



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: December 27, 2017

MEETING CALLED TO ORDER: 6:32pm

SELECTMEN:

Selectman, John Sherman, Chairman

Selectman, Tammy Bergeron, Vice Chair - Absent

Selectman, Steve Ranlett

Selectman, Julian Kiszka

Selectman, Peter Bracci

Town Manager, Mark Pearson

Finance Director/Assistant Town Manager, Greg Colby

MINUTES

S. Ranlett motions to approve the minutes of December 11, 2017. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

J. Kiszka motions to approve the minutes of December 18, 2017. Seconded by P. Bracci.

Vote: 3-0-1 (abstain S. Ranlett)

Motion passes

PUBLIC COMMENT

None

APPROVAL OF BENCH IN POLLARD PARK

Kyle Cornell a resident of Plaistow would like to put a memorial bench in memory of his grandfather in Pollard Park near the World War II Memorial. His grandfather, Raymond Senechal lived in Plaistow for 25 years. He was so active in politics that he was nicknamed "The Mayor".

S. Ranlett motions to direct the Town Manager to work with Kyle to have a bench dedicated to his grandfather. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

ENCUMBRANCES

G. Colby states encumbrances is money that we have committed to spend from the 2017 budget but will not be able to do so until 2018. Basically, it is carrying it forward. It must be an obligation or commitment made in 2017. All the encumbrances were discussed at length this afternoon with Jim Peck, the elected Town Auditor. G. Colby discusses each item on the list of 2017 Encumbrances.

P. Bracci wants copies of all contracts.

There is discussion about pumping out the holding tanks at the Safety Complex for \$4,250.00.

BOS 12/27/2017

M. Pearson states that is a high amount and he is trying to get the job done for a lower amount.
S. Ranlett states Methuen Construction had a similar problem and he would like to know how they resolved it.

J. Kiszka thinks the funds for pumping the holding tank should come from the cost of the Safety Complex project.

M. Pearson states that is reasonable.

J. Kiszka motions to take out line item 01-4194-20-430 NRC, pump out holding tank for \$4,250.00. Seconded by S. Ranlett.

Vote: 4-0-0

Motion passes

The Fire Department's pay night supper generally held in December will be held in January due to the construction at the Safety Complex. A purchase order will be signed for the \$580.00.

The background checks for the members of the CERT team will most likely not be completed before the end of the year. A purchase order will be signed for the \$398.00. A signed contract will be completed for Reid Mechanical Corporation. This is for the circulator pump at the Town Hall furnace. We do have a contract with Resilience for the Master Plan Update in the amount of \$12,520.00. We need major work done on the copier. We do have quotes and a purchase order will be signed before year end. The next item discussed is the balance of the fire truck with Pierce Manufacturing.

P. Bracci states the truck was prepaid to save money and he does not think we can pay for the additions with the savings.

S. Ranlett asks if we spent more than the warrant article approved by the voter's (people).

G. Colby replies, no.

P. Bracci thinks this is similar to the Front-End Loader that was purchased using a trade-in that was not specifically written in the warrant article.

J. Sherman states the DRA (Department of Revenue Administration) stated it was okay the front-end loader was handled that way.

J. Kiszka asks what the amount of the prepayment was.

G. Colby states it was \$498,613.

M. Pearson states there were three components to purchasing the fire truck. The purchase of the truck, the remainder of the warrant article and public safety impact fees. He will have all the information available for our next meeting.

S. Ranlett motions to approve encumbering a total of \$103,140.00 from the general fund and \$6,200.00 from the water department. Seconded by J. Kiszka.

Vote: 3-1-0 (no P. Bracci)

Motion passes

J. Kiszka would like to see the four items that currently do not have a signed contract at the next meeting.

FINANCIAL PRESENTATION

G. Colby and M. Pearson put together a summary of the estimated 2018 budget and revenues to show the potential tax impact. M. Pearson states he focuses on the next year too, not just the current year. He wants to make sure we do not back ourselves into a corner.

J. Kiszka thanks M. Pearson and G. Colby for the presentation. He thinks it was great and states it would be great to have one every year.

This will be discussed at the next meeting too. Bring any questions you may have to the meeting.

REVIEW VOTER'S HANDBOOK

Warrant articles #4 and #5 have already been voted on. We have information regarding the RSA that deals with article P-18-05, Establishment of a Contingency Fund.

