



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Thursday, December 27, 2012

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

**SELECTMEN:**

Chairman, Michelle Curran - excused  
Selectman, Charles Blinn  
Selectman, Daniel Poliquin - excused

Vice Chairman, John Sherman  
Selectman, Robert Gray  
Town Manager, Sean Fitzgerald

**PUBLIC COMMENT:**

No public present.

**AGENDA:**

J. Sherman noted this was a special Board of Selectmen meeting to discuss encumbrances for the end of the year

S. Fitzgerald noted at their December 3rd meeting there was a discussion regarding warrant article for emergency expenditures and no formal motion was taken. He suggested that one be done this evening.

J. Sherman noted this was independent of the warrant article, it was for administrative purposes.

R. Gray inquired if the money from the General Fund would be used to pay for the expenses.

S. Fitzgerald noted yes.

J. Sherman noted the Board needed to make a motion to move the funds.

***Motion by R. Gray to withdraw \$11,599.37 from Building Maintenance Reserve Fund per the Town Manager's Report dated December 27, 2012.***  
***2nd by C. Blinn.***

R. Gray discussed repair of the front door of Town Hall noting they knew it needed repair, it has always needed to be corrected.

S. Fitzgerald discussed the key and door needing to be replaced however, in his report (#4. Repair of front door Town Hall 1/23/12 \$834) this was for the handicap entrance mechanic device that needed to be replaced.

***Vote: 3-0-0.***

***Motion passes.***

S. Fitzgerald noted at the December 17 meeting he asked the board to support an increases to a number of lines in the budget. The roll ups in the lines were correct however the total in the spreadsheet was  
December 27, 2012

not correct. The Budget Committee met following the Board of Selectmen and found the administrative error. The total should have been \$16,768 not \$14,742. He suggested the Board support the change with a motion.

R. Gray discussed previously increasing the budget by \$14,742 and suggested to increase by the difference not the full \$16,768.

J. Sherman discussed making a motion on \$2,026 the adjustment, not the full \$16,768.

***Motion by R. Gray to increase the 2013 Budget by \$2,026 as presented on the table by the Town Manager on page 2 of the Town Manager Report on December 27, 2012.***

***2nd by C. Blinn.***

***Vote: 3-0-0.***

***Motion passes.***

### **ENCUMBRANCES**

S. Fitzgerald discussed 2013 Encumbrance Requests:

J. Sherman suggested the Board make one motion at the end of the discussion and not line by line.

- Technical Supplies/Equipment (TH Server; Software; Technology) \$21,874.71
- Audit (2011 Town Audit) \$14,650
- Engineering/Consultant Fees (Main Street @ Elm Street Intersection-Prof Svs) \$720
- Mapping (Zoning Map) \$1,200
- Consultants/Contracted Services (Access A/V) \$4,524
- New Equipment (Basement Systems - door) \$950
- Data Processing (Cruiser Laptops) \$4,500
- Equipment Purchase (Cruiser Laptops) \$7,000
- Capital Equipment (PD Command Vehicle Equipment) \$20,465.01
- Equipment (Thermal Image Camera) \$6,500
- Equipment Purchase (Emergency Mgmt. Radio Equipment) \$6,616
- Tree Maintenance (Tree Removal - Kimball Tree) \$1,975
- Engineering (Water Monitoring/Radon Treatment) \$5,877
- Grounds Keeping (LF Cap Maintenance - Drainage Remediation Design/Vapor Extract) \$13,750
- Supplies & Equipment (2 Basketball Hoops for PARC) \$3,551
- Equipment Maintenance (Fix Sagging Picnic Tables/Fix Guard Rails) \$1,650
- Groundskeeping (Ingalls shed painted, line at basketball court) \$3,090
- Groundskeeping (Treatment System PARC Rec Field) \$1,750
- Water Testing (Water Quality Testing-Conservation Commission) \$6,340
- Highway Block Grant (Balance Unused from 2010) \$135,232

R. Gray discussed attending LGC training and funds not being able to be encumbered if not spend in that year.

S. Fitzgerald discussed RSA and monies being able to be encumbered in a 12 month period.

R. Gray inquired what the money was going to be spent on.

S. Fitzgerald discussed road maintenance. He would like the funds available so when he does discuss with the Board the specifics of road maintenance they will be able to do the maintenance on some of the roadways.

J. Sherman noted the Board has seen a draft for road maintenance and Sean was working on supplying the Board with additional information so they could make a decision on the roadways.

- Highway Block Grant (Balance Unused from 2011) \$151,729.66
- Highway Block Grant (Balance Unused from 2012) \$135,479.28
- Warrant Article P-12-07 (New Fire Truck) \$405,000
- Warrant Article P-12-13 (Safety improvement at Ingalls) \$20,000
- Total request of Encumbrances of \$974,423.66

R. Gray discussed Highway Maintenance and inquired if there was a snow storm that started in 2012 and continued into 2013 would there be any money that Sean would want to carry over.

S. Fitzgerald noted he discussed this with the Finance Director and they would be able to pay 2012 expenditures part way into 2013 and would not have to encumber those funds. If the bills did not come in or there was a delay in the procurement process this would give them administrative ability.

***Motion by R. Gray to encumber \$974,423.66 as presented in table by the Town Manager in his report dated December 27, 2012.***

***2nd by C. Blinn.***

J. Sherman was in favor of the encumbrances. He discussed the money being spent in 2013 and inquired how it would affect the 2013 Budget starting in September and if they would show as an actual on 2013.

S. Fitzgerald noted they would show as an actual on 2013 but would not show until February 2013. He suggested to have a column of Encumbrances added to the Budget spreadsheet so the Board would know the encumbrances and what was being spent.

***Vote: 3-0-0.***

***Motion passes.***

## **OTHER BUSINESS**

R. Gray discussed the Master Plan and the budget cost breakdown for the \$5,000. Each Selectmen was given a copy of the Master Plan Budget 2013 Update - \$5,000 handout. The spreadsheet was broken down into hours and cost per hour.

Board discussed Master Plan and spreadsheet breakdown.

Consensus was to wait until there was a full Board before re-voting on the \$5,000.

R. Gray discussed the Selectmen's Warrant Article for a raise. Articles in the past that have asked for an increase to salaries or to add positions had wording that indicated "should the article be approved

future costs would be in the budget". He found this information by reviewing previous reports and suggested to add this wording to the warrant article.

S. Fitzgerald suggested to renumber the Warrant Articles.

Consensus was to update the Warrant Article numbers.

J. Sherman discussed Town folks being surprised that Monday was not a holiday for trash pickup. They thought it was and did not put their trash out. The listing on the calendar makes it seem as if it was. He suggested to have it re-worded in the upcoming Town Report for better adequacy.

### **SIGNATURE FOLDER**

J. Sherman noted there was one item in the Selectmen Signature folder needing to be signed by the Board.

### **SELECTMEN'S REPORTS**

J. Sherman suggested to hold off on Selectmen Reports until the next Board of Selectmen meeting. He noted the Board was not meeting next week however their next meeting would be Monday, January 7, 2013. He wished all a Happy New Year.

### **NON PUBLIC RSA 91-A:3 II (d) NEGOTIATIONS and (e) Legal**

S. Fitzgerald noted there was no need for a Non Public.

Public Meeting adjourned at 7:19 pm.

Respectfully Submitted,  
Audrey DeProspero