



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** September 17, 2018

**MEETING CALLED TO ORDER:** 6:34pm

**SELECTMEN:**

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

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

**MINUTES**

*J. Sherman motions to approve the minutes of September 10, 2018. Seconded by P. Bracci.*

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

*Motion passes*

**PUBLIC COMMENT**

None

**DISCUSSION ON P.A.R.C. BRUSH/DITCH CLEARING PROPOSAL**

M. Pearson begins the discussion by stating over time the swales and ditches at the recreation fields at P.A.R.C. have been covered up by growth. We do not know the last time they were maintained. The softball field has been rendered unusable due to the wetness and some of the baseball fields are difficult to use also due to wetness. M. Pearson contacted a company, Brown & Sons who specialize in cleaning swales and ditches. Last week M. Pearson along with a few Board members and other town employees walked the fields to view the condition of the swales and ditches. If the town hires Brown & Sons to clean the areas the cost is \$1650.00/day (8-hour day). M. Pearson recommends this. He states two or three days should be sufficient. The money is not in the current budget so the recreation maintenance like item will have to be overspent this year. Both M. Pearson and G. Colby feel comfortable they can handle this line item being overspent. We will plan on budgeting for field maintenance next year. Once the clearing is done we will know what will need to be done next year. We will get estimates for next year's maintenance and include it in the 2019 budget. Discussion ensues considering the right time to do the work, the condition of the fields, and where to start if we move forward with the work.

Resident Kerry Patles of 260 Main Street asks to speak.

The Board agrees.

She has been involved in the girls' softball program for five years. She does all the scheduling for the games. Timberlane fields are used when available but they have their own program and it does not always work for the Plaistow League. Many seasons the girls have to cancel several games for

lack of usable fields. K. Patles states we have a facility and a field but the field cannot be used unless the swales and ditches are cleaned and fixed so water will drain properly.

***S. Ranlett motions to direct the Town Manager to enter into a contract with Brown & Son's, not to exceed \$5,000.00 for the clearing of swales and ditches at P.A.R.C. Seconded by F. Hart.***

***P. Bracci asks why that specific contractor.***

***M. Pearson replies he is a sole source contractor. He does work for the New Hampshire Fish & Game.***

***A question is asked if there is any other place the funds can come from.***

***M. Pearson replies, no. Impact fees are only to be used for expansion of capacity and capital reserve funds are for specific items and cannot be used for maintenance.***

***M. Pearson states the choice is up to the Board. We have fields we cannot use. The Board can fix the drainage problem to render the fields useable or leave them as is.***

***Further discussion occurs.***

***S. Ranlett asks the chairman to move the motion.***

***J. Kiszka calls for a vote.***

***Vote: 5-0-0***

***Motion passes***

### **P.A.R.C. CONTINGENCY EXPENDITURES**

M. Pearson states he has the final costs on the cleanup of the P.A.R.C. The grand total came to \$23,770.66.

***S. Ranlett motions to withdraw \$3,138.20 from the Contingency Fund created by Warrant Article P-18-05 to pay the balance of the costs needed to complete the cleanup, repairs and reconstruction at P.A.R.C. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion passes***

### **ASSESSING SOFTWARE**

F. Hart states she contacted Tasha by email to get answers to some questions she had about Visions Software. Visions does not support CLT. Visions will work with the Town on GIS integrations with our BMSI Software. Tasha stated she will extend the contract for 90 days. Values-anew is not included in the cost of \$35,000.00. If we provide her with a copy of our MS-1 she will provide a quote for values anew.

J. Kiszka states we need to decide if we want to move forward with a software change to Avitar or Visions. He likes Visions.

P. Bracci states the longer we delay the worse it is for the Town.

S. Ranlett states the software does not matter. You cannot fabricate the numbers.

P. Bracci thinks Visions is used by a lot of large towns and Avitar is used by small towns.

J. Kiszka states the purpose of changing software is to gain more responses to assessing RFP's. A software package that is compatible with future assessing is good for the Town.

F. Hart states one of her primary reasons for liking Visions is that they are primarily New England based. She also likes that they use a cost approach and feels they offer a much better data base to assess properties. She believes they have a data base to back up abatement requests and to defend

legal challenges . The software was built by assessor which she feels is a great feature. F. Hart states Visions will also complete a conversion faster than Avitar.

F. Hart states this is a critical decision for the Town for many years to come. She believes we should choose the software before sending out an RFP for an assessing firm.

J. Sherman states at the last meeting the Board agreed to send the RFP out before selecting software. He reads a portion of the approved minutes from the Board meeting held on September 10, 2018.

F. Hart states she no longer agrees with that thought process.

J. Sherman states he thinks it is better to ask for software recommendations from an assessor. He reads his suggested changes to the draft RFP.

***P. Bracci motions to direct the Town Manager to enter into a contract with Visions Software for assessing. Seconded by F. Hart.***

***J. Sherman states we do not know the total costs.***

***S. Ranlett states he will not vote in favor since the total costs could be as high as \$200,000.00.***

***J. Kiszka states he does not believe the costs will be that high.***

***F. Hart states the only discrepancy is the cost for values anew.***

***J. Kiszka would like to wait until we know the total cost.***

***F. Hart disagrees and thinks the software decision should be made tonight. We do not have to take Visions values anew.***

***M. Pearson states many costs are unknown. In a conversion, two systems would have to be run parallel, there is a cost of \$3.50/lot to update property cards, every property will need to be remeasured and a values anew must be completed. There are five or six steps and each one has a cost.***

***F. Hart disagrees. She states Avitar said there were five to six steps for a conversion not Visions.***

***Discussion continues regarding our current method of revaluing 20% of the town each year.***

***F. Hart states in the long run the price will be similar.***

***S. Ranlett asks for the motion on the floor to be moved.***

***J. Kiszka calls for a vote.***

***Vote: 3-2-0 (J. Sherman, S. Ranlett no)***

***Motion passes***

F. Hart states Tasha will extend the pricing for values anew through February 2019. She will forward the emails from Tasha to the rest of the Board.

