



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** May 1, 2017

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

**SELECTMEN:**

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

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

**AGENDA**

**MINUTES**

*S. Ranlett motions to approve the minutes of April 24, 2017. Seconded by J. Kiszka.*

*Vote: 4-0-0*

*Motion passes*

**PUBLIC COMMENT**

None

**REVIEW - EMERGENCY OPERATIONS**

Lt. Baldwin, Emergency Director, Dennise Horrocks, Deputy Director and Mike Dorman, Deputy Director are present to discuss the Emergency Operations Plan. In order to implement the plan the Statement of Promulgation and the Annul Concurrence must be signed by the governing body which is the Board of Selectman. The updating of this plan has been in the works for a while. The updated plan is more articulate, defines the roles and responsibilities more effectively, discusses situational issues (such as the railroad in town) and main roadways including transportation. It sets the guidelines for any issues that may occur to protect the public and deal with natural disasters. The plan also unifies all Public Safety Entities under one system.

**Questions by the Board:**

Does the School District need to be part of the approval?

Response, no. The School District is working on their own plan which will become an addendum to the Town Plan once it is approved.

Should the Library be part of the approval?

Response, no however we can add a memo of understanding.

If the Board approves the plan tonight, it should be reapproved once any addendums are added.

How does the plan incorporate hazardous materials?

Response, we will rely on the Fire Chief. Also, the State would have the National Guard assist if necessary.

Who and how decides when a situation is declared an emergency? How is the public informed? Response, the Emergency team would get together to declare and document it. The team consists of the Emergency Operations Plan members, the Town Manager, the Board of Selectmen, the Police Department and the Fire Department. Sign boards, web notifications and public TV stations will help alert the public.

J. Sherman states the plan should be cleaned up by correcting some minor typing errors before the Board signs it. There is consensus to do so.

### **ARBOR DAY CONTEST WINNERS**

All of the poems are read by their author. The winner of the poem is announced. All the winners of the poster contest are announced by grade level. The students did a great job. On Friday, May 5<sup>th</sup> the fifth grade class will plant a tree at Smith Field at 1:30. The type of tree will be announced then. Everyone who wants to attend is welcome.

### **REVIEW - OUTSIDE POLICE DETAIL**

Chief Jones and M. Pearson present information to the Board regarding the Police Outside Detail. The account was established in 2006. It is called the Public Safety Revolving Fund and it has approximately \$64,000. This fund contains no tax dollars. It is funded fully from those who pay for Police Details. The idea of the account is to move funds from this account to the general fund to pay for items relating to Outside Police Details. The current goal is to pay for two used cruisers, outfit the cruisers with new equipment and pay ongoing expenses.

*S. Ranlett motions to expend \$21,850.00 from the Public Safety Revolving Trust Fund (Outside Detail) for the purchase of two (2) Police Vehicles; a 2014 Ford SUV, VIN#(see memo), mileage: 63,251 and a 2013 Ford SUV, VIN: #(see memo), mileage: 64,439 and the funds to be deposited into the General Fund per the memo dated May 1, 2017. Seconded by Julian Kiszka. Vote: 4-0-0*

*Motion passes*

*J. Kiszka motions to authorize the expenditure of Public Safety Revolving Trust Fund (Outside Detail) funds in the amount of \$25,518.00 for the onetime costs associated with the purchase of equipment for the two (2) new cruisers and to transfer these funds to the Police Department respective line items. Seconded by S. Ranlett.*

*Vote: 4-0-0*

*Motion passes*

*S. Ranlett motions to authorize the expenditure of Public Safety Revolving Trust Fund (Outside Detail) funds for the ongoing expenses for fuel, maintenance, repairs and insurance for the two (2) Outside Detail Cruisers. Seconded by J. Kiszka.*

*Vote: 4-0-0*

*Motion passes*

***S. Ranlett motions to the expenditure of Public Safety Revolving Trust Fund (Outside Detail) funds for the ongoing expenses annually to change over the equipment for the rotation of vehicle(s), equipment and to transfer these funds to the Police Department respective line items. Seconded by J. Kiszka.***

