



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** April 17, 2017

**MEETING CALLED TO ORDER:** 6:31pm

**SELECTMEN:**

Selectman, John Sherman, Chairman  
Selectman, Steve Ranlett  
Selectman, Peter Bracci

Selectman, Tammy Bergeron, Vice Chair  
Selectman, Julian Kiszka  
Interim Town Manager, M. Pearson

**AGENDA**

**MINUTES**

*T. Bergeron motions to approve the minutes of April 3, 2017. Seconded by J. Kiszka.*

*Vote: 5-0-0*

*Motion passes*

*T. Bergeron motions to approve the minutes of April 10, 2017. Seconded by J. Kiszka.*

*Vote: 5-0-0*

*Motion passes*

**PUBLIC COMMENT**

Barbara Kiszka, May Ray Ave states she is concerned and disappointed in false statements that have been made by Board members. She believes some statements and behavior have cast seeds of doubt on other Board members. Everyone needs to watch what they say and be careful.

S. Ranlett states the same needs to happen amongst residents. Many false statements have been made or stated on social media. If one selectman speaks to the media the statement is of that particular selectman only. It does not represent the Board as a whole. Only the Chairman can make a statement for the board as a whole.

He also mentions that he has know Chief Jones for over 30 years. She has never been involved in hiding information, covering for someone or sweeping anything under the carpet. She has integrity and a conducts herself in a high standard professional manner.

**ARBOR DAY DRAWINGS AND POEMS**

J. Sherman states all the posters and poems were reviewed tonight. The finalists will be present on May 1. At that meeting the winners will be announced. This year's theme is "Stand Up For Something".

**TRUSTE OF THE TRUST FUNDS**

Jill Senter discusses the quarterly report. We have received over \$4,000 in interest during the first quarter. Rules have changed with perpetual care funds. These funds are lot specific and may only be used for the care of the lot upon which the perpetual care fund was placed. Funds may not be

used for general cemetery maintenance. The Board of Selectmen are the Trustees of the funds therefore it is their job to maintain the records and keep the breakdown of what funds belong in perpetual care per plot. J. Senter explains how the perpetual care funds are not enough to cover the costs of full maintenance of the cemetery. Towns are allowed to budget for the additional funds needed for maintenance.

J. Sherman inquires if M. Dorman has information regarding a land swap as part of the Safety Complex upgrade to allow for expansion behind the cemetery.

M. Pearson will find the information and report back to the Board.

P. Bracci inquires about the rate of return on the investment. J. Senter states it fluctuates but the overall rate is over 1%.

J. Kiszka inquires if the purchase of a plot covers some of the perpetual care costs. J. Senter states yes, some of it does. Money from the sale of a plot goes into the general fund. Perhaps the costs of plots should be revisited.

P. Bracci inquires as to who cuts the grass in the cemetery. J. Senter responds the Highway Department.

M. Pearson will research the cemetery budget and report back to the Board.

### **HOMELAND SECURITY GRANT**

Chief Jones states the prior grant motion made on 3/20/17 needs to be amended because it did not include the full amount of the grant. The grant is a 50/50 match. Basically the money received will be \$19,200 and the local match will be \$19,200 which is the salary of the SRO (School Resource Officer). The total grant is \$38,400.

S. Ranlett makes the following motion to amend the 3/20/17 minutes.

***Motion by S. Ranlett for “the Town of Plaistow Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$19,200.00 for the purchase of School Emergency Notification Software. Furthermore, the Board acknowledges that the total cost of this project will be \$38,400.00, in which the Town will be responsible for a 50% match (\$19,200.00).”***

***Vote: 4-0-1 (T. Bergeron abstain)***

### **REVIEW PURCHASING POLICY**

M. Pearson states the draft policy is a result of one of the auditor’s suggestions following the completion of the 2015 audit. Basically this is a starting point. Each selectman should read the draft and send any comments to M. Pearson. The draft will be updated with the Boards input and reviewed and adopted next week.

Note: a non-town employee is not allowed to approved any spending.

In the near future the town will most likely adopt an electronic format for requisitions. The software will be connected to budget line items/purchase orders to prevent overspending.

