



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: January 8, 2018

MEETING CALLED TO ORDER: 6:34pm

SELECTMEN:

Selectman, John Sherman, Chairman

Selectman, Tammy Bergeron, Vice Chair

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 27, 2017. Seconded by P. Bracci.

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

Motion passes

PUBLIC COMMENT

None

DEFAULT BUDGET PRESENTATION

M. Pearson states he and G. Colby, Finance Director spend most of today going over the default budget to make sure they got it right.

J. Sherman gives a brief explanation of a default budget. It is the past year's budget with necessary changes.

G. Colby states as the Town Manager said they went through the document line by line using the guidelines provided under Chapter 40 of the RSA's. You begin with the 2017 operating budget and make certain adjustments such as debt service, contracts, and other obligations previously incurred or mandated by law. The default budget for 2018 is \$9,506,742.

S. Ranlett asks what the amount of the 2018 budget is that the Board has agreed to.

G. Colby states it is \$9,567,295. The default budget is lower by \$60,553.

J. Sherman reads the RSA 40:13, IX (b). "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposed of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision. What that means is it is the job of the Board of Selectmen to approve the default budget. J. Sherman states this does not have to be voted on tonight. It will be added to next week's agenda.

P. Bracci asks why the Highway Block Grant is in the default budget as it was not in last year's operating budget.

BOS 01/08/2018

G. Colby explains it must be part of the default budget because if it is not there and the proposed 2018 operating budget fails all the money from the Block will have to be given back. Therefore, it must be included in the default budget.

KENO DISCUSSION

Charlie McIntyre, Director of the NH Lottery is present to answer questions about Keno. The NH Legislature passed Senate Bill 191. This is the bill allowing Keno in the state. So far 7 out of 12 cities have approved it. Now the Towns will have the choice to add it to their official ballots for the voters to decide.

T. Bergeron asks what are the benefits to Town.

C. McIntyre states the proceeds of Keno operations will be used to help fund full day kindergarten. For each child the payment will be no less than \$1100. Also, businesses who offer Keno tend to increase food and beverage sales 15 to 20%. There really is no downside to the town.

P. Bracci asks if a business needs a separate person to run Keno.

C. McIntyre replies, no.

P. Bracci asks what the average cost of kindergarten is.

C. McIntyre does not have that information.

S. Ranlett would like to know what other towns and/or school districts do.

A discussion about full time kindergarten occurs. In Plaistow parents can opt for full day kindergarten if they pay for it.

G. Colby asks if Plaistow votes against Keno will the town still get the money for kindergarten.

C. McIntyre replies, yes. Keno also stops at 11:00pm according to state law.

S. Ranlett states not everyone who plays Keno drinks alcohol. He asks if convenience stores can offer Keno.

C. McIntyre states no, it is just for bars and taverns.

P. Bracci asks if there is a cost to the bar or restaurant and if the number of places to offer Keno is limited.

C. McIntyre replies the cost is \$500 per year and there is no limit on the number of licenses offered in town.

Chief Jones is in the audience. She is asked by the Chairman of the Board if she has any questions for the Lottery Director.

Chief Jones would like to know if Plaistow should expect an increase in calls for both the Police and Fire Departments if Keno is allowed in town.

C. McIntyre states no, however sometimes ownership of tickets becomes an issue.

J. Kiszka inquires if there is a limit on the number of hours Keno can be played.

C. McIntyre states yes, it can only be played for 12 hours a day. From 11:00am to 11:00pm.

S. Ranlett motions to put Keno on the ballot. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

The wording for the warrant article will be; "shall the town vote to allow the operation of Keno within the town pursuant to the provisions of NH RSA 284:41 through 51."

The Board thanks C. McIntyre for his time and coming to the meeting.

S. Ranlett motions to enter into non-public session under RSA 91-A:3 II (a) Personnel; (b) Hiring of a Public Employee; (c) Matters of Reputation; (d) Negotiations; and/or (e) Legal. Seconded by J. Kiszka.

Board Polled: J. Sherman = yes, T. Bergeron = yes, S. Ranlett = yes, J. Kiszka = yes, P. Bracci = yes.

Motion passes

Note for the record – Chief Jones will be in the non-public session for the section pertaining to the Police Department.

Public session adjourned at 7:07pm. The Board will come back to Public Session.

