 for a total Highway budget of \$833,045.00. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

Note: the \$2000.00 from the above motion will be added to the salaries line in the Highway Budget.

M. Pearson states he asked the Department Heads to attend the meeting tonight to answer any questions that may come up relating to their budgets. We can add \$90,000.00 back to the budget and still meet the 3% goal.

S. Ranlett states all the Department Heads did a great job.

T. Bergeron hopes the Department Heads will attend the Budget Committee tomorrow night.

J. Kiszka asks the Finance Director how much did the Board change the budget tonight.

G. Colby replies that information will be available tomorrow.

P. Bracci states the operating budget, not including warrant articles is more than a 3% increase.

G. Colby disagrees and states the increase is only 1.9%. He invites P. Bracci to his office tomorrow to go over the figures with him.

START WARRANT ARTICLE REVIEW

The first warrant article, P-18-02 is the Operating budget. We do not have the final figures yet.

M. Pearson discusses article P-18-03, Leasing Town Property. This article is adopted from NH statute. If the Town wishes to lease property for more than one year we need to pass this. This allows the Board to enter into a lease of up to 5 years.

S. Ranlett motions to approve article P-18-03 as printed on the draft dated 11/27/17. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

M. Pearson discusses article P-18-04 Leasing Space on the Telecommunication/Cell Tower. This warrant article pertains to the old water tower which is now used as a cell tower. This article cleans up the language and makes it clearer.

S. Ranlett motions to approve article P-18-04 as printed on the draft dated 11/27/17. Seconded by T. Bergeron.

P. Bracci asks if the language “best interest of the Town” is required.

M. Pearson asks if Tim Moore knows the answer. Tim is not sure.

J. Kiszka states it does not hurt to include it.

M. Pearson states he will research the required language.

S. Ranlett withdraws his motion.

T. Bergeron withdraws her second.

The next article is P-18-05 Collective Bargaining Agreement (Police Union). No vote is taken tonight as negotiations are ongoing and the numbers are not available yet.

The next article is P-18-06 Collective Bargaining Agreement Special Town Meeting (Police Union)

S. Ranlett motions to approve article P-18-06 as printed on the draft dated 11/27/17. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

The next article is P-18-07 Establishment of a Contingency Fund.

M. Pearson states Towns are allowed to establish a contingency fund for unanticipated expenses up to 1% of the budget. This topic was covered at the NHMA Annual Conference. The Budget Committee agrees with the idea. A question is asked who is allowed to spend the funds. The Board of Selectmen are the fiscal agents for the fund. This statement will be added to the article.

S. Ranlett motions to approve article P-18-07 as printed on the draft dated 11/27/17 and by adding the Board of Selectmen are the fiscal agents to spend. Seconded by T. Bergeron.

J. Kiszka asks what can the fund be spent on. He would like some criteria on spending.

Discussion continues as to what is a “contingency”, it is not well defined.

M. Pearson states it is an unanticipated expense.

The wording is still not clear.

S. Ranlett withdraws his motion.

T. Bergeron withdraws her second.

S. Ranlett motions to approve article P-18-07 as printed on the draft dated 11/27/17 and by adding a sentence stating funds will be spent in according with RSA 36-A:4-a; 36-A:5,II. The Board of Selectmen are the fiscal agents to spend this fund. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

The next article is P-18-08 Winter Maintenance Expendable Trust Fund Creation & Deposit.

M. Pearson states this concept has been discussed before. Often at the end of a calendar year we do not have enough money for winter storms. This fund would be available if needed. It could be added to yearly. It will only be spent on winter issues.

Note: a contingency lapses – if money in a contingency fund is not used it goes back to the general fund. An expendable trust fund is continuous. If it is not used, it stays in the account.

S. Ranlett motions to approve article P-18-08 as printed on the draft dated 11/27/17. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

The next article is P-18-09 Fire Department Apparatus Capital Reserve Fund Deposit.

S. Ranlett motions to approve article P-18-09 as printed on the draft dated 11/27/17. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

The next article is P-18-10 Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund Deposit.

S. Ranlett motions to approve article P-18-10 as printed on the draft dated 11/27/17. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

The next article is P-18-11 Automated Fingerprint Identification System (AFIS). It will be removed since it is no longer needed.

The next article is P-18-12 Management Information Computer System Capital Reserve Fund Creation & Deposit.

M. Pearson states this will be used to replace the outdated software used by the Police Department. It will be the first of a three-year proposed project.

S. Ranlett motions to approve article P-18-12 as printed on the draft dated 11/27/17. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

The next article is P-18-13 Communications Radio Dispatching System Replacement.

S. Ranlett motions to approve article P-18-13 as printed on the draft dated 11/27/17. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

TOWN MANAGERS REPORT

- Several Meetings – Tim Moore, Attorney Kalman, Chief Jones, Peter Deely, rehearsal of material with consultants for Wednesday, budget preparations with the Finance Director, Board of Selectmen, Code Enforcement Official, Budget Committee, Potable water consultants & staff
- Potable Water Survey & Community Outreach Meeting
- Haverhill Potable Water meeting
- Police Union (Teamsters) Collective Bargaining
- Tax Anticipation Note (TAN)
- 2018 Operating Budget & Warrant Articles

M. Pearson discusses the Palmer Property know as number 1 and 3 Palmer Ave. There has been an offer made on the property. The Board has the Right of First Refusal. If the Board wants to exercise that right the cost of the property is \$115,000.00.

S. Ranlett states there is \$100,000.00 in a capital reserve account for the acquisition of land and/or buildings. He would like to see if we can find the remaining \$15,000.00 somewhere.

P. Bracci wants to know how we will go about finding \$15,000.00.

M. Pearson states he will seek legal advice from NHDRA. Perhaps it would take another warrant article.

S. Ranlett talked to Jill Senter about it. The Conservation Committee has the money but if they contribute there are restrictions on the land use.

S. Ranlett directs the Town Manager to seek legal opinions on funds. Support by the Board is mixed.

M. Pearson states all earned time is now being printed on all employees pay stubs. The next project is setting up the Purchase Orders for all department heads to use for purchasing items. We already have the software.

The Auction will be held Saturday. All Board members plan to attend. This will be posted as a meeting.

M. Pearson states he received correspondence from an attorney stating one of the properties on the sale list belongs to his client. This will be taken off the list. There is also some concern that the garage on 58 Newton Road is not on Town owned land. This will be researched.

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

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

SELECTMAN REPORTS & OTHER BUSINESS

J. Sherman states unless someone has something significant we will wait until the next meeting to discuss this due to time.

P. Bracci states he feels he is not being kept aware of what is happening in Town. He thinks the Town Managers report should be more in depth.

T. Bergeron states she does not think the Board should micro-manage the Town Manager. He is very busy.

S. Ranlett states S. Fitzgerald used to send out many emails. He believes this is what P. Bracci is referring to.

M. Pearson states he is not sending anything to individual selectmen. They all get the same information.

J. Kiszka states he went to an interesting conference at the NHMA Annual Conference. It was about a law suit involving two NH cities regarding excavation fees. He believes this is something the Planning Board should consider.

J. Sherman adjourned the meeting at 10:30m

Respectfully submitted,

Beth Hossack,
Recording Secretary