



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

PLAISTOW BOARD OF SELECTMEN MINUTES

DATE: November 30, 2020

MEETING CALLED TO ORDER: 6:30 p.m.

SELECTMEN:

Selectwoman, Francine Hart, Chairman
Selectman, Julian Kiszka
Selectman, Jay DeRoche - Remotely
Greg Colby, Finance Director – Remotely

Selectman, Greg Taillon, Vice Chairman
Selectman, John A. Blinn, Sr.
Mark Pearson, Town Manager – Remotely
Marybeth Walker, Assessing Agent - Remotely

F. Hart reads Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-004 allowing municipal boards to hold remote meeting during the COVID-19/Coronavirus crisis.

F. Hart states all votes will be taken by roll-call tonight.

G. Taillon motions to approve the minutes of November 16, 2020. Seconded by J. Blinn
Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Vote: 5-0-0
Motion carries

INFORMATIONAL PUBLIC HEARING – ASSESSING VALUES

F. Hart calls the public hearing to order at 6:33 p.m.

F. Hart provides some background. A few years ago, the Town bought new assessing software called Visions. It is a state-of-the-art software designed to capture various aspects of commercial properties. Last year the Town contracted with Visions Government Solutions to do a Values-Anew for 2020. Visions fell behind and were not able to catchup. The Town could not set the tax rate or send out tax bills. Some material errors were found in the work that had been completed. The contract was terminated on 11/9/2020.

M. Walker, Assessing Agent, states the tax rate has now been set. They used the 2019 end of year values and added all Spring permits and any changes found. The MS-1 was completed and sent to New Hampshire Department of Revenue Administration. Since Visions was not able to complete the work no values-anew was done for 2020. Next year will be the fifth year since the last values-anew occurred therefore values-anew must be done in 2021.

F. Hart asks if the public or Board has any questions. She mentions that G. Colby, Finance Director was able to decrease the Town portion of the tax rate from \$5.88/1000 of valuation to \$5.41/1000 of valuation. It is a 33-cent decrease (per 1000 of valuation) in the municipal tax rate. She thanks G. Colby and M. Walker for getting the work done so quickly.

J. Kiszka asks, when did the Board vote to terminate the Visions contract.
F. Hart replies, it was done during a non-public session so it cannot be discussed now.
There are no other questions.
F. Hart closes the public hearing at 6:40 p.m.

CORCORAN CONTRACT VALUES-ANEW

F. Hart states values-aneu must be completed next year according to law. At a previous meeting there was consensus amongst the Board to accept Corcoran's proposal to complete values-aneu in 2021 for \$45,000.00

G. Taillon motions to approve the Corcoran contract for values-aneu assessment for \$45,000.00. Seconded by J. Blinn.

Discussion: Marybeth Walker states before a contract is signed it has to be reviewed by New Hampshire Department of Revenue and includes a 10-day waiting period. M. Walker states the 10 days has passed.

F. Hart states the Board will vote on the contract however it will not be signed until we hear back from New Hampshire Department of Revenue.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = abstain, J. Blinn = yes, J. DeRoche = abstain.

Vote: 3-0-2

Motion carries

HERITAGE WARRANT DISCUSSION

Deferred until 12/14/2020

CABLE DEPARTMENT PURCHASE

A new item is added to the agenda. M. Pearson mentioned it in his Town Managers Report. Dean Zanello, Cable Coordinator sent M. Pearson three (3) quotes for audio/video equipment for the Public Works Garage. M. Pearson turns the meeting over to D. Zanello

D. Zanello states the equipment at the Public Works Garage will be similar to Town Hall and the Library. It will allow meetings to be broadcast live and recorded. There will be multiple cameras and individual microphones. The PUBLIC WORKS GARAGE can handle a much larger group than the Great Hall in Town Hall. He received three (3) proposals and went back and forth with all of them. His recommendation is to go with Access A/V for a total of \$45,986. D. Zanello states their proposal was not the lowest however the equipment is a higher-grade projection and audio system. He wants the equipment to work for the venue. Also, many of the components are the same ones currently used at Town Hall.

