



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

Plaistow Board of Selectmen Minutes

Date: April 26, 2021

Meeting Called to Order: 6:30 p.m.

Roll Call:

Selectman, Greg Taillon, Chair

Selectman, John A. Blinn, Sr., Vice Chair

Selectman, Jay DeRoche - Remotely

Selectman, Bill Coye

Selectman, Darrell Britton

Mark A. Pearson, Town Manager – Remotely

Greg Colby, Finance Director/Asst. Town Manager - Remotely

Also present: Peter Blanchette, Code Enforcement Officer, Isabel Gautreau, Chair TRAC - Remotely, Bob Kincaid, Vice-Chair TRAC, and Beth Hossack, Recording Secretary.

G. Taillon asks J. DeRoche why he is attending remotely and if he is alone.

J. DeRoche replies, "I am out of Town and I am alone".

G. Taillon states all votes will be done by roll call this evening.

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

Minutes

B. Coye motions to approve the April 12, 2021 minutes. Seconded by D. Britton.

Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes.

Vote: 5-0-0

Motion carries.

Public Comment

Bob Hobbs, 328 Guile St. Haverhill, is the President of the Plaistow Historical Society. He has a comment regarding vendor fees from Old Home Day. Old Home Day was started by the Historical Society in the 1970's. All vendor fees were given to the Historical Society. This practice continued for many years. In December of 2017 discussion regarding vendor fees for Old Home Day occurred. It was decided that all vendor fees would go to the Town first, then the Historical Society. This was done to establish proper financial controls. Since there was an agreement in 2017 and the vendor fees have always been given to the Historical Society, B. Hobbs believes the practice should remain in place.

G. Taillon thanks B. Hobbs for his comment.

Proclamation – May is Building Safety Month

Peter Blanchette is our Code Enforcement Officer. He states Building Safety Month is an international campaign that takes place in May to raise awareness about Building Safety. This campaign publicizes the need for Building and Fire codes, proper permitting, and a diligent inspection program. One of the Building Department's goals for May is to focus on educating citizens of Plaistow to get permits for home projects, have the work done right and having proper inspections. This is for public safety. P. Blanchett is also planning an Open House for his department.

G. Taillon reads the Building Safety Month Proclamation and is happy to approve this initiative. G. Taillon thanks P. Blanchett for his presentation.

Trash & Recycling Advisory Committee (TRAC) Recommendations

B. Kinkaid, Vice Chair of TRAC presents a power point to the Board. The TRAC committee was recently re-formed to evaluate the current market landscape and make recommendations to the Board. The Town Manager and the Board will work on sending out an RFP for a new Trash and Recycling contract. The current contract with JRM will expire on December 31, 2021. The committee researched eight (8) neighboring towns. Their recommendations are as follows:

1. Model – curbside pickup of trash & recycling provided by a trash contractor hired by the Town.
2. Method – automated collection for trash & recycling using purchased carts.
3. Scope – both trash & recycling will be handled by the same provider. Trash will be picked up weekly and recycling will be biweekly. Bulk and hazardous waste should be bid at the providers discretion as separate lines on the proposal.
4. Detail – 96-gallon carts will be the default size for recycling with the first cart free. Residents may choose at 64- or 96-gallon cart for trash with the first cart free. Additional carts will be available for purchase.

G. Taillon asks if the committee has considered eliminating plastics from recycling and only recycling paper, glass, and cans.

B. Kinkaid replies, it was discussed however they felt it is better to get a s supplier first then work out the details of recycling material.

The majority of the Board agrees.

Isabel Gautreau, Chair of TRAC states educating residents will be a big piece.

G. Taillon is concerned about offering additional carts for purchase. It will increase tipping fees.

I. Gautreau states limiting the amount of trash allowed is another consideration.

J. DeRoche thanks the TRAC committee for all their research.

G. Taillon states the Board will hold a public hearing on May 17 for more public input on trash and recycling. Following the hearing the Board will deliberate and direct the Town Manager to send out a new RFP.

M. Pearson states he was contacted by a JRM representative. JRM has offered to host a paper shredding day in Plaistow in June or July. They know many people have been working from home and may have paper items that need shredding. JRM will not charge the Town for this event. JRM also offered to work with the TRAC committee regarding public outreach and education for recycling materials. They will not charge the Town.

