



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** October 1, 2018

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

**SELECTMEN:**

Selectman, Julian Kiszka, Chairman                      Selectman, Peter Bracci, Vice Chairman  
Selectman, John Sherman                                      Selectman, Steve Ranlett - Excused  
Selectwoman, Francine Hart                                  Town Manager, Mark Pearson  
Greg Colby, Finance Director/Asst. Town Manager

**MINUTES**

*J. Sherman motions to approve the minutes of September 17, 2018. Seconded by P. Bracci.*

*Discussion: P. Bracci feels the minutes should have included more detail in the section about brush and ditch clearing at P.A.R.C. for the baseball and softball fields. He is asked if wants the minutes edited and he replied, no.*

*F. Hart would like a change on page 2 at the bottom. Inset the word “base” after data, and add “and to defend legal challenges” at the end of the sentence.*

*J. Sherman agrees with the changes.*

*Vote: 4-0-0*

*Motion passes*

**PUBLIC COMMENT**

None

**SALE OF BMW**

M. Pearson states this goes back to a police investigation in which a BMW was taken into custody. The vehicle was advertised to sell however no bids were received. The vehicle sat unused and became inoperable. The ignition by key does not work. It needs to be taken to a dealership for repairs. That will be expensive. M. Pearson had a local business look at the vehicle for a second, professional opinion. They agreed the ignition does not work and there is a problem with the steering column. Andrew Kerman, an employee from the business is here tonight. He speaks to the Board and states he would like to purchase the vehicle which is a 2007 BMW four-door sedan, automatic, black, model 382XI with about 100,000 miles. He makes an offer of five-hundred \$500.00 (dollars).

J. Sherman asks Mr. Kerman if he plans on using the car for parts or getting it back on the road. Mr. Kerman states his preference is to get it back on the road if possible.

*J. Sherman motions to accept the bid to sell the BMW for \$500.00, as is and the buyer is responsible for transporting it. Seconded by P. Bracci.*

*Discussion: the board wants to make sure we have the title and no storage costs were paid while we had the vehicle. M. Pearson confirms this.*

*Vote: 4-0-0*

*Motion passes*

### **PAVING – DAN GARLINGTON**

Dan Garlington, Highway Supervisor introduces his new seasonal employee, Rob Jennings. Rob started with the Highway Department on July 23 and has been working a full-time schedule since then. D. Garlington states Rob is a good worker and has been involved with all functions of the highway department including, weed-wacking, sharpening blades, small engine repairs, chipping and cold patching.

M. Pearson states there may be a way to keep Rob employed in the winter as a seasonal employee for the Maintenance Department. He will look at budgeting and hours to see if they can combine a seasonal employee to be shared by the Highway and Maintenance Departments. The Highway budget includes approximately thirty (30) weeks for a seasonal employee while the Maintenance budget has about twenty (20) weeks for a seasonal employee. This year Rob will be able to stay on until the end of the calendar year because he was hired late in the season.

The Board welcomes Rob.

D. Garlington discusses his plan for paving this year. Historically he gets pricing per ton for liquid asphalt. He tried to get three quotes however only one company responded. Continental Paving, Inc. is the only company who submitted a quote. We often use Continental Paving. They always give us a fair price and they are close by. Unfortunately, the price has risen. In 2015 it was \$415/ton and today it is \$550/ton. The 2018 estimated paving list is reviewed. There are five (5) roads that will be paved in full. They are Chadwick Avenue, Davis Park, Center Circle, Kingshaw Avenue and Buttonwood Farm. Hill Top Road, Oakridge Road, and Willard Way will be partially paved. The portions to be paved will be portions which have not been done in previous years. There is a brief discussion of why these three (3) roads are so wide and the process and cost to fix them. D. Garlington states in order to do it right the work would require removing the curbing, fixing catch basins, shimming and making the roads narrower. The cost would be over one-million dollars. Therefore, only portions of these roads will be paved.