F. Hart asks if a start and completion date have been determined. It must be done before the Deliberative Session.

D. Zanello agrees and states the project will begin as soon as possible.

J. DeRoche asks where the funding is coming from.

D. Zanello replies, from the cable franchise fund. There is approximately \$77,000. in the fund.

M. Pearson states they are asking for an amount up to \$50,000 to in order to build a cable room at the Public Works Garage.

J. Kiszka asks how much of the equipment will be in the main garage area vs. the conference area.

D. Zanello replies, all of it is for the main garage area.

J. Kiszka asks if meetings held in the conference room have the ability to be broadcast and recorded.
D. Zanello replies, yes, we can do that now with the cart and camera.
J. Kiszka asks if the equipment at the Public Works Garage will be better than what is currently at Town Hall.
D. Zanello replies, similar not necessarily better. The projector will be larger since the room is larger.

J. Kiszka motions to accept the Cable Coordinator's recommendation to utilize Access A/V to provide the necessary equipment and installation per their quote to install equipment at the Public Works Garage, up to \$50,000 with such sum coming from the Cable Access Fees Special Revenue Fund. Seconded by J. DeRoche.

***Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Vote: 5-0-0***

Motion carries

VOTE ON WARRANT ARTICLES

F. Hart states G. Taillon has done most of the work on the warrant articles this year and she thanks him. She turns the meeting over to him.

G. Taillon starts with P-21-03, Operating Budget: Water Department. He reads the article. The dollar amount is \$431,300 which will be withdrawn from the Water Enterprise Fund.

J. Kiszka motions to approve P-21-03, Operating Budget: Water Department. Seconded by G. Taillon.

***Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Vote: 5-0-0***

Motion carries

G. Taillon reads P-21-04, Water Service Incentive Program.

F. Hart states this is for people who want to connect to the water system and may not have the capital up front.

J. Kiszka recommends people do not vote this down as it will hurt people who want to connect to potable water.

G. Taillon motions to approve P-21-04, Water Service Incentive Program. Seconded by J. DeRoche.

***Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Vote: 5-0-0***

Motion carries

J. Kiszka reads P-21-05, Contingency Fund. The dollar amount is \$80,000 and it will be a withdrawal from the General Fund, Unassigned Fund Balance.

J. DeRoche motions to approve P-21-05, Contingency Fund. Seconded by J. Kiszka.

***Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Vote: 5-0-0***

Motion carries

G. Taillon reads P-21-06, Salt Shed Solar Panel Project Phase II. The dollar amount is \$86,000. Of this \$46,000 will be withdrawn from the General Fund Unassigned Fund Balance and \$40,000 will be withdrawn from the Energy Capital Reserve Fund. The figures may change. D. Voss is confirming the numbers with Revision Energy.

F. Hart states we can vote now or table it until we confirm the numbers.

The consensus of the Board is to table this until 12/14/2020.

J. Kiszka reads P-21-07, 24 Hour Coverage for EMT'S, Firefighters and Hazard Response Personnel. This is a place holder until the Budget Committee finalizes the budget.

J. Kiszka recommends adding a statement that this will become part of the operating budget in the future if it passes. The Board agrees.

G. Taillon motions to approve P-21-07, 24 Hour Coverage for EMT'S, Firefighters and Hazard Response Personnel. Seconded by J. Kiszka.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0

Motion carries

G. Taillon reads P-21-08, Create and Deposit to Revaluation Capital Reserve Fund. The dollar amount is \$35,000.

G. Taillon motions to approve P-21-08, Create and Deposit to Revaluation Capital Reserve Fund. Seconded by J. Blinn.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0

Motion carries

J. Kiszka reads P-21-09 Capital Reserve Fund Deposit – Energy.

J. Kiszka states the new lighting in Town Hall is state of the art.

G. Taillon motions to approve P-21-09, Capital Reserve Fund Deposit - Energy. Seconded by J. Kiszka.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0

Motion carries

G. Taillon reads P-21-10 Create and Deposit to Information Technology Infrastructure Fund. He mentions Methuen, MA and Salem, NH were hacked this year.

F. Hart asks M. Pearson to talk about the costs of being hacked.

M. Pearson replies it cost Methuen \$300,000 to overcome being hacked. He does not know what the cost was for Salem, however it was six (6) figures.

