



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

Plaistow Board of Selectmen Minutes

Date: July 10, 2023

Meeting Called to Order: 6:01 P.M.

Roll Call:

Select Chairman, Bill Coye – Present
Select Vice Chairman, Jay Deroche – Present
Selectman, Darrell Britton – Present
Selectman, Jonathan Gifford – Present
Selectwoman, Tammy Bergeron – Present

Also present: Town Manager, Greg Colby and Administrative Specialist, Beth Hossack.

Public Comment

None

Review Assessing Information from Corcoran Consulting Associates, Inc.

Marybeth Walker, President, and Jay Ferreria, Assessing Agent from Corcoran Consulting Associates, Inc. are present. M. Walker discusses the current emerging ratio and options the Board may consider. Single family homes are starting to level out. The ratio through June for single family homes is 80%. Condominiums are still seeing higher sale prices in comparison to the assessed values with the ratio closer to 72%. Overall, we are about the same as last year. M. Walker states the last full revaluation was done in 2021. The next full revaluation and five (5) year review are due in 2026. The Board may choose to do a statistical update to bring the ratio closer to the Department of Revenue Administration (DRA) recommend range of 90-100% or wait and see what the market does. Corcoran is not making a specific recommendation to the Town at this time.

Selectman DeRoche asks, if we do a statistical update, what effect it will have on the tax rate.

Town Manager Colby replies, it will lower the tax rate. It will not change the amount of money to be raised through taxes.

M. Walker agrees and states individual taxes will shift. Generally, 1/3 will increase, 1/3 will decrease and 1/3 will stay the same.

There is consensus amongst the Board to do nothing this year. They will not do a statistical update.

Town Manager Colby states our current assessing contract with Corcoran Consulting Associates, Inc. expires at the end of the calendar year. The Board needs to decide if they want to extend the contract with Corcoran or go out to bid.

M. Walker has included a proposal for extending the Corcoran contract from January 1, 2024 through December 31, 2026.

Chair Coye asks Board members for their opinion.

Selectwoman Bergeron would like to stay with Corcoran.

Selectman Britton is happy with Corcoran however he thinks a Request for Proposal (RFP) should go out for the sake of the voters.

Selectman Gifford states Corcoran knows the Town and he would like to stay with them.

Selectman DeRoche likes Corcoran. He asks how long the process would be if a Request for Proposal (RFP) is sent out.

Town Manager G. Colby replies, the turnaround time is six (6) to eight (8) weeks.

Selectman Britton states he does not think a Request for Proposal should be sent after all since the figures for Corcoran are out in public. It would not be fair to them at this point.

Selectman DeRoche motions to approve the Corcoran Contract for General Assessing Services from January 1, 2024 through December 31, 2026 including a 2026 Town Wide Revaluation. Seconded by Selectman Britton.

Vote: 5-0-0

Motion carries.

Energy Committee – Potential Solar Panels

Tim Moore, Energy Committee Chair, is present. He states the Energy Committee has been working on establishing some solar panels on town buildings to help with energy costs. In addition, they hope to sell energy credits for quarterly payments. They have prepared a draft Request for Proposal (RFP) they would like to distribute with the Boards approval. The goal is to gather information for putting solar panels on some Town owned buildings and finding a solar company to work with. Selectman Britton asks when the RFP replies will be due.

Energy Committee Chair Moore replies, July 27.

Selectman Britton does not believe that is long enough.

Selectman DeRoche recommends extending the due date to August 31 as well as changing the date for questions until August 10, 2023.

Selectman Gifford wants the public to know Town Hall will not be one of the buildings with solar panels.

Selectman DeRoche motions that the Energy Committee be authorized to finalize the draft RFP (request for Proposal) titled SOLAR FOR MUNICIPAL BUILDINGS – RFP #EC-23-01 and distribute the same, and to gather information on viability and costs associated with solar installations on municipal buildings with updated dates of August 10 to submit questions and August 31 as the due date. Seconded by Selectman Gifford.

Vote: 5-0-0

Motion carries.

Ambulance Discussion

Fire Chief Knutsen is present. He states in May 2022 an order was placed for a new ambulance. Recently he was made aware that the vendor cannot get the necessary parts for the chassis from Ford Motor Company due to supply chain issues. It is very disappointing. The part will be delayed until FY25. Chief Knutsen would like the Board to agree to upgrade the chassis to a 2023 International CV Chassis Road Rescue TI Ultramedic which is available. It is a better ambulance.

