



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: April 18, 2016

MEETING CALLED TO ORDER: 6:33 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 04-11-16. Second by S. Ranlett.

P. Bracci states the amount of the playscape is incorrect in the motion that was voted on by the Board. He recollects it was roughly \$10,000. This figure is to be verified.

J. Kiszka requests to add into the minutes that the current play scape was staying on the premises.

Vote: 5-0-0

Motion passes.

PUBLIC COMMENT

None

ARBOR DAY CONTEST WINNERS

Jill Senter notes this year is the 6th Annual Arbor Day Poem and Poster Contest collaboration with Pollard School children. S. Ranlett names the honorable mention participants to read their poems; Olivia Buckley, Madison Pageau and Abby Miller. This year's poem winner is Ava Kruschwitz. The poster winners are: grade 1 Brooke Braley, grade 2 Allison Harb, grade 3 Jessie Hall, grade 4 Emma Sharpe and grade 5 Hannah Perron. All children are presented with a citation and a tee-shirt.

J. Kiszka inquires what types of trees the Pollard School children will be planting on Arbor Day.

J. Senter replies 2 Ginko trees without the "G". They are prehistoric trees.

P. Bracci states that his discussion with C. Cruz was off base. He apologizes to C. Cruz, the Board of Selectmen and the people of Plaistow.

TRUSTEE OF THE TRUST FUNDS

Jill Senter provides an update on the first quarter earnings. The earnings for the first quarter are \$4590.71 compared to last year's first quarter of \$32.26. She states the fees are taken out of the earnings. The \$4590.71 is net earnings.

S. Fitzgerald states it's an increase of roughly 14,000%.

There is discussion of the school district's capital reserve accounts.

S. Ranlett states there was another successful Regional Selectmen's meeting was held last Thursday. There will be another one scheduled in June or July.

J. Senter states she is very satisfied with Mackenson's performance, customer service and the earnings on the fund balances.

PUBLIC SAFETY COMPLEX UPDATE

Gino Baroni and Dave Mermelstein from Trident are in attendance.

S. Fitzgerald notes he has heard from Bond Counsel. All the paperwork for the bond application is complete and we are on track for bonding in June. There are some issues to be addressed. Contracts are in progress and some issues will be discussed in a non-public session.

The Schedule of Activities to move the project forward is reviewed.

Overview of the 5 issues from the Public Safety Expansion Meeting:

- Requisition sample/Quarterly progress sample
- Funding Authorization Advance
- Contract with Trident
- Contract with Eckman
- Contract with Dore & Whittier

A sample requisition and a quarterly progress report are passed around for all to see. The quarterly progress reports gives detail of where the project is at the time.

S. Fitzgerald recommends borrowing \$325,000 from the unexpended fund balance for the advance funding. This will allow us to advance the project and support timelines. It is noted if this is not done we could fall behind schedule.

G. Baroni states there is a guaranteed maximum price of \$8.5 million for the project. Of that, \$6.15 million will be for construction and scope of work. G. Baroni notes that if construction does not begin in July he cannot guarantee that escalation costs of construction will not impact the scope of work.

S. Fitzgerald states he can issue a notice to proceed to get the project moving until all the contracts are complete.

G. Baroni recommends the Board of Selectmen authorize the Town Manager to sign change orders for construction up to \$25,000. This is typical for most projects. The Town Manager would then report any changes to the Board.

S. Fitzgerald agrees explaining a change order should be signed as soon as possible to prevent work stoppage. It's important for work to be continuous without stoppage to stay on the critical path schedule. Any changed orders signed would be brought to the attention of the Board.

G. Baroni explains the different 3 types of change orders:

- Owner of project makes a change
- Unforeseen conditions
- Errors or omissions

P. Bracci inquires who watches and controls the budget.

G. Baroni explains Trident will be the keeper of the budget but S. Fitzgerald will also be aware of all expenditures.

G. Baroni and D. Mermelstein explain the differences between Owners Project Manager's and Clerk of the Works and how a Clerk of the Works is not frequently used any more. Discussion ensues.

There are many checks and balances during all aspects of the project. The Contract Manager and Owners Project Manager will be looking at all phases of the project; therefore 99% of issues are caught before construction. However, it is impossible to catch all issues.

P. Bracci motions to authorize the Town Manager to expend not more than \$400,000 in project costs associated with the Public Safety Complex Bond Issue as voted in March 2016 at Town Meeting.

Second by J. Sherman.

Vote: 5-0-0

Motion passes.