G. Taillon motions to approve P-21-10, Create and Deposit to Information Technology Infrastructure Fund. Seconded by J. DeRoche.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0
Motion carries

F. Hart recommends tabling article P-21-11, Funding for Repair and Construction to Fix the Cap of the Plaistow Landfill until we have the figures. The Board agrees.

G. Taillon reads P-21-12, Transfer to Capital Reserve Fund – Self Contained Breathing Apparatus (SCBA). A few minor wording changes are recommended and agreed upon.

J. Kiszka motions to approve P-21-12, Transfer to Capital Reserve Fund – Self Contained Breathing Apparatus (SCBA). Seconded by G. Taillon.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0

Motion carries

The purpose of Article P-21-13, Capital Reserve Fund Agents – Self Contained Breathing Apparatus (SCBA) is to name the Board of Selectmen as agents to spend. G. Taillon asked New Hampshire Municipal Association if articles P-21-12 and P-21-13 can be combined. He will share the answer with the Board.

J. Kiszka reads the article.

G. Taillon motions to approve P-21-13, Capital Reserve Fund Agents – Self Contained Breathing Apparatus (SCBA). Seconded by J. Blinn.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0

Motion carries

G. Taillon reads P-21-14 Transfer to Fire Department Radio Capital Reserve Fund.

F. Hart recommends changing some of the language to keep the article consistent with the others. The Board agrees.

F. Hart states the dollar amount of \$100,000 will not cover all the costs, only about ½ of the costs. This may be a two-year project.

J. Kiszka states the radio systems are very expensive and they should not be however we do not have a choice.

G. Taillon motions to approve P-21-14, Transfer to Fire Department Radio Capital Reserve Fund. Seconded by J. Kiszka.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0

Motion carries

J. Kiszka reads P-21-15, Capital Reserve Fund Deposit – Recreation.

Bill Coye, Chair of the Recreation Commission is in the audience and is asked to speak. B. Coye states the funding will be used to complete the project that was started this year. More work needs to be done on drainage, dugouts need to be built, and fencing is needed as a back stop.

J. Kiszka states maybe this could be split into a two-year article. We would ask for \$25,000 in 2021 and ask for another \$25,000 in 2022.

J. DeRoche asks if some of the money could come from the unassigned fund balance.

M. Pearson replies, yes. That is the Boards prerogative.

B. Coye states the pricing of fencing is going up. He would like to see the project finished.

J. Blinn states the fields bring in revenue. He would like to see the project completed and not spaced out over two more years.

J. Kiszka is concerned about using too much of the unassigned fund balance.

F. Hart state most years we use more than we are using this year.

G. Taillon wants to wait a year. With COVID-19 he does not want to ask taxpayers for any more money. There is no rush to finish the project.

F. Hart shares G. Taillon's sentiment.

J. Kiszka agrees to wait a year.

B. Coye states the dugouts and back stop are needed for safety. The Cape Cod Berm is another big piece of the drainage.

J. DeRoche states there are four (4) options:

1. Leave the current warrant article for \$50,000.
2. Do nothing in 2021.
3. Split the article into two-years (2021 & 2022) for \$25,000 each.
4. Change the warrant article to withdraw \$25,000 from the unassigned fund balance and raise the remaining \$25,000 from taxes.

J. DeRoche motions to amend warrant article P-21-15 to raise \$25,000 and withdraw \$25,000 from the unassigned fund balance. Seconded by J. Blinn.

Board Polled: F. Hart = yes, G. Taillon = no, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 4-1-0

Motion carries

G. Taillon motions to approve P-21-15 as amended. Seconded by J. DeRoche.

Board Polled: F. Hart =no, G. Taillon = no, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 3-2-0

Motion carries

J. Kiszka reads P-21-16, Reduce Budget Committee Membership. The reason for this warrant article is to prevent any votes resulting in a tie. It has been requested by the current Budget Committee.

G. Taillon motions to approve P-21-16, Reduce Budget Committee Membership. Seconded by J. Kiszka.

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Vote: 5-0-0

Motion carries

G. Taillon reads P-21-17, Acquisition of Land and/or Buildings Capital Reserve Fund Discontinuance. This would close the fund and return the money to the unassigned fund balance.

J. Kiszka thinks the balance of the account as of 12/31/2020 should be included in the warrant article.

The Board agrees to table this until 12/14/20.

