



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** December 1, 2014

**MEETING CALLED TO ORDER:** 6:33 PM

**SELECTMEN:**

Chairman, Daniel Poliquin  
Selectman, Michelle Curran  
Selectman, Steve Ranlett

Vice Chairman, John Sherman  
Selectman, Joyce Ingerson  
Town Manager, Sean Fitzgerald

**AGENDA:**

**MINUTES:**

*Motion by John Sherman to approve the minutes with edits of November 17, 2014*

*2<sup>nd</sup> by Steve Ranlett with edits*

*Vote: 5-0-0*

*Motion passes.*

**PUBLIC COMMENT:**

None

**2015 Budget Review**

S. Fitzgerald begins review of the 2015 proposed budgets. Recommendations for reductions:

Assessing Budget –S. Fitzgerald met with Marybeth Walker and discussed putting off the cost estimate for cycled and assessing services that we budgeted for 2015. Based on the Board’s vote to adjust valuations by 5% this August, I recommend that we cut the Assessing budget by \$30,000, from \$110,000 to \$80,000.

Motion by J. Sherman to reduce the proposed 2015 Assessing Budget/Assessor's Contract/Line/1-4150-30-312 by \$30,000 for a new request of \$80,000 and a new bottom line of the Assessing Budget of \$146,047. as recommended in the Town Manager’s report. 2<sup>nd</sup> by S. Ranlett. Vote 5-0-0 Motion carries

Personnel Budget- After review of the Town census with Greg Colby and Lori Sadewicz, looked at cost and roll up s in personnel budget I recommend reducing this budget by \$93255. We are looking at different strategies to reduce overall cost in the personnel budget.

J Sherman asks what is included in this number

S. Fitzgerald states there is retirement, soft costs and health care costs. He will provide a more detail list.

J. Sherman makes a motion to reduce the proposed 2015 Personnel Budget by \$93,255 for a new bottom line of the proposed 2015 Personnel Budget of \$1,789,471. 2<sup>nd</sup> by S. Ranlett

Vote 5-0-0 Motion carries.

Water Department- After meeting with Greg Colby and Water Superintendent, reviewing RSA' s regarding utilities, the local governing body has the ability to expend money collected from water fees. I recommend reducing the Water Department budget by \$18,915, which was the additional money requested over the 2014 budget.

J Sherman clarifies that the Board of Selectman has the authority to decide to use the water fees to offset expenses, it doesn't have to be a warrant article.

S. Fitzgerald state that it is up to the Board to set methodology on how to charge for life cycle costs and utilities.

Discussion ensues.

J. Sherman makes a motion to reduce the proposed 2015 Water Department Budget by \$18,915 for a new bottom line of the proposed 2015 Water Department Budget of \$45,505 as recommended in the Town Manager's report. 2<sup>nd</sup> by S. Ranlett

Vote 5-0-0 Motion carries.

With these changes the increase in the proposed increase to the budget drops from 5% to 3%. We are still looking for reductions to help present a conservative budget to the Town to keep tax rates level.

J Sherman requests a revised estimate on utility costs, gas, oil and mileage

S Fitz states these will be available on Dec 15<sup>th</sup>.

Discussion ensues regarding changes the Town has made for energy efficiency.

J. Sherman requests to bring the Fire Department Admin position for discussion - whether it should be in the operating budget or separate warrant article.

S. Fitzgerald states it should be a warrant article as new positions are presented in a warrant article. Suggests Chief McArdle to come to meeting and discuss next meeting.

D. Poliquin requests to revisit the Health Department Budget- Deputy Health officer stipend.

He states it is a new line item this year, seems redundant with current situation.

Discussion ensues

D. Poliquin asks if any more questions regarding the budget

M. Curran asks about the Prosecutor's contract.

S. Fitzgerald states we will continue to share the prosecutor as it is now.  
Discussion ensues regarding the comparison of contract vs a sole prosecutor.  
The Board requests additional information on resources for a comparison.

### **2015 Warrant Review**

Public Safety Complex Expansion- Remove the vote for the BOS  
Building Systems Capital Reserve Fund Deposit- S. Fitzgerald to have updated list of expenses by Dec 15th  
Replacement of the Highway Department Dump Truck- insert the word International after the 2008 in both the description and intent.  
Fire Dept Capital Reserve for the Replacement of the SCBA and High /temperature Masks and Associated Deposit-- replace "Establishment" with "Create"  
Replacement of The Rooftop Heating and Cooling Control System Unit #4 on Public Safety Complex- in the intent replace "the" with an "an"  
Pollard Park sidewalks- J Sherman request additional on cost estimates.  
Westville Road Bridge Replacement Design- Discussion ensue regarding federal funds becoming available to help offset this cost.  
Correct the year at the bottom of page.