Public Session resumes at 7:50pm.

J. Sherman states during the non-public session a potential update for the CBA (Collective Bargaining Agreement) for the Police Department was discussed. The Board supported the Warrant Article. Two other items of negotiation regarding land ownership were discussed. No decisions were made except to allow the Town Manager to become involved in one of them. The minutes were voted to be sealed.

REVIEW PROJECTED UNASSIGNED FUND BALANCE

Deferred to next week.

BOARD OF SELECTMEN VS. BUDGET COMMITTEE DISCREPANCIES

The chart of the differences between the Board of Selectmen and the Budget Committee is reviewed. The total difference is \$21,500 with the Board at the higher amount.

REVIEW TOWN WARRANT/VOTER GUIDE

J. Sherman states article P-18-03 will be updated to include 1 year as the term and the actual figures will be added in the correct places.

S. Ranlett motions to recommend P-18-03, Collective Bargaining Agreement (Police Union). To see if the Town of Plaistow will vote to approve the cost items included in the collective bargaining agreement reached between the Town of Plaistow and The Plaistow Police Union, Teamsters Local 633 which calls for the following increases in salaries and benefits at the current staffing level:

<i>Fiscal Year</i>	<i>Estimated Increase</i>	<i>Fiscal Year</i>	<i>Estimated Increase</i>
<i>2018</i>	<i>\$32,805.34</i>	<i>2019</i>	<i>\$10,935.12</i>

And further to raise and appropriate the sum of \$32,805.34 for the current fiscal year, such sum representing the additional costs attributed to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Seconded by J. Kiszka

Vote: 5-0-0

Motion passes

For article P-18-04, Collective Bargaining Agreement Special Town Meeting (Police Union). The section in green highlight will be removed.

For article P-18-05, Establishment of a Contingency Fund.

J. Sherman would like to take out the wording “and the funds will be placed in an interest-bearing account” and add it to the explanation for the voter’s guide.

J. Kiszka would like to completely remove the statement.

J. Sherman agrees.

J. Sherman wants to know the Boards opinion of when to add the wording, “the Board are the fiscal agents to spend money”. It is decided to add that just on new warrant articles.

P. Bracci asks when should the money for a capital reserve account be moved?

A brief discussion occurs. If the money is moved following the election there is more time to accrue interest. However, if the money is not moved right away it can save a town from borrowing money during the year.

G. Colby clarifies the law. If the money is going into the unassigned fund balance it must be done within 10 days of the election. If money is going into a capital reserve account because it was voted to raise and appropriated a certain dollar amount it does not have to be transferred until year end. It can be done sooner but it is optional.

J. Kiszka would like the statement “no amount to be raised by 2018 taxation” changed to “no amount to be raised by new taxation.”

S. Ranlett agrees as a similar change was made last year at deliberative on several warrant articles.

For article P-18-06, Winter Maintenance Expendable Trust Fund Creation and Deposit, there is consensus to remove the section highlighted in red.

For article P-18-07, Fire Department Apparatus Capital Reserve Fund Deposit, this will be updated with the correct yearend balance.

For article P-18-08, Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund Deposit, this will be updated with the correct yearend balance. Also, the word “estimated” will be inserted in the last sentence before the dollar amount of \$200,000.

For article P-18-09, Management Information Computer System Capital Reserve Fund Creation and Deposit, the statement “fund will be placed in an interest-bearing account” will be removed. Also, the word “ensure” in the explanation will be changed to “allow for”.

For article P-18-10, Communications Radio Dispatching System Equipment and article P-18-11, Building/Building Systems Capital Reserve Fund Deposit will have their explanations updated with the correct yearend balance.

For article P-18-12, Library Capital Reserve Fund Deposit, a spelling error was corrected. Cab Vinton, Library Director would like a sentence added to say, “The projects planned for 2018 (upgrade to lighting and fire protection systems) are anticipated to cost approximated \$84,000 reducing the 12/31/18 balance to \$16,000.

S. Ranlett thinks the first part of the sentence is okay but some should be cut as it is electioneering. He would like a period after the word “systems”, thus cutting out “are anticipated to cost approximately \$84,000 reducing the 12/31/18 balance to \$16,000.” He also recommends removing the phrases “scheduled for 2019” and “scheduled for 2022”.