F. Hart asks Julian to speak regarding a potential warrant article for Energy Aggregation.

J. Kiszka state Henry Herndon from Clean Energy NH has written warrant articles for other communities.

J. Kiszka states we do need a warrant article as we need permission from the public to negotiate for them. Residents can opt out anytime, they are not committed to use the Energy Aggregation. The Board has been invited to attend the next Energy Committee Meeting on Wednesday, December 2. Henry Herndon will be in attendance.

F. Hart states that concludes the warrant articles for 2021. The goal was to have less articles at a lower cost.

TOWN MANAGERS REPORT

M. Pearson would like the Boards support to purchase a natural gas generator for the Public Works Garage. The money will come from the 2020 budget without going over the bottom line. The Public Works Garage may be used as a regional location for vaccinations by the end of December.

J. Kiszka is concerned that the money will be used for other communities not just Plaistow.

There is consensus amongst the Board to support the purchase of a generator.

- Attended Several Meetings
- Public Works Garage Update, Exhaust Fan, Salt Shed Doors & Lights, Quotes for Audio/Video Equipment, Generator
- Potable Water Project
- P.A.R.C. Drainage Along Carli's Way
- Road Construction next to the Public Safety Complex
- Superior Court Returns Money to the Town
- Town Road Paving
- Budget Committee Cancels Meeting
- COVID-19 Pandemic is Surging

ACTION ITEM REVIEW

Reviewed. Item # 4, New RFP for solar panels at the Public Works Garage will be removed.

OTHER BUSINESS

F. Hart asks if the Board needs to officially accept the money from Superior Court regarding the sale of 33 Garden Road.

G. Colby replies, we do not need a Public Hearing and an official vote. It falls under the category of selling Town Property.

J. Kiszka asks if Westville Road will be repaved as there is damage to the road from putting in water pipes.

M. Pearson replies yes, it will be fixed in the Spring.

J. Kiszka asks if all the properties on Sweet Hill Road will be brought back to where they were before the water pipes were put in place.

M. Pearson replies yes, the contractor will take care of it.

J. DeRoche states he believes the Town should strive to provide curbside trash and recycling pick up to our residents. He knows there is a cost and sacrifices may have to be made. He believes each house should have one 96-gallon automated recycling receptacle and one 64-gallon automated trash receptacle. It will encourage people to recycle. Covered barrels will help keep recycling from getting contaminated. Perhaps we can charge a fee every two years for the cost of barrels. Changing bulk pickup to 3 - 4 times a year and charging residents for pick up fees will help. He would like to offer more options to residents. A comprehensive recycling initiative should help.

J. Kiszka states he agrees with the concept 100% however we have apartments and condos that offer no recycling options.

F. Hart recommends J. DeRoche and J. Kiszka discuss this later. There is no sense rehashing it now.

J. Kiszka motions to overrule the decision by the Chair and let J. DeRoche answer the question. Seconded by J. DeRoche.

Board Polled: F. Hart = no, G. Taillon = no, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes

Vote: 3-2-0

Motion carries

J. DeRoche states some condos do recycle. He thanks the Board for allowing him to speak.

J. Kiszka states he means no disrespect. He just wanted the question to be answered.

NEW BUSINESS

F. Hart states with the current resurgence of COVID-19 cases there is a very good chance that Town Hall may have minimized hours over the next few weeks. She recommends more meetings should be held remotely to minimize exposure to this disease. She will speak with D. Zanello and she would like to have the next Board meeting on 12/14/20 held remotely.

J. Kiszka is concerned about tomorrow evenings Budget Committee meeting. He wants to make sure the people who were exposed spent enough time in quarantine. Did they test negative.

F. Hart states is it up to the Chair to make sure things were done correctly.

J. Kiszka states the Board is the governing body and should have some say in the matter.

G. Taillon believes the current protocol in place is enough. You have to answer questions about exposure.

F. Hart asks M. Pearson if the Health Officer should reach out to the Bud Com Chair. Should local contact tracing be done.

The next meeting will be on Monday, December 14, 2020. Warrant articles will be finished then.

F. Hart adjourns the meeting at 8:35 p.m.

Respectfully submitted,
Beth Hossack

Recording Secretary