



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** March 26, 2018

**MEETING CALLED TO ORDER:** 6:30pm

**SELECTMEN:**

Selectman, John Sherman, Chairman  
Selectman, Julian Kiszka  
Town Manager, Mark Pearson

Selectman, Steve Ranlett  
Selectman, Peter Bracci

**MINUTES**

*S. Ranlett motions to approve the minutes of March 19, 2018. Seconded by P. Bracci.*

*Vote: 4-0-0*

*Motion passes*

**PUBLIC COMMENT**

None

**SPECIAL EVENT**

Selectman Bracci swears in Ms. Francine Hart as Plaistow's newest Selectman.

**BOARD OF SELECTMEN REORGANIZATION**

J. Sherman states it is time to select a new Chair and Vice-Chair.

*J. Sherman motions to recommend S. Ranlett as Chair. Seconded by P. Bracci.*

*Vote: 4-0-1 (abstain S. Ranlett)*

*Motion passes*

S. Ranlett accepts nominations for the Vice-Chair position.

*P. Bracci motions to recommend J. Kiszka as Vice-Chair. Seconded by J. Sherman. S. Ranlett motions to recommend P. Bracci for Vice-Chair. P. Bracci thanks S. Ranlett but declines the nomination. S. Ranlett calls for a vote for J. Kiszka as Vice Chair.*

*Vote: 4-0-1 (abstain J. Kiszka)*

*Vote passes.*

**ASSIGN BOARD OF SELECTMEN/LIAISONS FOR COMMITTEES/COMMISSIONS**

P. Bracci states originally, he thought this should be deferred until the next meeting however he has changed his mind. There is consensus amongst the Board to go through the process of

selecting the liaisons tonight. The first one is Budget Committee. J. Sherman states he was a Budget Committee member for twenty-seven years. For the past seventeen years he has been the Selectmen's representative to the committee. He understands the role. He always votes the will of the Board not his individual opinion. He would like to remain the representative for the Budget Committee.

F. Hart would also like to be considered for this position. Last year she was the Chair of the Budget Committee. She believes change is in order. She clearly understands the role of selectmen's representative and she want to continue with the budgeting process. F. Hart appreciates the opportunity.

Since two Selectmen are interested, S. Ranlett calls for a vote.

***All those in favor of J. Sherman: 2-3-0 (no J. Kiszka, P. Bracci, F. Hart)***

***Vote fails***

***All those in favor of F. Hart: 4-1-0 (no J. Sherman)***

***Vote passes***

F. Hart is the Selectmen's Representative for Budget Committee.

P. Bracci is the alternate.

The Beede Reuse Committee Representative is J. Kiszka. The alternate is P. Bracci.

The Cable TV Advisory Committee Representative is P. Bracci. The alternate is S. Ranlett.

The two Capital Improvement Program Committee Representatives are J. Sherman and F. Hart.

The alternate is P. Bracci.

The Conservation Commission Representative is P. Bracci. The alternate is J. Sherman.

The Elder Affairs Committee Representative is P. Bracci. The alternate is J. Kiszka.

The Energy Committee Representative is J. Kiszka. The alternate is F. Hart.

The Family Mediation Committee Representative is F. Hart. There is no alternate yet.

The HAZMAT Committee Representative is P. Bracci. The alternate is J. Kiszka.

The Highway Safety Committee is discussed. J. Sherman and J. Kiszka would both like to be the Representative for this Committee. J. Sherman is the most recent representative.

S. Ranlett calls for a vote.

***All those in favor of J. Sherman: 2-2-1 (no P. Bracci, F. Hart, abstain J. Kiszka)***

***Vote fails.***

***All those in favor of J. Kiszka: 3-1-1 (no J. Sherman, abstain J. Kiszka)***

***Vote passes.***

J. Kiszka is the Selectmen's Representative for the Highway Safety Committee. The alternate is P. Bracci.

J. Kiszka states representatives should work as a team. The primary and alternate representatives can take turns or they could both attend meetings.

S. Ranlett states any Selectman can attend meetings. They just cannot vote unless they are the representative for the committee/commission.

P. Bracci would like to see F. Hart involved in a lot of committees as she is new to the Board. It will help her meet people.