P. Bracci would like the word “will” to be changed to “may”. The red highlighted sentence will be removed along with the wording “money in this fund is invested in an interest-bearing account”. For article P-18-13, Public Works Facility, a few minor changes were made for clarity. The word “complex” will be removed from the explanation.

For article P-18-14, Records Management Capital Reserve Capital Fund Creation and Deposit, change the phrase “type natural disaster” to “type of disaster”.

For article P-18-15, Energy Capital Reserve Fund Deposit, change the phrase “saving approximately \$8,000 per year” to “estimated saving to the town”.

For article P-18-16, Westville Road Bridge Replacement, the word “to” was added to the third sentence.

J. S. will draft a sentence to be added to the end of the article stating something to the effect that some money has already been spent on this project and if this passes work will start in the summer of 2018.

For article P-18-17, Accrued Leave Time Expendable Trust Fund Deposit, the phrase in red “as of 2017 year-end” will be removed.

For article P-18-18, Cemetery Special Maintenance Expendable Trust Fund Creation and Deposit, the explanation needs better wording for “not adequate”. The statement “the fund shall be placed in an interest-bearing account” will be removed.

Article P-18-19, Cemetery Special Revenue Fund Creation, will remain as is.

Article P-18-20, Leasing Town Property, will remain as is.

Article P-18-21, Leasing Space on the Telecommunications/Cell Tower, will remain as is.

Article P-18-22, needs a name. It will be “Mosquito Control Expendable Trust Fund Creation and Deposit. In the explanation the word “ensure” will be changed to “allow funds to be”.

For article P-18-23, Fire Department Full-Time Staff Position, insert a period after the word May in the third sentence. Then begin the “this” with a capital letter, “This” and completely remove the last sentence including the yellow highlight as this will be added to the explanation.

S. Ranlett motions to recommend P-18-23, Fire Department Full-Time Staff Position. Shall the Town vote to raise and appropriate \$53,803 to establish an additional Full-time Firefighter/EMT position in the Fire Department. This sum represents the costs of wages, associated roll up costs (such as taxes, insurance, retirement and uniforms). With an anticipated hire date in May. This represents eight months of funding for this position.

S. Ranlett withdraws his motion and recommends forgetting the changes and leave the article as written.

T. Bergeron motions to recommend P-18-23, Fire Department Full-Time Staff Position. Shall the Town vote to raise and appropriate \$53,803 to establish an additional Full-time Firefighter/EMT position in the Fire Department. This sum represents the costs of wages, associated roll up costs (such as taxes, insurance, retirement and uniforms). With an anticipated hire date in May this represents eight months of funding for this position. If approved, the position shall be funded on an annual basis within the operating Budget of the Fire Department starting in 2019. Seconded by J. Kiszka.

S. Ranlett states he will not vote in favor of this because he wants the money in the Fire Departments Operating Budget not a warrant article.

T. Bergeron withdraws her motion.

J. Kiszka withdraws his second.

J. Kiszka motions to recommend article P-18-23 as written. Seconded by J. Sherman.

J. Sherman thinks getting the position is the right thing to do, although he would like it in the operating budget.

Vote: 2-1-2 (no T. Bergeron, abstain S. Ranlett & P. Bracci)

Motion passes

T. Bergeron requests a reconsideration of the vote as she would like to change her vote.

J. Sherman agrees to see if the Board will allow a reconsideration of the previous vote.

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

Motion passes.

Now a new vote is called on article P-18-23.

Vote: 2-1-2 (no P. Bracci, abstain T. Bergeron & S. Ranlett)

Motion passes.

Articles P-18-24, Conversion of Fire Suppression Water System to a Potable Water and Fire Suppression Water System, P-18-25, Fire Suppression Line Capital Reserve Discontinuance, and P-18-26 Water Department Pump(s) & Pump House Capital Reserve Discontinuance are all okay as written.

J. Sherman states there is no article numbered P-18-27. We could insert Keno as P-18-27.

M. Pearson states article P-18-25 starts the group of discontinuation articles. They range in order by dollar amount. He does not think Keno should be in the middle of those articles.

Both J. Kiszka and S. Ranlett agree.

A brief discussion about resequencing the articles occurs.

J. Sherman does not want to re-sequence them as the Budget Committee meets tomorrow night and they made have already prepared information for next week's public hearing.