Chair Coye asks where the additional money will come from.

Town Manager Colby recommends using the Fire Department's Capital Reserve Fund.

Selectman DeRoche asks what the difference of chassis life is between the two.

Chief Knutsen states it depends on how much it is used. He would like to get on a cycle to replace it every fifteen (15) years, maybe front line every seven (7) to eight (8) years. He does have some proposals that will help pay for replacement with revenues.

Selectman Britton motions to direct the Town Manager and Fire Chief to accept the Addendum to Allegiance Contract Job #637194. The International CV Chassis will be upgraded to a 2023 International CV Chassis, Road Rescue TI Ultramedic. Specifications and prints have been provided to the Fire Chief. The new assigned job number will be #649840. Seconded by Selectwoman Bergeron.

Discussion: Selectman DeRoche asks what this will do to the Capital Improvements Plan (CIP). Chief Knutsen replies, the whole CIP for the fire department needs to be remodeled as all apparatus costs have significantly increased from the original numbers used. It will impact it a little bit.

Selectman Gifford asks when the delivery date will be.

Chief Knutsen replies, he is hopeful it will be ready in March 2024.

Vote: 5-0-0

Motion carries.

Old Home Day Committee – After Action Discussion

The Old Home Day Committee is present. They each introduce themselves. Shauna Manthorn Chair, Roy Walling III Vice Chair, Leah MacKean Secretary & Chair of the Vendor Subcommittee, Kate Sherman-DeRoche Parade Coordinator, Krista Hill Vendor Subcommittee, Mary Ann White Co-Chair of the Parade Committee and Alan Davis liaison for the Historical Committee. S.

Manthorn states the committee is grateful to the Board, many Town staff and the community for all their support and help with the event. The day went well except for the rainy afternoon.

Selectwoman Bergeron states the committee worked well together.

Selectman Gifford states no fireworks were held due to the rain. The fireworks will be saved for next year.

S. Manthorn states historically Old Home Day, is held on the third Saturday in June. For 2024 the committee would like to change the main event day to the fourth Saturday in June which will be June 22, 2024. Since 2024 is also the 275th Birthday of Plaistow they want to have a few events on Thursday and Friday evenings as well as ½ day on Sunday. They have already met with the Police and Fire Departments who agreed to the date change. The committee is also interested in spreading the event to other parts of Town. Some of their ideas include using PARC, Pollard School, the Historical Museum and the Library as well as the high school for the fireworks and the Town Green for the main event. The committee will come up with a proposal for a budget.

Selectman DeRoche states people can donate to a Trust Fund specifically for Old Home Day if they want.

Selectman DeRoche motions to set Plaistow's 275th Birthday and Old Home Day for 2024 to be held from June 20, 2024 through June 23, 2024. Seconded by Selectman Britton.

Vote: 5-0-0

Motion carries.

Approval to Sell Town Property

Town Manager Colby states the tasers used by the police department were replaced this past winter. Funds to pay for the new tasers came from the asset forfeiture account. We can sell the old tasers and batteries back to the manufacturer for approximately \$3700. The old tasers are no longer needed.

Selectman DeRoche motions to allow the police department to sell their stock of used X26 Tasers. These tasers are no longer used by the department and the proceeds will be returned to the Asset Forfeiture Account. Seconded by Selectman Britton.

Vote: 5-0-0

Motion carries

Town Manager Colby states the police department was considering selling an old unused police vehicle. However, that vehicle has been repurposed and is being used by the Recreation Director for summer recreation.

Review and approve Nonpublic Session Minutes from June 5th and 12th, 2023

Four sets of minutes from prior nonpublic sessions are passed out and reviewed by the Board.

Selectman Britton motions to approve the nonpublic session minutes from June 5th, 2023 session #1. Seconded by Selectwoman Bergeron.

Vote: 5-0-0

Motion carries.

Selectman Britton motions to approve the nonpublic session minutes from June 5th, 2023 session #2 and keep them sealed. Seconded by Selectman DeRoche.

Vote: 5-0-0

Motion carries.

Selectman Britton motions to approve the nonpublic session minutes from June 5th, 2023 session #3 and keep them sealed. Seconded by Selectman Gifford.

