



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

Plaistow Board of Selectmen Minutes

Date: February 22, 2021

Meeting Called to Order: 6:35 p.m.

Roll Call

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.

Minutes

J. Kiszka motions to approve the February 8, 2021 minutes. Seconded by G. Taillon.

Vote: 4-0-1 (J. DeRoche abstain)

Motion carries.

Public Hearing – Sale of Town Owned Land

F. Hart opens the public hearing at 6:39 p.m.

F. Hart states there is information in the folders from Attorney Kalman regarding the properties. She asks M. Pearson to address the Board.

M. Pearson states he reviewed the properties with Town counsel. Tonight, is the first of two (2) public hearings that will be held. The next steps are to notify the Planning Board and the Conservation Committee and let them weigh in. A second public hearing will be held in the future.

J. Kiszka asks if it is okay to sell the property on Hale Spring Road.

M. Pearson replies, no it has been put on hold. There are some legal issues about the property and how it can be used.

F. Hart closes the public hearing at 6:42 p.m.

Public Hearing – Grant Consideration \$28,420.28

F. Hart opens the public hearing at 6:43 p.m.

F. Hart states Chief Knutsen is here to discuss the grant.

Chief Knutsen states he applied for the grant last year. Tonight's discussion is for a continuation of the previous grant. The grant covered the costs for staffing the Fire Department 24/7 to assist with coronavirus. The grant expired on 12/31/2020. Since a new budget will not be voted on until March, Chief Knutsen contacted the Department of Justice to see if any funding was available to continue

24/7 coverage through 3/31/2021. The Department of Justice replied with the grant extension in the amount of \$28,420.28.

Chief Knutsen states he is happy the Department of Justice extended the grant.

J. DeRoche states, great job.

F. Hart thanks the chief for all his efforts.

F. Hart reads a question received by email today from Ty Vitale.

“How will the Coronavirus Emergency Supplemental Funding (CESF) funds be used to prevent, prepare for, or respond to coronavirus?”

F. Hart replies, the purpose is to increase staffing from “call” to “paid” status from 6:00 p.m. – 6:00 a.m. to respond quicker to individuals requiring medical care.

G. Taillon motions to accept a Coronavirus Emergency Supplemental Funding Grant of \$28,420.28 from the State of New Hampshire, Department of Justice and to authorize Mark A. Pearson, Town Manager to sign the Certificate of Authority relating to the grant. The grant has been awarded to assist the Plaistow Fire Department personnel by improving the safety, health and wellness of the firefighters and community especially during the COVID-19 pandemic.

Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries.

F. Hart thanks Chief Knutsen and closes the public hearing at 6:49 p.m.

Investment Policy

G. Colby states the Investment Policy needs to be reviewed and re-adopted each year. Municipalities have limited options to invest in. Covered funds in the custody of the Town are the responsibility of the Treasurer. These do not include Capital Reserve Funds, Expendable Trust Funds or Library Funds. Each of the above funds must have their own policy and are in the custody of the Trustees of the Trust Funds of the Town and/or Library.

J. Kiszka asks why the Town is in charge of Timberlane funds.

G. Colby replies, Timberlane Regional School District voted a year or two ago to switch the custody of their Trust Funds. It has nothing to do with their general operating funds. The school has scholarship trust funds that now reside with the Plaistow Trustee of the Trust Funds. Trustees of the Trust Funds have their own policy that they adopt separately. It is not a concern the Board of Selectmen.

F. Hart asks G. Colby how much extra revenue he has gained for the Town due to investments.

G. Colby replies, this year has been low due to COVID-9. Interest rates have been between 0.10 to 0.15%.

F. Hart asks if the Town is allowed to invest in CD's or short-term bonds.

G. Colby replies yes for CD's however the rates have not been much better this year.

J. DeRoche asks if the Investment Policy carries over year to year.

G. Colby replies, yes.

J. DeRoche states he looked at Investment Policies from other Towns and none of them have the following statement, “investment officials acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the

Selectmen in a timely fashion and appropriate action is taken to control adverse developments.” He asks if there is a reason, we have it.

