



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

PLAISTOW BOARD OF SELECTMEN MINUTES

DATE: December 21, 2020

MEETING CALLED TO ORDER: 6:31 p.m.

SELECTMEN:

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

Selectman, Greg Taillon, Vice Chairman
Selectman, John A. Blinn, Sr.
Mark Pearson, Town Manager – 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.

G. Taillon motions to approve the minutes of December 14, 2020. Seconded by J. Blinn.

Vote: 5-0-0

Motion carries

PUBLIC COMMENT

None

OPEN TRASH PROPOSALS

At 6:33 p.m. two proposals are opened. They are from Waste Management and Casella.

F. Hart states we will not read them tonight. She asks the Board to review them over the break.

2021 SCHEDULE

F. Hart reviews some of the important dates coming up in 2021. On January 11th, the Board will meet and hold a public hearing for the bond issue to help resident's hookup to the potable water system. The Budget Committee will hold a public hearing on Tuesday, January 12th, on the 2021 proposed budget. The declaration of candidates will begin on January 20th and end on January 29th. The last day for the Budget Committee to present the budget to the Board is January 21st. On January 25th, the budget and warrant articles must be posted at the polling place. The Deliberative Session will be held on Saturday, January 30th at the Public Works Garage at 9:00 a.m. The Board will hold regular meetings on February 8th and February 22nd. At the March 1st Board meeting the Town Report Dedication will take place. The annual report will be ready for distribution on March 2nd. Voting Day is March 9th at the Public Works Garage. The Board will hold regular meetings on March 15th and 29th.

F. Hart asks the Board to review the above dates. Any questions or discussion will take place at the next meeting.

SYSTEMS ENGINEERING MONTHLY UPDATE

F. Hart turns the meeting over to Greg Colby.

G. Colby states Jonathan Roderick and Shane Cochran from Systems Engineering have joined us remotely and will provide the update.

J. Roderick shares his screen and starts with the Scope of Work. The Scope of work was developed from a Cybersecurity Risk Assessment performed by Systems Engineering. During the risk assessment a total of twenty-seven items were discovered that need to be addressed. Of the twenty-seven items discovered, nine (9) have been remediated, eight (8) are in progress and ten (10) need to be completed.

Scope of Work

- Remediate findings from Cybersecurity Risk Assessment
- Assist in audits
- Support current projects

To date the following issues have been remediated:

- Encryption
- Server backups
- Infrastructure monitoring
- Firewalls and Network Segmentation
- Wireless Network
- Server Patching
- End User Device Patching
- Spam Filtering
- Website Filtering

The following items are in progress:

- Policy reviews
- Multifactor Authentication (MFA)
- Solution and proposal under development for Data Center Environment & Infrastructure Redundancy
- Corporate Identity
- Investigate and resolve DNS issue for RDS.PLAISTOW.COM
- Information security training program development (KnowBe4)
- Criminal Justice Information Services (CJIS)
- Migration from Microsystems Crime Track to CSI

The remaining items to be resolved include:

- Create IT Vendor Management Policy
- Migrate to business class LAN switches
- Workstation Security – screen lock on timeout, USER Restrictions
- Server group Policy Review
- Standardize password policies across all domains
- Review Business Continuity Plan
- Review Disaster Recovery Plan to ensure that it meets required RTO and RPO targets.

- Create a software asset management plan
- Centralized user credentials
- Implement mobile device management.

F. Hart asks them to provide another update on January 25th, 2021. She thanks them for tonight's presentation.

TOWN MANAGERS REPORT

- The cable booth at the Public Works Garage will be completed by the end of December.
- New rims have been put on the 2010 dump truck.
- Salt deliveries continue.
- The Salt Shed is being used to almost full capacity.
- Proposals for the landfill cap repair were received today. The range went from the lowest of \$412,000 to \$866,000 as the highest. J. Kiszka states the tires at the landfill are not an environmental impact.

M. Pearson states Sanborn Head, our consultants are completing the permit process. If the warrant article passes in March, we will be ready. However, there may be one (1) issue. Part of the Alteration of Terrain must be signed off by the New Hampshire Department of Fish & Game. A black spotted snake has been found in the area. A wildlife study may hold up the project. It is beyond our control. Part of the scope of work involves the mitigation of methane gas. If the warrant article does not pass, New Hampshire Department of Environmental Services (NHDES) will require the Town to mitigate the methane gas regardless. The poles that were sinking have been fixed by the Utility Company.

G. Taillon asks if the project will turn into a two-year project due to the Fish & Game Wildlife Study.

M. Pearson states the goal is to have the project completed by fall of 2021. It is unknown if the study will cause a long delay. The warrant articles should be written as non-lapsing.

- M. Pearson and G. Colby are continuing to work on answering questions for the Budget Committee.

J. DeRoche asks if the water project construction will shut down for the winter.

M. Pearson replies, yes.

G. Taillon asks if there is an update on a vaccination location.

M. Pearson replies, not yet. The situation is still very fluid.

OTHER BUSINESS

F. Hart states the 12/28/2020 meeting has been cancelled.

F. Hart will give the Budget Committee the warrant articles this week. There are two articles that we do not have the figures for yet. The operating budget and the landfill cap repair.

SELECTMEN'S REPORTS

J. Kiszka

- Attended the Budget Committee Meeting – so far, no department budgets have been voted on.
- Attended the Traffic Calming Study Meeting.

G. Taillon

- J. DeBonis will move the Selectmen's office this week.

J. DeRoche

- He states Maxann Dobson, Budget Committee Chair did not receive the email he spoke about at the last meeting. He wanted to make that correction.
- Attended the Budget Committee Meeting last week. He was not aware that F. Hart would be in attendance and speaking.

F. Hart states she was speaking as a resident however she should have told the Board.

APPROVE PRIOR NON-PUBLIC MINUTES

J. Kiszka motions to approved and unseal the non-public minutes from October 26, 2020.

Seconded by G. Taillon.

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

Motion carries

G. Taillon motions to approved and keep sealed the non-public minutes from November 4, 2020.

Seconded by J. Kiszka.

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

Motion carries

G. Taillon motions to amend and keep sealed the non-public minutes from November 16, 2020.

The amendment should read, the Board reached a consensus to stop doing business with Visions based on information provided by our Assessor, M. Walker.

There is no second to the motions.

There is consensus to table it.

G. Taillon motions to enter non-public session under RSA 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transactions; (E) Pending or Threatened Litigation; (I) Emergency Functions; (J) Confidential Information in Adjudicative Proceedings; (L)

Consideration of Legal Advice. Seconded by J. Blinn.

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

Motion carries 5-0-0

F. Hart adjourns the public meeting at 8:08 p.m.

F. Hart states we will not be returning to public session. She wishes everyone a Merry Christmas and a Happy New.

Public Session resumed at 8:23 p.m.

G. Taillon motions to seal the minutes of tonight's non-public session #1. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

J. DeRoche motions to enter non-public session under RSA 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transactions; (E) Pending or Threatened Litigation; (I) Emergency Functions; (J) Confidential Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by G. Taillon.

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

F. Hart adjourns the public meeting at 8:24 p.m.

Public Session resumed at 8:48p.m.

G. Taillon motions to seal the minutes of tonight's non-public session #2. Seconded by J. DeRoche.

Vote: 5-0-0

Motion carries

F. Hart adjourns the public meeting at 8:49 p.m.

Respectfully submitted,

Beth Hossack
Recording Secretary