Vote: 5-0-0

Motion carries.

Selectman Britton motions to approve the nonpublic session minutes from June 12th 2023 and keep them sealed. Seconded by Selectman DeRoche.

Vote: 5-0-0

Motion carries.

The Board of Selectmen's meeting scheduled for Monday, June 26 was cancelled. Individual Board Members came to Town Hall to review and sign paperwork. The signed items are as follows.

1. One (1) Yield Tax Levy Warrant.
2. Four (4) 2022 Abatement Applications.
3. Two (2) Disposition of 2022 Abatement Applications.
4. Two (2) Elderly Tax Exemption Applications.
5. One (1) Disabled Veterans Tax Credit Application.

6. Three (3) Charitable Organization Tax Exemption Applications.

Consent Agenda (for Monday 7/10/23)

Item Description

1. Department of Revenue Form – PA-28 Inventory of Taxable Property.
2. One (1) Notice of Intent to Cut Wood or Timber.
3. One (1) Elderly Exemption Application.
4. One (1) Veterans Tax Credit Application.
5. One (1) 2022 Abatement Application.

Selectman Britton motions to approve the consent agenda as written. Seconded by Selectman DeRoche.

Vote: 5-0-0

Motion carries.

Town Managers Report

- Today a new police officer was sworn in (Jacob Hatt).
- A new dispatcher started today (Sean Gutman). There is still 1 full-time position and 1 part-time position available for dispatchers.
- The report of expenditures for the first half of the year is complete. Everything looks good at this point. Expenses will continue to be monitored.
- Has met with several department heads including the Fire Chief, Police Chief, and Highway Supervisor.
- We received the \$40,000 back payment (for 2021 & 2022) from Comcast for equipment for the cable studio. Another \$20,000 will be received in December.
- Working with Systems Engineering on IT services and upgrading the server at the public safety complex.
- Manchester Water Works will increase their rates by 9% in October of 2023. We may need to increase the water budget for 2024.
- Following up on water connections for those who took advantage of the water incentives passed by the Board for hooking up by July. A few are outstanding and will be contacted via mail. Contract P4 will be complete soon.
- Working on water issues regarding PFAS and PFOA's.

Note: Selectman DeRoche states he noticed water users can now pay their water bills online. Town Manager Colby replies, yes. That feature has been put in place.

Selectmen's Reports

Selectwoman Bergeron

- Attended a few Old Home Day Committee meetings.
- Attended Timberlane's Class of 2023 Graduation.
- Will attend tomorrow's Elder Affairs Committee meeting.
- Went to the Fire Department following the Old Home Day Parade.

Selectman Britton – nothing to report.

Selectman DeRoche

- Attended Timberlane's Class of 2023 Graduation.
- Attended Old Home Day. Despite the rainy weather it was a great day.
- Will attend the upcoming Energy Committee meeting.
- Missed the Budget Committee's Reorganization meeting because he was on vacation.

Selectman Gifford

- Attended Old Home Day and drove the Old Home Day Committee members on a float in the parade.
- Attended the Energy Committee meeting. In addition to the RFP for solar panels on some Town buildings they are also working on a Community Power Aggregation Plan.
- Attended the annual HAZMAT meeting with the Fire Chief. Mutual aid and resource sharing helps all communities save money.

Select Chair Coye

- Attended Timberlane's Class of 2023 Graduation.
- Attended Old Home Day. It was a great event.
- Attended the first summer concert. It was well attended, and the Baptist Church held an ice cream social which was enjoyed by many.

Events

1. The Summer Concerts are in progress.
2. The second Movie Night will be held on Friday, July 14 at 8:00 P.M. on the Town Green.

Chair Coye recommends entering a nonpublic session.

Selectman DeRoche motions to enter nonpublic session under RSA 91-A:3 II A) Public employee. Seconded by Selectman Britton.

Board Polled: Chair Coye = yes, Vice Chair DeRoche = yes, Selectman Britton = yes, Selectman Gifford = yes, Selectwoman Bergeron = yes.

Motion carries.

Chair Coye states we will not return to public session tonight.

The public session adjourned at 7:26 P.M.

The public session reconvened at 7:50 P.M.

As there is no further business before the Board, Chair Coye adjourned the meeting at 7:50 P.M.

Respectfully submitted,

Beth Hossack,

Administrative Specialist