G. Colby replies, he will have to research past policies to find when this was added to Plaistow’s policy.

J. DeRoche asks who the Investment Official is.

G. Colby replies, it is the Treasurer who can delegate the responsibility to the Finance Director.

J. DeRoche asks who the appointed Treasure is.

G. Colby replies. Katherine Davis.

G. Colby states we do have a stop-gap letter to cover the Town. It is an extra layer of protection in addition to FDIC.

J. Kiszka asks who makes investment decisions on the portion of funds we hold for Timberlane Regional School District.

G. Colby replies, it falls under the care of the Trustees of the Trust Funds.

F. Hart states G. Colby has made the Town a lot of revenue due to his good investments.

Department of Environmental Services Permitting for the Landfill Cap

M. Pearson states we have been waiting for permits from the Department of Environmental Services (DES) and one (1) from Fish and Game. We received the one from Fish and Game last week. There are a few conditions that must be complied to and those conditions will become part of the work contract. If the warrant article passes on March 9th, we are all set to move forward.

Approve the Updated Right-to-Know (RTK) Form

The updated form is reviewed. B. Hossack states the form is more concise. There is consensus amongst the Board to approve the new form.

M. Pearson states B. Hossack is the main person who deals with the requests. She is learning a lot about 91-A and he gives her a “shout out.”

Appoint Trash & Recycling Advisory Committee Members

F. Hart thanks all the new members for participating in community service. She reads the names, Isabel Gautreau, Mary Anne LoCascio, Robert Kinkaid, Kelley Fox, and Deborah Esparza-St Louis. She states it is both an honor and a responsibility to be part of the committee. Each member is expected to show up for meetings.

F. Hart turns the meeting to J. DeRoche.

J. DeRoche states initially the group got together on Face Book and started to meet. He thanks the five (5) members for stepping up. The expectation of the committee is to help with recommendations and education for recycling. The goal is to reduce, reuse and recycle. Changes to the existing charter have been suggested and they will be discussed at the next Board meeting.

J. DeRoche states M. Pearson was kind enough to provide target dates for the completion of work.

J. DeRoche would like to stay on TRAC as the Board Representative if the Board agrees.

He mentions ideas like composting and tumblers.

D. Voss will take meeting minutes and keep the website updated.

G. Taillon recommends having a Budget Committee member be involved with TRAC.

Town Managers Report

- Use of Town Facilities Policy
- Chandler Ave Fire Suppression System Abatement

- Waterline Mapping
- East Road Pump House Public Notices
- Water Operator Contract Review & Interview
- Nitrification Issues
- Trash Carts
- TRAC Committee Appointments
- Casella Waste Notification and Conversation
- Landfill Permitting
- Right-to-Know Requests Increasing
- Sale of Town Owned Land
- BTLA Case Meeting Rescheduled
- Assessing Project
- Comcast Agreement Negotiations
- Solar Panel – Phase 1 Contract Review
- Coronavirus (COVID-19) Vaccine Point of Distribution (POD)
- Candidates Night Scheduled

Other Business

J. DeRoche asks if the Board will see the resumes for Water Operators.

M. Pearson replies, yes. The Board will get a full package with all three (3) proposals. Two (2) are priced similarly and one is very high.

Action Items

Deferred until the next meeting.

Selectmen Reports

J. DeRoche

- Attended the Recreation Committee Meeting – they are busy with many upcoming activities.
- He asks/suggests the Board should have an Organizational Chart with job descriptions, and roles and responsibilities such as full time vs. stipend positions.

G. Taillon

- The Cable Committee is working on two (2) initiatives. The first one is partnering with the Library to continue movie night. The other is working with a local artist to use his work as backdrops for some Channel 17 slides.
- He suggests contracts should be posted to the website for easy access.

J. Kiszka

- Attended the TRAC Meeting.
- Attended the Rockingham Planning Commission Meeting.

J. Blinn – nothing to report.

F. Hart – Attended the Planning Board Meeting – currently things are quiet.

J. Kiszka 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 states we will not be coming back to a public meeting.

Public Session Adjourned at 7:35 p.m.

Public Session Resumed at 7:45 p.m.

J. Kiszka motions to seal the minutes of the non-public session. 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 meeting at 7:46 p.m.

Respectfully submitted,
Beth Hossack

Recording Secretary