J. Sherman will use this information to come up with an explanation for the warrant article.

P. Bracci would like J. Sherman to send it to him.

S. Ranlett recommends using RSA 31:98-a as the explanation for P-18-05, Establishment of a Contingency Fund.

J. Sherman agrees.

Warrant articles #6, #7, #8, #9, #10, #11, #12 and #13, have all been approved and the explanations are okay except for #13, Public Works Facility - which may need some work.

J. Kiszka states he would like to have the document in an electronic form. That will make it easier to recommend changes and review the information.

The explanation for P-18-14, Records Management Capital Reserve Fund Creation and Deposit will be important. Warrant articles #15, #16, #17, #18, #19, #20 and #21 have all been approved and the explanations are okay. It is recommended that the explanation for P-18-21, Leasing Space on The Telecommunication/Cell Tower - mentions that revenue is received from this.

P. Bracci asks about the Telecommunication/Cell Tower. He does not think there is an advantage to the town to by entering in a lease agreement for more than one year.

M. Pearson states it is basically an industry standard. Telecommunication/Cell Companies do not like to lease for one year. A five-year lease increases yearly and compounds, it makes more sense for the Town to do this.

Dennise Horrocks, Health Officer has recommended some changes to the explanation for article P-18-22, Mosquito Control Expendable Trust Fund Creation and Deposit. This will be reviewed at our next meeting. Article P-18-23, Fire Department Full-time Staff Position is discussed. The Budget Committee has asked the Board to consider taking this amount out of the operating budget and adding it as a warrant article. A sentence was added to the explanation, too.

J. Kiszka motions to add the original article P-18-23, Fire Department Full-time Staff Position back as a warrant article. Seconded by P. Bracci.

Discussion – in past practice a new position has typically been added by a warrant article.

P. Bracci thinks a change from a part time employee to a full time should also be done through a warrant article. The town does not have a policy on this, perhaps we should. If this motion passes we need another motion to take the money out of the operating budget.

J. Kiszka withdraws his motion. P. Bracci withdraws his second.

J. Kiszka motions to add the original article P-18-23, Fire Department Full-time Staff Position back as a warrant article and remove it from the operating budget. Seconded by P. Bracci.

Vote: 3-1-0 (no S. Ranlett)

Motion passes

S. Ranlett recommends holding off on voting on any other warrant articles until we have a full Board.

M. Pearson recommends moving article P-18-24, Conversion of Fire Suppression Water System to a Potable Water and Fire Suppression Water System closer to the beginning of the warrants. He will look into this and also find out if the statement a 2/3 majority vote needed for passage should be included in the article.

Articles # 25-31 are all to be discontinued if voted on favorably. Any questions should be directed to J. Sherman for discussion at the next meeting.

J. Kiszka would like something in place to verify the ballot before it is printed as there was an issue last year.

J. Kiszka motions for the deliberative session to not be adjourned until the Board has been able to revote on warrant articles. Seconded by P. Bracci.

Vote: 2-2-0 (No J. Sherman, S. Ranlett)

Motion fails

DISCUSS ENERGY AUDIT PLANS FOR TOWN BUILDINGS

G. Colby has heard from a company that will do a free energy audit for us. It will be done in January. He is still waiting to hear back from another company. More information will be available by the end of January.

KENO DISCUSSION

S. Ranlett thinks this is a good idea based on reading the letter provided by the NH Lottery.

J. Kiszka wants to know if any business has requested it yet. No one is aware of any business inquiring about it yet.

S. Ranlett motions we hold a public hearing on Keno to take a vote to add it to the ballot as a warrant article. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

The date for the public hearing will be January 22, 2018.

TOWN MANAGERS REPORT

- Tax Collector Report
- Encumbrances
- 2018 Operating Budget & Warrant Articles
- Potable Water Survey Drawing
- New Hampshire Roads Scholar Program – Dan Garlington has achieved this
- Potable Water & Other Meetings
- Working on Annual Report

AUCTION ITEMS

Reviewed

SIGNATURE FOLDER

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

SELECTMAN REPORTS & OTHER BUSINESS

S. Ranlett

- Attended the Planning Board – EZ test Pool is expanding

J. Sherman

- Has certified mail from Unitil

T. Bergeron - absent

J. Kiszka

- No news to report

P. Bracci

- No news to report

The next meeting will be held on January 8, 2018.

J. Sherman adjourned the meeting at 8:45pm

Respectfully submitted,

Beth Hossack,
Recording Secretary