S. Ranlett states he believes everyone knows who F. Hart is.

The Historical Society Committee Representative is F. Hart. The alternate is J. Kiszka.

The Old Home Day Committee Representative is S. Ranlett. The alternate is J. Kiszka.

The Planning Board Representative is S. Ranlett. There is no alternate yet.

The two Public Works Facility Building Committee Representatives are S. Ranlett and J. Kiszka. The alternate is P. Bracci.

The Recreation Commission Representative is J. Sherman. The alternate is P. Bracci.

The Rockingham Economic Development Council Representative is J. Kiszka. The alternate is F. Hart. J. Sherman asks if an annual report is prepared by the council. J. Kiszka replies, yes. It is posted on their website. J. Sherman states it would be a good idea to have a summary of the report posted in Plaistow's Town Report next year.

The Timberlane CIP (Capital Improvement Program) Committee Representatives is J. Sherman. The alternate is S. Ranlett. J. Sherman states there is a possibility that this committee will not continue this year.

The two Town Report Advisory Committee Representatives are J. Sherman and P. Bracci. The alternate is F. Hart.

The Trash & Recycling Advisory Committee Representative is P. Bracci. The alternate is F. Hart. P. Bracci states this Ad-hoc committee should be reviewed to become permanent. The Board agrees.

### **DEVELOP MEETING SCHEDULE**

M. Pearson would like to meet every other week. With weekly meetings most of the week is taken up by completing everything from the prior meeting and rolling right into preparing for the next meeting. A bi-weekly schedule would allow staff more time for core responsibilities. He believes it would benefit the Town.

*J. Sherman motions to adopt the bi-weekly meeting schedule dated February 16, 2018, effective immediately. Seconded by S. Ranlett.*

*F. Hart is concerned as there are many large projects on our plate. Maybe we could do a hybrid plan and go to every other week in the summer.*

*P. Bracci agrees with F. Hart. There is a lot going on. By meeting every Monday, we could bounce ideas around. There are enough Monday holidays to give us a break anyway. F. Hart is new to the Board and he feels it is a disservice to her to meet every other week. That is his opinion.*

*S. Ranlett agrees there are a lot of projects but they are run by the Town Manager. We can try meeting every other week and switch back to every week if we need to.*

*J. Kiszka likes meeting weekly except in the summer since there is less to do.*

*J. Sherman states he hears the Town Manager state he wants to be working on projects, not working on updates and statuses.*

*M. Pearson agrees stating currently he is working on sending out RFP (Request for Proposal) bid specifications, and advertising. He will not have anything to bring back to the Board until May or June.*

*F. Hart asks if a Board member can request a meeting.*

*S. Ranlett states yes. The Town Manager can request a meeting too. He would rather see it handled that way. Do the bi-weekly schedule and add additional meetings as needed.*

*P. Bracci does not think he is getting enough information. He is not getting daily emails.*

*M. Pearson states there are no emails to give him.*

*S. Ranlett calls for a vote.*

*Vote: 3-1-1 (no P. Bracci, abstain J. Kiszka)*

*Motion passes*

S. Ranlett asks F. Hart if she would like a Town cell phone or a tablet. F. Hart would prefer a phone. B. Hossack will work on that and getting her an identification badge and a selectman's pin.

### **TOWN MANAGERS REPORT**

Potable Water & Other Meetings (the State is aware of the favorable vote in Plaistow, it sends a clear message)

Energy Committee Meeting

Joint Loss Management Committee Meeting

New Hampshire State Revolving Fund Loan (Board agrees to reapply for 2019)

Sale of Town Owned Land Update (Land & Boundaries Consultant will continue working on it)

Cellular Antenna Companies (lot of interest)

Resignation from Highway department (wages)

Sidewalk Plowing – M. Pearson encourages the Board to allow the Highway Department to clear the sidewalks for safety reasons.