***Vote: 4-0-0***

***Motion passes***

***J. Kiszka motions to authorize the expenditure of Public Safety Revolving Trust Fund (Outside Detail) funds for the ongoing expenses for the administrative costs associated with scheduling, record keeping, payroll, and maintenance of the Outside Detail vehicles and personnel and the funds to be transferred to the Police Department Operating Budget and Finance Department respective line items. Seconded by J. Kiszka.***

***Vote: 3-0-1 (S. Ranlett)***

***Motion passes***

### **PUBLIC HEARING – VOTE RATIFICATION & REVIEW VOTE RESULTS**

J. Sherman reads the Public Notice. Confusion resulted when some towns postponed elections due to inclement weather. Recently, the Governor signed HB 329 which allowed the ratification of all persons to any elected town position. However Warrant Articles were not ratified as part of the bill. The governing body may ratify them. The State did not mandate a public hearing for the ratification of Warrant Articles yet Plaistow decided to hold one to be on the cautious side.

J. Sherman opens the Public Hearing at 7:42pm.

Bob Harb, Town Moderator is present and states he met with several Town Officials including the Fire Chief, Police Chief, Highway Supervisor, Building Maintenance Supervisor, and the Chairman of the Board the day before the scheduled election. He asked their opinion regarding the safety of the public. Based on conversations at the meeting he decided to postpone the election. It is the call of the moderator to postpone an election. He made the decision he believed was in the best interest of the residents, town staff, and election workers.

Maryellen Pelletier, Town Clerk states the cost to the Town to have a new election is over \$10,000. She does not think the residents want to pay that price. She states her opinion as a citizen.

J. Sherman closed the Public Hearing at 7:47pm.

J. Sherman, J. Kiszka, and S. Ranlett are all in favor of ratifying the warrant articles. J. Kiszka believes there is no other choice. S. Ranlett states the constituents did vote and we should follow through.

***J. Kiszka motions that the Plaistow Board of Selectmen legalize, ratify and confirm all actions, votes and proceedings held at the Plaistow Town Meeting on March 21, 2017 that were originally scheduled to take place on March 14, 2017. Seconded by S. Ranlett.***

P. Bracci inquires if the Board should ratify everything and then decide what to do with Article P-17-11.

J. Sherman responds yes.

***Vote: 4-0-0***

***Motion passes***

J. Sherman reviews all the Warrant Articles. For the ones that passed we will move forward, transfer funds or do whatever is necessary. For the Articles that failed no action will be taken.

***S. Ranlett motions that the Board of Selectmen directs the Town Manager to take no action to implement the results of Warrant Article P-17-11 until directed to by the Board of Selectmen.***

***Seconded by J. Kiszka.***

***Vote: 4-0-0***

***Motion passes***

### **UPDATE WARRANT ARTICLE P-17-11**

J. Sherman states he spoke to Town Counsel regarding Article P-17-11 as a complaint was filed. It is the opinion of counsel to hold off on proceeding forward with this article until the complaint is resolved. All are in agreement. Again, no action will be taken on Article P-17-11 until further notice.

### **TOWN REPORT COMMITTEE DISCUSSION**

J. Sherman reads the draft charter of the Town Report Committee.

P. Bracci inquires why the Board is drafting the charter instead of the committee itself.

J. Sherman states the Board should provide direction for all committees.

J. Kiszka states he believes the Town Manager should have more responsibility in making sure reports are turned in timely.

M. Pearson states the department reports are typically in on time. Also, he has no direct influence on elected and appointed officials as far as making them do anything.

J. Sherman would like to eliminate the Town Report Advisory Committee and just move forward with the Town Report Committee.

J. Sherman would like the Town Report to include an explanation regarding impact fees.

P. Bracci inquires what the negative \$6790.90 is on the impact fee spreadsheet.

M. Pearson responds this is money to be returned but we need more information as sometimes business go out of business or move. It can be difficult to find the correct people/business to return the funds to.