J. Sherman asks if anyone has thought about taking four (4) feet on each side of those roads to make sidewalks.

M. Pearson states it is not that easy. Putting in sidewalks would affect drainage and driveways. The overall cost for all the 2018 paving is approximately \$185,905.74.

P. Bracci asks if Chadwick down to Buttonwood are all part of the RSMS (Road Surface Management System) level.

D. Garlington states it is not a level but a strategy. The strategy is to shim and overlay.

P. Bracci asks why some roads are done at 1.5 while others are 1.75.

D. Garlington states it depends on what is necessary to shim the roads.

P. Bracci asks what the paving budget for 2018 is and if it includes the Highway Block Grant.

D. replies the budget is \$200,000 and does include the Highway Block Grant.

P. Bracci asks when Main Street will be paved and who will pay for it.

D. Garlington states it is a state road and will be paved and paid for by the State of NH.  
 M. Pearson states he hopes it will be paved this year when the SRTS (Safe Routes to School) project is complete, however that is not known yet. It will be the State's decision. The change work order for the additional drainage for SRTS (Safe Routes to School) was approved and that work will start soon. He has asked the State to mill out the hump in the road. He is hopeful it will be done however that too, is up to the State.

There is consensus amongst the Board to have D. Garlington proceed with the paving as planned. He hopes to start in the second or third week of October.

P. Bracci suggests starting earlier next year.

**PROPOSED 2019 OPERATING BUDGET PRESENTATION**

Mark Pearson, Town Manager and Greg Colby, Finance Director/Assistant Town Manager prepared a proposed 2019 budget with an increase of only 2.92% over the 2018 budget. This includes the Library budget (no changes made). All departments submitted their budget requests to M. Pearson and G. Colby. Together they reviewed every line item in every department, comparing the figures to last year's expenditures, and year to date figures for the current year. They created a very conservative budget. M. Pearson states G. Colby knows what he is doing and did a great job creating this proposed budget. The total proposed budget starts with last year's operating budget of \$9,555,975 and adds the funding required for the passage of two (2) warrant articles. The breakdown is:

Article 18-02	Operating Budget	9,555,975
Article 18-03	CBA - Police	32,805
Article 18-23	Fire Dept., FT position	<u>53,803</u>
		9,642,403

\$9,583,803 will come from the General Fund while \$58,600 will come from the Water Department. Note - water funds will come from user fees not taxes.

J. Sherman states it is hard to compare year to year when some items are removed from individual departments and consolidated for all departments to use in another line item.

Budgets with an overall decrease followed by budgets with an overall increase are reviewed. A newly created departmental budget called "Other General Government" was created to hold items such as telephone and computer related costs. This will also contain the line item for the MS4/Stormwater oversight.

P. Bracci wants to know why the legal budget went down.

M. Pearson states he feels the number is reasonable. More discussion will occur in a non-public session.

F. Hart states we are in a distillation process. Over the next few years budget line items will become more consistent. It will make year to year comparisons easier.

M. Pearson states all contracts were reviewed to look for ways to cut fees without decreasing services.

P. Bracci stated at the last Cable Commission meeting a discussion was held suggesting a new method for paying camera operators. The idea it to change the hourly rate to a standard stipend per meeting.

Jay DeRoche is in attendance and he agrees with P. Bracci; however, the end decision is up to the Town Manager and Dean Zanello, Cable Coordinator. The list of Warrant Articles is briefly reviewed.

F. Hart asks for a total estimate of the cost of the Warrant Articles.

G. Colby replies about 1.4 million. The cost is variable due to two (2) pending issues. One is the Town Hall Employees CBA and the other is the cost to complete the Public Works Garage (phase 2). The Warrant Articles will be discussed in more detail at the end of October.