### **REVIEW OF TOWN OWNED PROPERTY**

J. Sherman states he found a few discrepancies in tonight’s handout. For example map #18-014 is not unused. It is part of the Town Forest. He will make sure the list is updated. The list of Town

owned property is lengthy. The process of deciding to sell will take time. It will be easier to discuss the list by category. Each property will need to be looked at/walked and viewed on a map. J. Kiszka mentions it might be best to use a Real Estate Agent to assist us with the process. M. Pearson states for this type of project we should use an auctioneer. J. Kiszka agrees. We will follow the law of course (RSA's) and make sure the Planning Board, Conservation Committee and anyone else necessary is on board with any sale of property prior to its occurrence.

### **MEDIA POLICY**

The media policy is briefly discussed. It applies to Town Employees not Elected Officials. Perhaps it would be a wise idea to consider having a policy for Elected Officials also.

### **TOWN MANAGER'S REPORT**

M. Pearson states the Town depends heavily on the Finance Department. This department needs to be consistent in handling accounting procedures and up to speed on all financial aspects. To meet this goal he has moved Gayle to the Finance Department full time as the Accounting and Budget Coordinator. With two full time employees in the Finance Department the department will run efficiently.

Both T. Bergeron and J. Kiszka feel this is a positive move.

Rollanda Hughes has moved to the Administration Office where she will be working with Mark and Beth.

J. Sherman welcomes Rollanda to the Administrative Office.

Fire Department News  
Public Safety Generator  
Fire Suppression System Maple Ave  
Plaistow Water Feasibility Study  
Media Management Policy  
Personnel Changes  
Safety Complex Building Committee  
Auditors  
Easter Egg Hunt  
Plaistow Pride Day  
Household Hazardous Waste  
New town cell phones – less phones & lower cost  
New credit card – 1 account with sub-accounts

### **ACTION ITEM REVIEW**

Reviewed

### **OTHER BUSINESS**

P. Bracci mentions the updated water restriction and states he has been asked several questions that he is not sure how to answer. He would like to cancel the water restriction and just ask residents to conserve water.

T. Bergeron agrees.

J. Kiszka would like to leave the restriction as is.

Discussion continues.

***Motion by S. Ranlett to lift the level 2 water ban. Seconded by P. Bracci.***

***Vote: 3-2-0 (no J. Sherman, J. Kiszka)***

***Motion passes***

Discussion occurs as to when this will be effective.

M. Pearson states we will research the RSA's and follow the law.

J. Sherman states if we need to allow a certain amount of time for public notices etc. we should make the effective date Monday, April 24, 2017.

### **SIGNATURE FOLDER**

J. Sherman states the manifest and signature folder are going around.

### **SELECTMAN REPORTS**

J. Sherman

- Warrant Article P-17-11, Bud Com & BOS had an issue with the count printed on the ballot (email from JS to others)
- DARE at PAC Detective Schiavone
- Blue & Gold Cub Scouts moving up a level, Mark attended too
- Memorial Day Event

T. Bergeron

- Public Safety Building Committee
- Wednesday Family Mediation

S. Ranlett

- Planning Board Wednesday
- Veteran Appreciation

J. Kiszka

- Rockingham Planning Commission
- PACE
- Chuck Morse potable water
- Attended both Easter Egg Hunts
- Wednesday will attend Planning & Energy
- Sons of American Post 34

P. Bracci

- TRAC – revisit annual flyers & bulk items to twice/year at a later date
- Level 2 Watering ban many questions
- Asks J. Sherman to have T. Bergeron step down from her current Board position. J. Sherman states he will not do that.

***Motion by S. Ranlett to enter into non public session under RSA 91-A3:11 (a)Personnel, (b)Hiring, (c)Reputation, (d)Negotiation, (e)Legal understanding that both parties have agreed. Seconded by J. Kiszka***

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

J. Sherman adjourns the public meeting at 8:02pm

J. Sherman re-opens the public meeting at 8:52pm

J. Sherman states in the non public session tonight the following action was taken on the following sets of minutes:

Minutes of 4/3/17	approved and unsealed
Minutes of 3/20/17	approved and unsealed
Minutes of 2/15/17	approved and unsealed
Minutes of 1/9/17	approved and unsealed
Minutes of 10/24/16	approved and unsealed
Minutes of 9/19/16	approved and unsealed
Minutes of 7/11/16	approved and unsealed
Minutes of 6/13/16	approved and unsealed
Minutes of 5/23/16	approved and unsealed
Minutes of 4/18/16	approved (not sealed to begin with)

J. Sherman adjourns the public meeting at 8:55 pm

Respectfully submitted,

Beth Hossack,  
Recording Secretary