S. Ranlett notes that funds used from the unexpended fund balance will be reimbursed at the time of bonding.

J. Sherman motions to enter into non public session under RSA91-A:311 (a) Personnel, (b) Hiring, (c) Reputation, (d) Negotiation, (e) Legal understanding that both parties have agreed. Second by T. Bergeron.

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

Public session adjourns at 7:36pm

Public session resumes at 8:36pm.

J. Sherman motions to direct the Town Manager to sign a contract with Trident not to exceed \$140,000 for the role of Owners Project Manager now through construction and close out of the project.

Second by Julian Kiszka.

Vote: 5-0-0

Motion passes.

J. Sherman notes there are a few specifics to be ironed out between Trident and S. Fitzgerald. This should be completed quickly.

G. Baroni states he will get back to S. Fitzgerald regarding a meeting for tomorrow...

TOWN MANAGER'S REPORT

Plaistow Pride Day- April 23rd

Plaistow YMCA- discussion of skateboard park relocation

Pennichuck Annual Meeting

Unitil Tree Cutting

Safe Routes To School- May 2nd Local Concerns meeting

Loader Update

PACE monthly meeting

Household Hazardous Waste Day

P. Bracci wants to repair the current play scape.

J. Sherman states there is an organization that will come and assess the current play scape.

They are a professional organization.

P. Bracci wants to know the hours of Smith Field.

J. Sherman states the posted hours for Smith field are 7:30am to dusk.

P. Bracci questions who locks the gate and if locking it prevents damage. The broken fence/gate at Smith Field is also discussed. The Recreation Commission is to evaluate this. The fence at Smith Field will be repaired today.

ACTION ITEM REVIEW

Reviewed

OTHER BUSINESS

SIGNATURE FOLDER

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

SELECTMENS REPORTS

J. Kiszka

- Attended the CEDS meeting (Comprehensive Economic Development Strategy) – LED lighting by Eversource
- Urban Appalachian trail (good information to share with committees)
- Observed the PSEC meeting
- Attended part of the Regional Selectman's Meeting
- Attended swearing in of officers at American Legion
- Will attend the Renewables Committee Meeting on 4/20
- Attended Eagle Scouts Court of Honor

J. Sherman

- Attended the Recreation Commission Meeting - new grant RTP, survey of existing trails, Plaistow Pride Day, updating strategic plan, impact fees, security system may be needed at PARC, opening day for baseball is May 7th, summer recreation counselors have been hired, PARC will be opened every day.
- Attended Eagle Scout Court of Honor.
- Junior Girl Scouts from Troop #11190 filmed a show about maps. They did a walking tour map of Plaistow Village.
- Will attend the Women of Leadership Awards Program on May 9th.

T. Bergeron

- Attended the Public Safety Expansion Committee meeting.
- Attended the Volunteer Appreciation for Family Mediation & Juvenile Services.
- Will attend the Garden Club meeting on 4/27. A Face Book page has been set up for this.
- Will attend the next Old Home Day Committee Meeting & Family Mediation.

S. Ranlett

- Thanks P. Bracci for apologizing to C. Cruz.
- Reads a thank you letter from Dave Hansbury & his brothers thanking the Board of Selectman for the tribute to Jack in the 2015 Annual Town Report.
- Reads a thank you note from Joyce Ingerson for the flowers the BOS gave to her.
- Mentions the summer BOS schedule.
- Attended the Regional Board of Selectmen's Meeting. Some issues discussed were regional procurement. They plan to discuss Dragon Mosquito Contracts at the next meeting. At the next meeting the Capital Reserve Funds for the School will be discussed
- Thanks Beth for her work
- County Commissioner – Kevin St. James will come to discuss where our funds go.
- Will attend the Historical Society @ 7:00pm
- Will attend the Old Home Day Committee

P. Bracci

- Nothing to report as he was on vacation.

J. Sherman mentions that at the Safety Complex Meeting last week discussion of supplement members was considered. He feels we should hold off on this for now.

P. Bracci inquires when Taxes and the Revaluation Review by Corcoran & Associates will be discussed.

S. Fitzgerald notes this typically this happens in July. This will be added to the agenda if acceptable.

J. Kiszka requests new and reappointed members of boards and committees come before the Board of Selectmen before the paperwork is signed.

P. Bracci wants the full board to get behind J. Sherman's Legislative change.

J. Sherman motions to have J. Sherman send in legislative policy change on behalf of the Plaistow Board of Selectmen regarding the requirement that commercial and industrial property owners provide accurate income and cost data or they will be ineligible to file an abatement. Second by J. Kiszka.

Vote: 5-0-0

Motion passes.

S. Ranlett adjourned the meeting at 9:27

Respectfully submitted,

Gayle Hamel
Recording Secretary