The Board agrees to make Keno Article P-18-24 and the current P-18-24, P-18-25, and P-18-26 will all move up one digit to become P-18-25, P-18-26 and P-18-27.

DISCUSS PREPARATION & DISTRIBUTION OF VOTERS GUIDE

Last year the voter's guide was not complete until very close to voting day. We did not have a good plan in place to distribute it. The Board agrees to have M. Pearson meet with the Town Moderator to inquire about his thoughts on distributing the voter's guide. M. Pearson will also discuss the process of having the Board revoke any warrant articles at the deliberative session prior to the session being adjourned.

J. Sherman suggests printing the explanation under the warrant articles in the Town Report. They will not be printed on the ballot.

The CART pilot program is briefly discussed. It provides limited transportation to those in need. The cost to Plaistow for 2018 will be \$14,871.38.

S. Ranlett motions to recommend article P-18-? (not numbered yet), CART. Shall the town vote to raise and appropriate the sum of \$14,871.38 to provide transportation for the elderly, disabled and transit dependent citizens with Cooperative Alliance for Regional Transportations. Seconded by J. Kiszka.

M. Pearson realizes CART wants an additional amount of \$9500 they state is in arrears from Plaistow for 2007 and 2008.

S. Ranlett withdraws his motion.

J. Kiszka withdraws his second.

G. Colby mentions the Board could increase the budget for welfare and let the Welfare Director arrange for transportation as needed. M. Pearson agrees with G. Colby.

S. Ranlett motions to add \$10,000 to the welfare budget to be used for transportation. Seconded by T. Bergeron.

J. Kiszka would like to know if the Welfare Director could come up with a realistic figure by tomorrow for the budget committee.

M. Pearson believes this is possible.

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

Motion passes

REVIEW UPDATED LIST OF ENCUMBRANCES

The list of encumbrances for 2017 is briefly discussed. Both M. Pearson and G. Colby recommend removing \$41,500. for the Hazard Mitigation/Pollard Brook Road Stream. This money is in a capital reserve fund and the Board of Selectmen are the fiscal agents to spend the money. There is no need to leave it on the list.

S. Ranlett motions to amend the Encumbrances voted on 12/27/17 to remove \$41,500 for a total of \$61,640. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

PREPARE FOR THE PUBLIC BUDGET HEARING

The Board will not make any official decisions at this meeting. If any changes need to be made they will be done at the January 22, 2018 Board Meeting.

TOWN MANAGERS REPORT

- Short week due to a holiday and snow day
- Cold Weather Problems/Boiler broke at Town Hall, Court House Issue/Water Pump
- Highway Department Plow Truck/broken wing on F550
- 2018 Operating Budget & Warrant Articles
- Default Budget & General Fund Balance Projection
- Potable Water Survey Drawing
- Public Safety Complex Updates
- Recreation Trails Grant
- Police Union Collective Bargaining (Teamsters)
- Legal Questions Regarding Fire Truck Warrant Article & Encumbrance
- Town Manager's 2017 Annual Report
- CART

AUCTION ITEMS

Reviewed

SIGNATURE FOLDER

J. Sherman states the manifest, signature, and appointments & warrants folders are going around.

SELECTMAN REPORTS & OTHER BUSINESS

J. Sherman mentions delaying this due to the time unless someone has something urgent.

P. Bracci would like to know how many employees opted out of health insurance this year to take advantage of the increased stipend.

He thinks multi-year contracts should be approved by the legislative board meaning the voters/people. For example, the trash contract.

J. Sherman states this can be added to a future agenda so it will not be forgotten.

P. Bracci also mentions the paperwork handed out during the non-public session should state "confidential" on it.

T. Bergeron wants to mention the passing of Bob Bush. He is Hayley Bush's Dad. Hayley is the Chair of the Old Home Day Committee. Her mother Wendy has also been very involved in Old Home Day. Her thoughts and prayers go out to the Bush Family.

S. Ranlett agrees and states Bob Bush and his son have also done a lot for the Town of Plaistow.

J. Sherman mentions on behalf of his wife she recently lost her older brother. There will be a Memorial Service in February in Arizona where he lived.

J. Sherman adjourned the meeting at 9:35pm.

Respectfully submitted,

Beth Hossack,
Recording Secretary