J. Sherman asks if the description at the right of each line item was updated.

G. Colby replies, yes.

J. Kiszka asks what happens next.

M. Pearson replies the budget is now with the Board. Each member should review the proposal and let B. Hossack know if they want specific department heads to come to a future meeting to answer questions about their departments budget.

F. Hart suggests the budget should be reviewed in the order it was presented tonight.

All selectmen agree.

J. Kiszka mentions the Library budget includes items that are not in other departmental budgets.

J. Sherman agrees and states the Library Budget is different.

The Board thanks Greg for the excellent presentation.

### **ASSESSING UPDATE**

Recently M. Pearson and F. Hart met with Tasha Vincent from Visions software to discuss some pricing and how to transition from Univers to Visions. The initial cost to purchase software is \$28,000.00. The annual maintenance fee is \$6100.00. Some costs are variable depending on what we choose and/or need. Additional user training will be \$1200 per Diem, an integrated GIS Module costs \$3000.00, GIS maintenance costs \$540.00 per year and Web Hosting costs \$2250.00 per year. Visions has also proposed to assist Plaistow's Town staff with a Statistical Valuation for 2019 at a cost of \$59,600. We are not sure if this is technically counts as a Values Anew or just a Statistical Update. One suggestion for transitioning software is to use Univers software through March of 2019. The first tax bill of 2019 will be done using the Univers System. This is the June bill due in July. We could have a Visions Team in house starting in April 2019 and send the second tax bill of the year from the Visions System (November bill due in December). Another possibility is to run both systems (parallel) until the end of 2019.

M. Pearson wanted to make sure he did his due diligence so he had a meeting with an independent NH Assessor who has been working in the field for over 30 years. The gentleman currently does assessing for four (4) NH towns. These towns use Visions Software and all have either version 6 or 7. These four towns decided to change their software from Visions to Avitar. They made this choice because it was more expensive to pay for the Visions Version 8 package than to buy new software from Avitar. The yearly maintenance fee was also lower with Avitar. The four communities will pay \$9,000.00 each for the software with a \$3,000.00 annual maintenance fee. The pricing they received from Visions for Version 8 software is \$20,000.00 (each community) and \$6000.00 (each community) for the yearly maintenance fee. The gentleman M. Pearson met with suggested if we do move to Visions may want to hire an independent person to make sure we get all the services we should get. Such a person would act as a "Clerk of the Works".

If we go with Visions we will not need Corcoran to do an update on 20% of the community each year.

F. Hart states a Capital Reserve Account should be set up to put money aside each year to pay for the 5<sup>th</sup> year Values Anew. This will help keep the tax rate level.

We know both Visions and Avitar will work with BMSI which we need. Avitar software automatically updates to other functions used at Town Hall such as the Building Department.

Visions requires a manual entry for each department.

J. Kiszka states we need to get more answers and compare.

P. Bracci states if we go with Visions we will not need to do another full revaluation for five (5) more years.

This is not 100% clear on the paperwork we have from Visions.

M. Pearson recommends sending the Visions list to the DRA to see if it qualifies as values anew.

If Visions comes out with upgrades in the future, what are the costs and is the process seamless?

J. Kiszka states, he thinks upgrades will be covered in the maintenance contract.

M. Pearson states there are still unanswered questions. He is not an assessor and cannot answer the questions.

M. Pearson states the Board made the decision to change software to attract more competitive bids for any RFP's for assessing services. There is no guarantee this will happen but it is the thought process.

J. Sherman asks when will we review a new RFP and what are the next steps.

F. Hart agrees to work on an RFP for assessing however she would like input from all the selectmen. Please send your suggestions to F. Hart by October 8. This will be an item on the October 15<sup>th</sup> agenda.

We need a draft timeline for the software purchase and conversion upon approval at Town Meeting in March. Will we run parallel systems for a year or less. If we hire a new assessor when do we plan on having them start? If there are other questions get them to M. Pearson.