P. Bracci inquires why there is an encumbrance date of 9-13-2016. He thought all encumbrances had to be done at the end of the year.

M. Pearson replies, no, they do not have to be done at the end of the year. Any encumbrance must be done before the expiration of the funds and it must be spent for the reasons the impact fees were established.

***S. Ranlett motions to accept the draft charter of the Town Report Committee dated 5-1-17.***

***Seconded by P. Bracci.***

***Vote: 4-0-0***

***Motion passes***

### **PRESENTATION HIGHWAY GARAGE**

J. Sherman reads the draft charter of the Highway Garage Committee.

P. Bracci states he does not think the first paragraph is clear enough.  
M. Pearson inquires if he should be listed as a facilitator (non-voting) to the committee.  
J. Sherman agrees and states it will be added to the charter.

***S. Ranlett motions to adopt the charter of the Highway Garage Committee dated 5/1/17 with the changes discussed. Seconded by J. Kiszka.***

***Vote: 4-0-0***

***Motion passes***

### **ASSESSMENT PROCEDURE**

P. Bracci states the Board began discussing this in January. Twice he has emailed suggestions that were never included. There is consensus amongst the Board to have the Town Manager inquire with our assessing firm what the current scope of work is. If it includes revaluing a portion of both commercial and residential this year and if not, what would be the cost to add this as an addendum to the contract?

P. Bracci also wants to know what a statistical update is and if the assessors will measure all commercial properties this year since it did not happen in 2016.

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

- Global Meeting for department heads was held on 4/28 – outline progress, updates, training, budget cycle expectations and overall management expectations
- Held Joint Labor/Management Loss Committee Meeting
- Budget Committee Leadership Meeting – regional training to be offered here by NHMA
- Emergency Operations Plan
- Assessing Meeting – Selectman Bracci, Bob Hamilton, Marybeth, Lori, Select Chair Sherman and the Town Manager
- Assessing Forms – timber tax, religious tax exemption form from the First Baptist Church
- Highway Garage Meeting – there is land near Methuen Construction that may be a potential site
- Memorial Day Planning – working with Rick Bickerstaff & administrative staff
- Impact Fees – provides summary through 3/31/17
- Police Outside Detail Revolving Fund Account
- Household Hazardous Waste Day

### **ACTION ITEM REVIEW**

Reviewed

### **OTHER BUSINESS**

None

### **SIGNATURE FOLDER**

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

### **SELECTMAN REPORTS**

P. Bracci

- Nothing to report

J. Kiszka

- Planning Board this week will include a water symposium
- Attended the “Help Kids Run” at the Timberlane track (preschoolers – first grade)
- On 5/6 the American Legion is hosting a Veterans Appreciation Night
- About 200 fish will be placed in local streams
- Arbor Day Tree Planting will take place at Smith Field on Friday

T. Bergeron - Excused

S. Ranlett

- Will attend the Planning Board this week – water symposium
- Attended the Plaistow Police Department Awards night – 3 retirees were honored including Tom Hawthorn, Glenn Miller and Steve Ranlett
- Will not be able to attend the 5/8 Board meeting

J. Sherman

- Mentions the 2 warrant articles regarding the Fire Department – some residents thought it never happened before that 1 article was dependent upon another for approval however he pointed out it also happened in 2012 on warrant articles 6 & 7.
- Mentions the excel sheet in the folders showing his contact with Town Counsel

M. Pearson mentions the training for Elected & Appointed Officials scheduled on May 20. He will forward the email to J. Sherman.

J. Sherman recommends cancelling the meeting scheduled for 5/8 as the agenda is small and a full Board will not be available. There is consensus to do so.

B. Hossack will inquire with J. McNamara to change her presentation to a different date and provide the correct notice regarding the cancellation of the 5/8/17 meeting.

J. Sherman adjourns the public meeting at 9:02 pm

Respectfully submitted,

Beth Hossack,  
Recording Secretary