Warrant articles that were deferred need to be readdressed.

S. Fitzgerald state a draft of all 2015 warrant articles can be reviewed next week.

S. Fitzgerald begins discussion regarding a Cable Department Equipment warrant article for \$26,000. for a playback server for Channel 17 and 23. This equipment would have a HD server which would be a good update.

J. Ingerson requests an explanation of a Citizens warrant. What's required and how it's presented.

S. Fitzgerald state he will get the rules for a Citizen's warrant to her.

S. Fitzgerald begins discussion regarding a warrant article that would allow the Trustees of the Trust Fund to pay for Capital Reserve investment management firm that would help generate better interest income. Options to generate more income from investments.

M. Curran request more information.

D Poliquin states the wording as it is now binds future boards.

Discussion ensues

Cost vs income potential information.

### **Town Managers Report**

Kathleen Jones- New Police Chief  
Budget Review Continues  
Tax Rate set- bills out due Dec 12<sup>th</sup>  
SRTS Grant moving forward and signs are out  
Planning Department  
2015 Warrant Articles  
NHDES Source Water Protection and GREE Fund  
Phone System Upgrade  
Public Safety Expansion  
Pump and Pump House  
Plaistow MBTA  
Courthouse Updates  
Center Circle  
Recreation Dept Activities  
Comcast  
NH DRA Cyclical Inspection- Town in compliance  
Highway Safety Meeting  
NH DOT

Timberlane Scoreboard- Sean asks for authorization to dispose of the old scoreboard from Timberlane High School

J. Sherman motions to authorize the Town Manager to dispose of the old Timberlane High School scoreboard currently stored at the Highway Department, 2<sup>nd</sup> by S. Ranlett  
Vote 5-0-0  
Motion passes

Taxes on Testa property- Rose has begun collection process  
Firing Range- D. Poliquin asks for more information regarding the range usage.  
NH Parks & Recreation – Bill Gegas  
Santa Claus and Tree Lighting

### **ACTION ITEM REVIEW**

Peter Gamanche- JRM Recycling reschedule to next week.  
List of action items review-  
Remove completed items from list  
#15 change to unmarked and not marked done  
Remove Tactical Range potential usage Fish & Game-

### **OTHER BUSINESS**

Santa and Tree Lighting with Community Band – Everyone seemed to have fun.

- Attended the Tree Lighting – Community Band played- Everyone seemed to have fun- Thanks to the Fire Dept for bringing Santa

### **SIGNATURE FOLDER**

D. Poliquin states the manifest is going around.

## **SELECTMENS REPORTS**

J.Ingerson:

- Attended Cable Meeting- Discussed Comcast and the warrant articles.
- Attended the Tree Lighting- nice job

M.Curran:

- Elder Affairs- cancelled this week
- Festival of Trees- Thanks to Plaistow Lions, all involved and the support given. Thanks to Dean for taping, raised close to what was raised last year, monies used to help needy families. Again Thanks to all for such a worthwhile cause.

J. Sherman:

- Budget Meeting- No quorum, will review warrant articles this week
- Town Report Meeting – Next Monday Dec 8<sup>th</sup>

S. Ranlett:

- Attended Festival of Trees- Awesome
- Plaistow Old Home starting up- 1<sup>st</sup> meeting Jan 4<sup>th</sup> 2015 – Sunday at 12 noon- request this to be on Channel 17.
- Attended a quick Planning Board Meeting

D. Poliquin:

- Highway Safety Meeting- Drainage, catch basins, old So Main St., State Road Maintenance
- Thank everyone for their considerate condolences and best wishes for his family loss.

***MOTION BY M. Curran TO ENTER INTO NONPUBLIC SESSION BY: under RSA 9-A: 311 (a) Personnel, (b) Hiring, (c) Reputation, (d) Negotiation, (e) Legal  
2<sup>nd</sup> S. Ranlett***

***Board Polled: D. Poliquin = yes, J. Sherman = yes, M. Curran = yes, J. Ingerson=yes, S. Ranlett = yes***

Public Session ended at 8:29pm

Respectfully submitted,

Gayle Hamel  
Recording Secretary