## **TOWN MANAGERS REPORT**

- Attended several meetings
- Town Projects Status Update
- AT&T Cellular Agreement
- Police Union Negotiations
- Town Employee Union Negotiations
- Emergency Management Director
- Safe Routes to School Construction Update
- Public Safety Complex HVAC Humidity Warranty
- Potable Water Update
- Town Hall Front Door Lettering
- Highway Drainage Projects
- Staff Meeting
- Joint Loss Management Meeting
- Municipal Dispatch Service Contract
- NH Department of Environmental Services Notification
- Assessing Lawsuit
- Bridge Dedication in Honor of U.S.M.C. Lance Corporal Demetrios Gavriel
- Public Works Garage Update
- Plaistow Area Recreation Complex (P.A.R.C.)

- Pollard Road Culvert Proposed Replacement
- Assessing Meeting(s) About Costs and Implementation

### **ACTION ITEMS**

Reviewed

### **NEW BUSINESS**

None

### **SIGNATURE FOLDER**

J. Kiszka states the manifest, signature and warrant folders are going around.

### **SELECTMEN'S REPORTS**

J. Sherman

- Attended the Grand Opening of the Wallball/Basketball Courts at Smith Field
- A letter asking for reports to be submitted to the Town Report was sent to department heads and others as needed
- Attended the Recreation Commission – New Year's Eve Event, Toddler Trick-or-Treat, Pumpkin Lighting, Town Trick-or-Treat, a grant to assist with trails at Mt. Misery is in the second phase of approval.

F. Hart

- Attended the Bud Com Training – Jill Senter did a presentation on Trustee of the Trust Funds, Greg Colby did a presentation on Revenue Sources & described how the tax rate is produced
- Attended her first Planning Board Meeting as the alternate Board Representative
- Attended the TRAC Meeting – Peter Gamache presented strategies on increasing recycling. One method is to get an educational program at Pollard School and another is to try to get 12 Condominiums who currently do not recycle to start recycling
- Attended the Historical Society Meeting – want to recognize Vietnam Vets this Veterans Day
- Attended a meeting at the Library to have young students write letters to soldiers overseas
- Attended the Bridge Dedication Ceremony
- Attended the Grand Opening of the Wallball/Basketball Courts at Smith Field

P. Bracci

- Met with Mark, Lori and Chief Jones to discuss the Town Prosecutor
- Attended the Historical Society Meeting – the furnace in the building is 30 years old. It was in the CIP at one time but was taken out. He suggests adding it back to the CIP as a new one will be needed sometime.
- Attended the Cable Commission Meeting
- Attended the TRAC Meeting
- Attended the Freedom Flag Wall Presentation at Pollard School
- Attended the Grand Opening of the Wallball/Basketball Courts at Smith Field

J. Kiszka

- Attended the 9/18 Bud Com/BOS Training for Human Services
- Attended the Bridge Dedication Ceremony
- Will attend the Bud Com Workshop on 10/23
- Will attend the Water Meeting for small water systems in Concord on 10/3

J. Kiszka calls for a 5-minute recess at 9:30pm

Back in session at 9:36pm

***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 F. Hart.***

***Board Polled – all yes***

***Motion passes***

J. Sherman states no decisions will be made in non-public.

Public session adjourned at 9:37pm

Public session reconvened at 9:47pm

During the non-public session Chief McArdle read a letter of resignation. After 17 years on the job he plans to retire at the end of December 2018.

The Board thanks him for all his years of public service and dedication to this job.

***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 F. Hart.***

***Board Polled – all yes***

***Motion passes***

Public session adjourned at 9:48pm

Public session reconvened at 10:00pm

During the non-public session the Town Manager gave the Board an update on communications negotiations. The minutes were voted to be sealed. The Board was polled and all agreed.

J. Kiszka states B. Hossack is working on setting up an area Selectmen's meeting to discuss changing voting day.

J. Kiszka adjourned the meeting at 10:01pm

Respectfully submitted,

Beth Hossack, Recording Secretary