



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: September 10, 2018

MEETING CALLED TO ORDER: 6:32pm

SELECTMEN:

Selectman, Julian Kiszka, Chairman
Selectman, John Sherman
Selectwoman, Francine Hart

Selectman, Peter Bracci, Vice Chairman
Selectman, Steve Ranlett - Excused
Town Manager, Mark Pearson

MINUTES

P. Bracci motions to approve he minutes of August 27, 2018. Seconded by J. Sherman with additional wording added to the end of the motion stating “and he would be reporting daily activities to the Town Manager”.

Vote: 4-0-0

Motion passes

WEST NILE VIRUS UPDATE

Dennise Horrocks, Health Office wrote a memo regarding the prevention of WNV (West Nile Virus). J. Kiszka reads the memo. The best way to prevent the virus is to remove standing water around your property, used an insect repellent containing DEET, wear protective clothing and minimize time outdoors during evening, nighttime and dawn hours when mosquitoes tend to be most active.

VISIONS SOFTWARE PRESENTATION

Dave Arnold, Vice President of Products and Tasha Vincent, Sales Manager are here to promote Vision Software. Tasha begins with a brief description of the company. Visions has been in business since 1975. They provide software and service to sixty (60) communities in New Hampshire and many of their clients have been with them for over twenty (20) years. They work in large and small communities. Two (2) of the larger communities include Manchester and Portsmouth. In total they have over four hundred (400) customers. They focus on knowledge and support. Their software is built by assessors for assessors. The software is user friendly and flexible. Generally, they do ten (10) to fifteen (15) software conversions per year. In Plaistow they would convert our legacy system to a CAMA system. The software looks at more than one (1) approach to value such as cost, income (commercial) and comparative sales. The software provides several tools and reports that are in compliance with DRA (Department of Revenue Administration). They offer a web-based public access system for taxpayers. During a conversion they use teamwork, working with the town and the town’s assessor. They offer a two day on site training. The cost to convert is in the range of \$25,000 - \$30,000. They are able to transfer all our

current attributes. An annual maintenance/support cost is about \$5,000.00. Tasha will get accurate figures to Plaistow by the middle of the week. Visions is capable of performing all aspects of assessing including data collection, data entry, administrative services, appraisal services or even completing a full revaluation.

A question is asked as to why some clients choose to leave Visions.

The most common reason is that a town/city employee previously worked in a different town and is not interested in learning to use Visions.

The Board thanks Tasha and David for the presentation.

DISCUSS THE PROCESS OF INTERVIEWING FOR THE EMERGENCY MANAGEMENT DIRECTOR

Interviews can take place in public or private. M. Pearson recommends private. Certainly, a final candidate can be interviewed in public if the Board would like. The consensus of the Board is to do interviews in private.

M. Pearson talks about the organization chart of an emergency operation center. The Town Manager and Board of Selectmen do not manage the Emergency Management Director. This position operates independent of other departments. The ideal candidate will not be a town employee. Discussion occurs regarding the job description of the Emergency Management Director.

J. Sherman states he suggests the EMD (Emergency Management Director) should be the person who creates the hazardous mitigation plan.

M. Pearson suggests the Board send all changes to the job description to him. He will develop an updated job description based on the Boards input.

REVIEW DRAFT RFP FOR ASSESSING

The Board decides to send an RFP for assessing services before selecting new software. They discuss some changes to the draft RFP. There is consensus for each selectman to recommend any changes to F. Hart. She will tweak the draft and send it to M. Pearson. All agree that responses to the RFP should include total costs for the purchase and conversion of new software and the expected time frame.

TOWN MANAGERS REPORT

- Highway Safety Advisory Committee Memo
- Plaistow Public Library LED Project Update
- Family Mediation Funding Legal Opinion
- Resignation of part-time Dispatcher effective 12/31/18
- SRTS (Safe Routes to School) Tree removal
- RSA 482-A:3 Excavating and Dredging Permit; Certain Exemptions
- Code of Ethics, Board of Selectmen Guidelines & Procedures, and Operational Guidelines and Handbook
- Clarification on Bud Com Timeline
- MOU (Memo of Understanding) Regional Water System
- Town Projects Status Update
- Paving of Main Street (Route 121)

BOS 09/10/2018

- Public Safety Complex HVAC Humidity Issues
- Public Works Garage Building Contract
- Water Tower Cellular Space
- Town Hall Doors Installation Schedule
- Bridge Dedication in Honor of U.S.M.C. Lance Corporal Demetrios Gavriel
- 9/11 Ceremony
- Elections tomorrow

J. Sherman mentions the Pollard School Ride your bike to school will be held on 10/10.

ACTION ITEMS

Reviewed

NEW BUSINESS

None

SIGNATURE FOLDER

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

SELECTMEN'S REPORTS

F. Hart

- Attended Election Law Education – very informative
- Worked with Mr. Peck on the TRAC Agenda
- Attended the Energy Committee – Mr. Jake Kennedy has done a lot of research on street lighting. It is recommended the town work with Affinity for a LED Conversion
- Attended the final CIP meeting for the season – Mr. Tim Moore and D. Voss, Planning Coordinator did a great job.
- Attended the meeting to finalize the Bud Com Schedule – she will attend the Bud Com trainings as the Board's liaison.
- Attended the Energy Committee Meeting – Mr. Tim Moore was elected to be the new Chair and Mr. Gerry Marchand was elected as Vice Chair.

P. Bracci

- Would like to know the date of the Town wide yard sale – 9/22
- Attended a training in Concord for Disruption of Public Meetings
- He would like the Board to come up with their own policy for meeting disruptions. He learned if you call the Police they cannot make an arrest if they did not witness the behavior.

J. Kiszka

- Attended Election Law Education
- Attended the meeting to finalize the Bud Com Schedule
- Attended the Energy Committee Meeting
- States he has chosen to step down from the Alternate Board Rep for the Planning Board. F. Hart states she is willing to take his place. The Board agrees.

BOS 09/10/2018

- Reminder that Elections and the 9/11 Ceremony are tomorrow

J. Sherman

- Attended the final CIP meeting for the season – the town should be proud of our CIP document
- Town Report – the draft letter was sent to J. Kiszka for approval
- The Recreation Committee was changed to next Tuesday 9/18
- There will be a Master Plan Forum at the Library next week

J. Sherman motions to enter non-public session under RSA 91-A:3 II (a) Personnel; (b) Hiring of a Public Employee; (c) Matters of Reputation; (d) Negotiations; and/or (e) Legal. Seconded by P. Bracci.

Board Polled: J. Kiszka = yes, P. Bracci = yes, J. Sherman = yes, F. Hart = yes.

Public session ended at 9:17pm

Public session reconvened at 9:40pm

During the non-public session the Board unanimously voted to ratify the tentative agreement with the Police Union and the Town of Plaistow dated August 15, 2018. The minutes to the non-public session were not sealed.

J. Kiszka motions to enter non-public session under RSA 91-A:3 II (a) Personnel; (b) Hiring of a Public Employee; (c) Matters of Reputation; (d) Negotiations; and/or (e) Legal. Seconded by J. Sherman.

Board Polled: J. Kiszka = yes, P. Bracci = yes, J. Sherman = yes, F. Hart = yes.

Public session ended at 9:42pm

Public session reconvened at 9:55pm

During the non-public session the Board unanimously voted to approve three sets of non-public minutes. None of the minutes approved are sealed.

J. Kiszka adjourned the meeting at 10:00pm

Respectfully submitted,

Beth Hossack,
Recording Secretary