*J. Kiszka motions “to direct the Highway Department through the Town Manager to clear the sidewalks that are practical/feasible in town as well as the fire hydrant locations and to maintain them to the best of their ability” and “to report back to the Board of Selectmen through the Town Manager with the annual cost(s) associated with these operations.” Seconded by J. Sherman.*

*Discussion: M. Pearson estimates the costs per year for all sidewalk maintenance to be \$3500 to \$5000. Currently we are over budget for plowing however the State has contacted FEMA and we may be able to get some of the money refunded.*

*J. Sherman would like a definition of sidewalks. It is not as simple as it seems. Generally, he is in favor of it.*

*F. Hart states there are two mandated areas we must keep cleared. She thinks it would be more prudent to table this idea until next year. She does not want to increase the budget.*

*S. Ranlett is in favor of doing it.*

*J. Sherman states let's implement it as it will solve a problem.*

*J. Kiszka is in favor of it. He thinks we should move forward with it.*

*P. Bracci asks if we have a winter maintenance plan or policy for mitigation purposes.*

*S. Ranlett states we do not need a policy to maintain the sidewalks.*

*J. Sherman agrees that a written policy should be developed.*

*J. Kiszka agrees with J. Sherman. We should work on a policy later.*

*S. Ranlett calls for a vote.*

*Vote: 4-0-1 (F. Hart abstain)*

The Highway Safety Advisory Committee recommended the Board of Selectmen write a letter to JRM Hauling & Recycling Services with a list of Town roads to avoid zigzagging across to pick up trash and/or recycling. The list of streets is provided.

There is consensus amongst the Board to have M. Pearson write a letter to Peter Gamache, of JRM regarding the Highway Safety Committee recommendation.

The Town received a thank you letter from Unutil for allowing them to use the Safety Complex as a place to have a meal and take a brief rest before getting back out to the field to continue working to restore electricity. Unutil also sent a letter of thanks to the Fire and Police Departments.

M. Pearson states in the signature folder there is a form for the Board to sign to move funds from the discontinued capital reserve accounts to the Town's general fund. This was approved by vote at Town Meeting.

J. Sherman reads the Public Notice Town of Plaistow Mosquito Control in its entirety. Each Board member has a copy. The Public Notice is posted on the website and cable TV.

### **SIGNATURE FOLDER**

S. Ranlett states the manifest, signature folder and Oaths & Warrants folder are going around. He briefly explains the routine to F. Hart.

### **FUTURE AGENDA ITEMS**

Reviewed

### **SELECTMAN REPORTS & OTHER BUSINESS**

P. Bracci

- The Toddler Easter Egg Hunt will be held on Friday.
- The Easter Egg Hunt for older children will be held on Saturday.
- Last week he asked for the manifest to be ready on Friday. After meeting with M. Pearson, he realizes that is not going to work. He would like to know if the manifest can be done by Monday's at noon. M. Pearson replies Monday's at 1:00pm will be new time.

J. Kiszka

- Attended the Energy Committee meeting.
- Attended the PACE meeting. The topic was Senior Care. It was very informative.

F. Hart

- S. Ranlett tell F. Hart that during time part of the meeting each Selectman reports back on any meetings they attended to fill in the rest of the Board.
- F. Hart states she formally resigned from the Budget Committee. Bob Hamilton is the Vice Chair and she believes he will run the reorganization meeting for the Budget Committee on April 17<sup>th</sup>.

J. Sherman

- The Town Report Committee will meet to go over improvements and mistakes.

- Thanks G. Colby for the extra work on how well or not we track impact fees. He noted a few items that should have been paid from impact fees but were not. An example is \$820 for the mapping of trails.
- Mentions the Do's and Don'ts of Recycling.

S. Ranlett

- Delivered the corrected Town Report to Mina Colcord. She was thrilled.
- Attended the Joint Loss Meeting.
- Attended the Planning Board meeting. A house is going in on Danville Road. The subdivision on North Ave is moving forward. There should be 15 house lots on Gun Stock coming. 71 Plaistow Road has until June 6 to clean up all the cars on the lot. The highway garage on North Main Street has been cleaned up. A house is going in on # 1& 3 Palmer Ave.
- A Public Hearing will be held on 3/29 regarding a House Bill that would allow the Secretary of State to control the cancellation of voting due to weather.
- He will reach out to other Towns/Boards to discuss moving voting day to the second Tuesday in April.
- He asks if the areas of sidewalks that are made of concrete will be damaged over time by salt. M. Pearson will check with the Highway Supervisor.

S. Ranlett adjourned the meeting at 8:20pm  
Respectfully submitted,

Beth Hossack,  
Recording Secretary