



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** December 19, 2016

**MEETING CALLED TO ORDER:** 6:34 pm

**SELECTMEN:**

Selectman, Steve Ranlett, Chairman  
Selectman, Tammy Bergeron  
Selectman, Peter Bracci

Selectman, John Sherman, Vice Chairman  
Selectman, Julian Kiszka  
Town Manager, Sean Fitzgerald

**AGENDA**

**MINUTES**

*J. Sherman motions to approve the minutes of December 12, 2016. Second by T. Bergeron*

*Vote: 4-0-1 (S. Ranlett)*

*Motion passes.*

**PUBLIC COMMENT**

None

**LIBRARY – 2017 TOWN WARRANT, Cab Vinton Library Director**

C. Vinton reviews Warrant article P-17-11, Library Capital Reserve Fund. He discusses the history of the library and explains how building maintenance costs have been paid through their operating budget. The building is aging and will be 17 years old in the Spring. C. Vinton believes now is the best time to handle future maintenance costs through the CIP process. He reviews the Castagna Report which resulted from an evaluation of the entire building in 2015.

The schedule for maintenance and repairs are reviewed. The method, cost and priorities of the projects are reviewed and discussed.

S. Fitzgerald notes that if Buildings are maintained they maximize the life of the building.

*J. Sherman motions to recommend Warrant Article P-17-11 and insert in the text of the warrant article itself “for the purpose of capital improvement, repairs, renovations and additions to the Library”. Second by S. Ranlett.*

*T. Bergeron notes she is not in favor of the warrant article. She is concerned with the increased dollar request. J. Sherman notes that if these projects are not taken care of they will come back next year and waiting another year is not generally good. It is the Town’s responsibility to take care of the Library.*

*Vote 4-0-1 (T. Bergeron)*

*Motion passes.*

## **REVIEW OF TOWN OWNED PROPERTY**

S. Fitzgerald begins with a review of the Town Owned property. He notes that these properties were recommended by the Plaistow First Committee as properties to consider selling. The committee has not met in a few years. It is the consensus of the Board to get a complete listing of all Town Owned Property. When that occurs a discussion will ensue to determine the next steps.

## **REVIEW OF 2017 DEFAULT BUDGET**

S. Fitzgerald notes the Town is required to prepare a default budget as they are SB2 Community.

**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 purposes 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.**

The current default budget is \$9,097,802

*J. Sherman motions to approve the default budget in the amount of \$9,097,802 as recommended by the Town Manager. Second by S. Ranlett.*

*Vote: 3-2-0 (J. Kiszka & P. Bracci)*

*Motion passes and will be revisited at the next regularly scheduled meeting.*

## **REVIEW OF 2017 PROPOSED BUDGET**

It is noted that the 2017 proposed and default budgets are only about \$3,000 different. Budget reductions are reviewed. There are specific reductions in the Highway, Recreation and the Personnel Departments in the amount of \$51,600.

*J. Sherman motions to follow the recommendation of the Town Manager to reduce the proposed 2017 Town Budget by \$51,600 as outlined in the table of the Town Managers report of December 19<sup>th</sup> 2016. Second by T. Bergeron.*

*Vote: 5-0-0*

*Motion passes*

## **CABLE DEPARTMENT – OVERVIEW CABLE IMPORVEMENTS, Dean Zanello Cable Coordinator**

Dean Zanello reviews his power point presentation for upgrades to the Towns' Great Hall/Meeting room. He reviews the benefits of upgrading the equipment to Hi-Definition especially for archiving purposes. He notes the technical issues we are currently experiencing and how they will just increase if equipment is not upgraded. Some components are currently Hi-Definition quality and it makes sense to upgrade the remaining equipment.

S. Ranlett inquires about the microphones and if they will be upgraded.

S. Fitzgerald notes that if the Board of Selectmen approves, they will upgrade cable equipment and use encumbered funds from the operating budget and cable capital reserve account.

Discussion ensues.

It is the Board's consensus to allow the Town Manager to move forward with upgrading equipment and local origination, and to enter into a contract using operating funds to purchase equipment.