S. Ranlett asks where is the money coming from to purchase the software.

F. Hart thinks there are line items in the budget that can be used.

M. Pearson states a contract for Visions software will be contingent on the 2019 budget being approved at Town Meeting. Subsequence to that the RFP for assessing can be sent out in April of 2019.

### **ASSESSING RFP**

Discussion about the wording of the last three sentences of the first paragraph of the draft RFP occurs. Both F. Hart and J. Sherman made suggestions for changes. Now that a software has been chosen it is decided to state in the RFP we currently are using a Univers CAMA solution and are

considering converting to Visions software. Successful bidder must have the ability to manage that conversion. The bid should include all related costs and each should be listed separately.

F. Hart states some other towns state a more specific term in their RFP. For example, a three-year contract with two one-year extensions.

M. Pearson states the Board might want to add the assessing firm must be certified in New Hampshire.

S. Ranlett states we should have legal counsel approve the RFP.

There is consensus amongst the board to add the points mentioned above. M. Pearson will make the updates to the RFP and get it back to the board. This is not time sensitive.

### **PLAISTOW PUBLIC LIBRARY LED PROJECT UPDATE**

Cab Vinton, Library Director shows a power point presentation of the LED project done at the Library. The scope of the project was to change the interior and exterior lighting to LED. It was a long process. In 2016 the Library and the Energy Committee teamed up to plan the project. In December of 2017 the installation process began. It was completed in March of 2018. The reasons for choosing the project were for financial savings, longer bulb life, and better performance. The LED fixtures also contain less toxic elements and cause less light pollution.

J. Sherman asks how LED lights can be disposed.

Cab replies he does not know. He will look into it. The project was paid for with a combination of funds from the Library Capital Reserve Fund, the Energy Capital Reserve Fund and rebates from Unifil. In total about two hundred eighty (280) bulbs were replaced. Some were retro fit while others are new. Now that the project is complete the quality of light is better and kilowatt usage has decreased. The project should pay for itself in about three (3) years.

J. Kiszka thanks C. Vinton for the presentation.

### **TOWN MANAGERS REPORT**

- Attended several meetings
- Town Projects Status Update
- Emergency Management Director's Position
- Safe Routes to Schools Construction Update
- Paving of Main Street (Route 121)
- Public Safety Complex HVAC Humidity Warranty
- Potable Water Update
- Public Works Garage Building Contract
- Water Tower Cellular Space
- Town Hall Doors Installation
- RFP for Lease of Town Owned Land
- MS-4 Mandatory Reporting
- Highway Drainage Projects in Progress
- Bridge Dedication in Honor of U.S.M.C. Lance Corporal Demetrios Gavriel
- Mutual Aid to Massachusetts

### **ACTION ITEMS**

Discussed

## **NEW BUSINESS**

None

## **SIGNATURE FOLDER**

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

## **SELECTMEN'S REPORTS**

F. Hart

- Attended Elections/Polling
- Attended the Bud Com Workshop – CIP, Impact Fees

P. Bracci

- Attended the Con Com Meeting – Charlie Murano talked about mapping the Town Forest. A walk will be held on Monday at 3:00pm in the Town Forest. Charlie Zilch discussed a 14-lot subdivision near PARC. Carli's Way will probably need some improvements due to the new development. An addition to 103 Forest St. will now need a waiver as a driveway was left off the original plans and may affect wetlands.
- Attended the Highway Safety Committee Meeting – drainage issues were discussed, the delay to SRTS, paving of Elm St. and Main St. may be delayed for a year.

P. Bracci asks about funding from the Highway Block Grant.

M. Pearson states encumbering funds from the grant is not allowed. D. Garlington will come to a future meeting to discuss the paving plan.

P. Bracci asks if sidewalks will need to be maintained prior to the completion of SRTS.

M. Pearson replies, yes.

P. Bracci mentions the light on Village Way will cost \$45.00.

S. Ranlett

- Attended Elections after work

J. Sherman

- Attended Elections (poll workers work hard)
- Will attend the Rec Com tomorrow.
- The Town Report Request Letter was sent today
- Attended and spoke at the 9/11 Ceremony. He was pleased with the ceremony.

J. Kiszka

- Attended Elections
- Attended and spoke at the 9/11 Ceremony. He thought it went well.
- Attended the NHMA Legislative Policy Conference.
- P. Bracci covered the Highway Safety Com meeting for him.
- Will attend the Bud Com/BOS workshop tomorrow.
- Will attend the training for Water Commissions on 10/3
- Reminder – Bridge Dedication on 9/22.

J. Sherman mentions his wife attended the training on default budgets. The rules have become more difficult. The new process was supposed to be easier but it does not appear to be. S. Sherman is a member of the School Board.

J. Kiszka adjourned the meeting at 8:58pm

Respectfully submitted,

Beth Hossack,  
Recording Secretary