Cemetery Discussion

G. Taillon reviews the current rules which are listed in Chapter 50 of the Town Code. Only one upright monument may be placed on a lot. Mark Gilford, Cemetery Sexton is here tonight to let the Board know there are about seven (7) granite benches in the cemetery. The benches were already in the cemetery when he started working here however, they do cause problems. The benches are heavy and not easy to move. They create a hardship for maintenance work such as grass cutting. There have been times when a bench needed to be moved so a grave digger had access to dig a grave. M. Gilford wrote a draft letter he would like to send to bench owners asking them to be moved. He wants to know the Boards opinion on enforcing the rules and if the Board agrees to sending the letter.

D. Britton suggests sending the letter to all lot owners.

M. Gilford thinks it should only go to lot owners with benches.

J. Blinn asks when someone purchases a lot are they given a set of rules.

M. Gilford likes the idea. He said the monument companies know benches are not allowed.

J. DeRoche asks if the current benches can be located somewhere else in the cemetery.

M. Gilford states if there is a vacant lot adjacent to a lot with a bench, the vacant lot could be purchased, and the bench could be moved. If not, perhaps an area could be found.

J. Blinn thinks the type of trees/shrubs and the height of them should be limited.

G. Taillon agrees however the current rules cover it.

G. Taillon asks the Board if there is consensus to have the letter sent to owners and have the rules enforced. All Board members agree.

Decision to Sell Town Owned Property

G. Taillon states both the Planning Board and the Conservation Commission recommended the Board sell 13 Rose Avenue.

B. Coye motions to direct the Town Manager to sell 13 Rose Avenue with St. Jean's Auctioneers. Seconded by D. Britton.

Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes.

Vote: 5-0-0

Motion carries.

G. Taillon states both the Planning Board and the Conservation Commission did not recommend selling 17 Canterbury Forest. He suggests tabling this property until more information is collected.

J. Blinn motions to table the possible sale of the 17 Canterbury Forest lot. Seconded by D. Britton.

Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes.

Vote: 5-0-0

Motion carries.

NH DES Certificate of Authorization

G. Taillon states a motion needs to be made to allow Town Manager, Mark A. Pearson to sign documents relating to the grant.

D. Britton motions to enter into a Drinking Water and Groundwater Trust Fund grant agreement with NH Department of Environmental Services to fund a water system improvement project.

The Town of Plaistow further authorizes Mark A. Pearson, Town Manager or Greg Colby, Assistant Town Manager to execute any documents which may be necessary to effectuate this grant agreement and Mark A. Pearson, Town Manager or Greg Colby, Assistant Town Manager are authorized to sign disbursement requests with a date beginning August 4, 2020 and continuing throughout the project. Seconded by B. Coye.

Discussion: J. DeRoche asks M. Pearson or G. Colby to speak about the need for the motions for the benefit of the public.

M. Pearson states the Town of Plaistow has been approved to receive over 10 million in grant money to bring potable water to Town. The project includes the East Road pump house, several miles of new pipelines, the Sweet Hill Road water tank, and connections to MtBE contaminated properties. The work is in process and so far, we have received five to eight million dollars. The motion is required to bring us into compliance with NH DES regulations. It is a housekeeping issue on their end. The Board of Selectmen are the Water Commissioners.

*Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes.
Vote: 5-0-0*

Motion carries.

Update Board of Selectmen Guidelines & Procedures

G. Taillon suggests slightly changing one sentence of the Board of Selectmen Guidelines and Procedures. The sentence is the second sentence under section II Organization. The current sentence reads, "The Board shall by majority elect from its membership (or appoint designees, as appropriate the following primary liaisons:" With the recommended change the sentence will read, "The Board shall by consensus select from its membership (or appoint designees, as appropriate the following primary liaisons:"

B. Coye motions to change the Board of Selectmen Guidelines and Procedures as recommended. Seconded by D. Britton.

Discussion: D. Britton states everything should be laid out and discussed together. He does not feel that is what happened this year,

*Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes.
Vote: 5-0-0*

Motion carries.

Approve Use of Contingency Fund

G. Colby states recently the Town had significant repair costs to a Fire Truck in the amount of \$5,350.98 and a Police Cruiser for \$4,650.00. The costs are over and above normal maintenance costs. He recommends using money from the contingency fund to pay for the repairs.

G. Taillon motions to approve the expenditure of \$10,000.98 from the contingency fund for the significant unanticipated repairs to the 2003 KME Fire Truck and 2013 Ford Taurus cruiser. Seconded by D. Britton.

Discussion: D. Britton asks why the engine blew on the cruiser.

M. Pearson replies the timing chain and components surrounding it malfunctioned. This is unusual as the cruiser only has 58,000 miles on it.

D. Britton asks what amount is available for regular maintenance and will it cover these costs.

G. Colby replies the repairs costs would take about 25% of the maintenance line item. Since it is still early in the year, it seems better to use the contingency fund.

Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes.

Vote: 5-0-0

Motion carries.

Review Draft New Street Light Policy

G. Taillon states the Energy Committee has written a draft Streetlight Policy. At their meeting on April 7, 2021, they voted unanimously to recommend this policy to the Board for adoption.

B. Coye motions to adopt the Streetlight Policy recommended by the Energy Committee. Seconded by J. Blinn.

Discussion: D. Britton states he did not read the policy yet and therefore will abstain from voting.

G. Taillon asks J. DeRoche to explain the policy since he is the Board Representative for the Energy Committee.

J. DeRoche replies the policy is a way to move forward with the new LED Streetlights and replacing lights if needed.

Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = abstain.

Vote: 4-0-1

Motion carries.

Review/Update Old Home Day Bylaws

G. Taillon states the Old Home Day Bylaws do not state who controls vendor fees. Since it is not written in the bylaws there is no need to change them. There is another issue that needs to be mentioned. Vendor fees cannot be used to pay for expenses. Donations made by individuals, businesses or monies received from an advertising brochure can be deposited to the trust fund and used to pay expenses.

J. Blinn states the Old Home Day Committee plans on sending a letter to several local businesses asking for donations. The committee also would like future vendor fees to go to the Recreation Commission. The theory is the Recreation Commission can pay for the fireworks. Any extra donations will be placed on a warrant article for 2022 asking voters to transfer the money to the Recreation Commission.

B. Coye is not sure that will work. Friends of Recreation are allowed to accept donations not the Recreation Commission itself.

D. Britton recommends collecting donations for the fireworks.

G. Colby states that is not a good idea. Donations should go to the trust fund.

D. Britton thinks that is a slippery slope as people voted no for Old Home Day.

G. Taillon disagrees, people voted on a budget, not for or against the event.

J. DeRoche states a letter asking for donations must be very clear. If not enough money is raised the donations will be deposited into the trust fund and be used for a future Old Home Day.

There is consensus amongst the Board that an answer needs to be determined by May 10 as to whether Old Home Day will happen.

M. Pearson wants to be clear that the Board's intend is not to spend tax dollars for Old Home Day and/or fireworks.

The Board agrees.

M. Pearson states no invoices regarding Old Home Day will be paid by the finance department.
B. Coye asks if there are no fireworks will there still be daytime events.
J. Blinn replies, that will be decided soon. Vendors do not care about the fireworks. They still want to participate.
G. Taillon states we do not have enough money to pay employees to work at Old Home Day.
M. Pearson agrees. The one exception is for Police Details. They can be paid out of the detail fund at no cost to the Town. His concern is there no money to pay for the Health Officer and Highway and Facility employees.

Town Manager's Report

- Salt Shed Solar Panel Project – Phase 1 & 2
- Sale of Town Owned Land
- Town Manager Goals – June 2020
- Budget Committee – 2021
- Roles & Responsibilities of Elected & Appointed Officials Training
- Building Safety Inspections of Businesses and Rental Properties
- Paving of Stephen Savage Way
- Paving of Red Oak Drive
- Wentworth Ave Reconstruction
- Town Water Department Work
- East Road Pump House Bid Results
- Water Operator Contract
- Two emails from Library personnel regarding Active Shooter Training given by the Police Department.

Other Business

J. DeRoche asks if the total cost of the repair work on the Town Hall stairs is available.
M. Pearson replies, he will check on the total tomorrow.
J. DeRoche asks if the organizational chart and job descriptions are ready.
M. Pearson replies, it is substantially complete. The information will be placed on USB drives for each Selectman.

Selectmen's Reports

B. Coye

- Plaistow Pride Day was a great success with many volunteers and several bags of trash collected.
- Saturday, May 1 is Opening Day for Baseball and Softball. The Lions Club will be at the field collecting food.
- Summer Recreation will begin on June 28 and end on August 13. Registration starts May 1.

J. Blinn – nothing to report.

D. Britton – nothing to report.

J. DeRoche – nothing to report.

G. Taillon recommends entering a non-public session for reputation.

D. Britton 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: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes. Motion carries 5-0-0.

G. Taillon adjourns the public meeting at 8:23 p.m.

The public meeting reconvened at 8:55 p.m.

J. Blinn motions to seal the minutes of the non-public session. Seconded by D. Britton.

Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes.

Vote: 5-0-0

Motion carries.

As there is no further business G. Taillon adjourns the meeting at 8:56 p.m.

Respectfully submitted,
Beth Hossack

Recording Secretary