### **REVIEW OF 2017 PROPOSED WARRANT ARTICLES**

The Board will meet on Thursday 12/29 to review all warrants that have not yet been voted on and to review the end of year budget and all encumbrances.

P-17-05 is reviewed. The wording "unassigned fund balance" will be replaced with "capital reserve fund". This article will be contingent on the passing of article P-17-03.

***J. Sherman motions to direct the Town Manager to reword article P-17-05 to indicate \$100,000 will come out of the Fire Department Capital Reserve Fund and will be depended on the passage of P-17-03. Second by T. Bergeron.***

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

***Motion passes.***

P-17-10 Acquisition of Land and/or Buildings Capital Reserve Fund. This article gives the Town the ability to buy valuable land or property in town in the event that land or buildings become available.

S. Fitzgerald states the citizens have supported to authorize the Board of Selectmen to buy and sell land. J Sherman notes the funds would come from the unassigned fund balance and believes that is the reasonable place to draw from. It becomes a valuable tool for the Town should the property become available.

***J. Kiszka motions to recommend article P-17-10 as written and to change the word "unexpended" to "unassigned". Second by J. Sherman.***

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

***Motion passes.***

***J. Sherman motions to withdraw article P-17-20 and P-17-21. Second by J. Kiszka.***

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

***Motion Passes***

### **TOWN MANAGER'S REPORT**

Lease agreement with non-appropriation clause consistent with language of municipal contracts for the Tractor/Snow blower. The consensus of the Board is for the Town Manager to sign the contract and move forward with obtaining the equipment.

Encumbrances Reviewed

Town Report Meeting

Pollard Road Drainage

Hazard Mitigation Plan - Required to receive federal funding.

American Legion Events

Assessing Services - Contract will expire at end of the month - Backup plan is to immediately contact firms to come in unless the Board wants to consider extending a multiyear contract with Corcoran.

***J. Sherman motions to direct the Town Manager to work with Corcoran & Associates on a multiyear assessing contract per the bid received from the Town by Corcoran. Second by S. Ranlett.***

Discussion ensues. It is noted that the Board voted to direct the Town Manager to negotiate a 1 year contract with Corcoran Associates last week. Corcoran Associates was not interested in a 1 year contract. The bid that was submitted based on the RFP sent out by the Town was for a three year contract. Corcoran & Associates never submitted a 1 year contract.

***Vote 2-2-1 (T. Bergeron, P. Bracci no, J. Kiszka abstain)***  
***Tie Vote – this will be revisited at a future meeting.***

Public Safety Complex site walk  
SRTS Update - NH DOT and TAP grant  
Renewable Committee  
Recreation Programs  
Pollard School Events

### **ACTION ITEM REVIEW**

Reviewed

### **OTHER BUSINESS**

None

### **SIGNATURE FOLDER**

S. Ranlett states the manifest and signature folder are going around.

### **SELECTMAN REPORTS**

J. Kiszka

- Attended Renewables Committee - quorum not met- lighting and solar discussed.
- Attended Public Safety Site walk
- Will attend Hazmat District Meeting
- Veteran's Events with Dave Meaney

P. Bracci

- Cable meeting
- Attended Police Department training on new weapons at Methuen Construction
- Discussed TRAC meetings – and a presentation he would like to present to the Board. Discussion of contents in the presentation that may be points of concern ensues. This will be presented January 9<sup>th</sup>.

J. Sherman

- Attended Recreation Commission
  - Signs at PARC & Smith Field – hours of operation
  - Baseball convert to Cal Ripken League
  - Install 2 swing arms for traffic at PARC

- NH Parks Grant Application - the intent letter is due in January and the award will happen in March (trail system behind PARC)
- Attended Budget Committee - reviewed operating budget

T. Bergeron

- Nothing to report

S. Ranlett

- Planning Board- 2 consultants were hired for updates to the master plan for a water resources chapter and recreation impact fees, zoning changes were also addressed

S. Ranlett adjourns the public meeting at 9:45pm

Respectfully submitted,

Gayle Hamel,  
Recording Secretary