



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 29, 2018

MEETING CALLED TO ORDER: 6:32pm

SELECTMEN:

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

MINUTES

J. Sherman motions to approve the minutes of October 15, 2018, with a change. On page 9, under Selectmen's Reports, under J. Sherman change "walk at the Town Forest" to "meeting". Seconded by F. Hart.

Vote: 4-0-1 (abstain P. Bracci)

Motion passes

PUBLIC COMMENT

None

RECREATION FIELDS

Christina Cruz, Recreation Director and Bill Coye President of the Recreation Commission discuss the facilities at P.A.R.C. (Plaistow Area Recreation Complex). The area is very wet. Recently the swales around the fields have been cleared. They have not been maintained in years resulting in additional water on the fields. Other contributing factors are the high-water table, drainage and run off from the concession stand roof and the parking lot. A longer winter season is another factor. Bill Bourque from Oasis was hired to do some field work. The fields were so wet his pickup truck became stuck. He recommends channeling water from the parking lot away from the fields by installing Cape Cod berms. Gutters should be installed on the concession stand as well to create drainage away from the fields. He also recommends relocating the softball field to the area behind the concession stand. The plan to keep the fields at P.A.R.C. (Plaistow Area Recreation Complex) dryer and in better condition is a three (3) prong plan including:

- Maintenance of Swales – reduce the amount of water pooling at the field level, and to encourage proper flow into the culverts.
- Birth of A Maintenance Policy – the Recreation Department is in the beginning phase of creating a maintenance policy that will dictate the care of the facility.
- Collaboration – the shared communication between Recreation, Highway and outside vendors as well as sporting teams is imperative to the success of well-maintained fields.

Field maintenance should include:

- Fall Field Rejuvenation – turnover of infield mix with the possibility of adding mix each season and a conditioner for the first three (3) years.
- Mowing – scheduled mowing once per week by an outside vendor. The Highway Department will continue to mow the complex weekly.
- Proper Raking – vendor will provide a step by step tutorial to coaches regarding raking out the infield to avoid creating lips.

B. Bourque states Cape Cod Berms are cheaper than a drainage system.

P. Bracci asks why not see if cleaning the swales works before building a new softball field.

B. Coyne replies the softball is the wettest area and the swales alone will not keep it dry enough.

F. Hart states a development will be going in near P.A.R.C. (Plaistow Area Recreation Complex) that will most likely involve a clear cut which will probably cause more water on the fields. Has this been thought through?

M. Pearson states any new development must have a plan for drainage.

C. Cruz states she has also spoken with the Plaistow Building Department regrading this.

J. Kiszka states perhaps the new developer will work together with the Recreation Department on drainage.

Field maintenance should be done in the fall as the Spring is too wet.

B. Bourque suggests we may want to consider putting in a gravel road. This will allow access to the fields by an emergency vehicle and equipment for field maintenance.

J. Sherman asks for a rough estimate for a new softball field.

B. Bourque states without the backstop about \$5,000.00. He will let Christina know a rough price for the backstop. Dugouts could be added sometime in the future. The town could stop renting porta-potty's if the softball field is relocated.

F. Hart asks if impact fees can be used for a new softball field.

G. Colby replies, yes.

M. Pearson states this was brought to the Board tonight as an update of the work that has been started. The Recreation Department and Recreation Commission will keep the Board informed.

J. Sherman states the Recreation Commission has a nice financial plan laid out detailing what has been spent and plans for future spending.

J. Kiszka asks for an approximate cost to keep the swales maintained.

M. Pearson states we do not know yet however we are working on it.

J. Kiszka thanks the group for the presentation.

TAX RATE SETTING

G. Colby, Finance Director/Assistant Town Manager states we are right on schedule for setting the tax rate. DRA (Department of Revenue Administration) called last week stating they have all the information they need from all the involved parties. G. Colby refers to a hand out showing the tax rate for 2017, the proposed rate for 2018 and the difference for the Town portion, Local school portion, State school portion and the County. If the Board chooses to not apply any money from the fund balance the 2018 tax rate will be \$24.59. In previous years the Board has chosen to use part of the fund balance to lower the tax rate. In the past twelve years the Town has used over three million dollars. Both G. Colby and M. Pearson are recommending not to use any fund balance this year. If this recommendation is followed the Town portion of the tax rate only increases 0.42%. The overall effect on a house valued at \$300,000 is about \$189.00 for the year. The total assessed value this year is about one billion dollars. Last year it was about 5.8 million.

F. Hart states the tax rate might drop if we change software and do a full revaluation as assessments will go up. The anticipated increase in assessments is 75-100 million.

M. Pearson states a 2.63% (overall) increase in the tax rate is lower than the rate of inflation. We cannot keep using the fund balance to apply to the tax rate. He recommends letting the rate go up the 2.63% this year. There were no large spikes in the school (local or state) portion or the county portion.

F. Hart agrees with M. Pearson and G. Colby, stating we should save the fund balance.

J. Sherman states last year the Board and taxpayers made an excellent decision to used money from the fund balance for phase I of the Highway Garage. By doing this, we avoided taking out a bond and paying interest for many years.

G. Colby reviews the time line and recommends setting the tax rate tonight to avoid borrowing money with a TAN (Tax Anticipation Note).

S. Ranlett motions to approve a \$24.59 tax rate for 2018. Seconded by F. Hart.

Discussion: J. Kiszka mentions the money for phase I of the Public Works facility was a good use of the fund balance to avoid interest costs.

P. Bracci asks if the second phase of the Public Works Facility will be put on the ballot as a warrant article?

G. Colby states they may come up with a warrant article and still use money from the fund balance. This will leave us with a smaller fund balance than we typically have however we will still be within the range recommended by DRA (Department of Revenue Administration).

M. Pearson would like a decision tonight to get the tax bills out as soon as possible and avoid taking a TAN (Tax Anticipation Note).

J. Kiszka states this year we may need less for the second phase of the Public Works Facility.

M. Pearson replies we do not know the amount yet.

Vote: 4-1-0 (no J. Sherman)

Motion passes

FEMA REIMBURSEMENT – SNOW EVENT

M. Pearson states, Dennise Horrocks, former Emergency Management Deputy, Dan Garlington, Highway Supervisor, Paul Lucia, Facilities Supervisor, and Greg Colby, Finance Director/Assistant Town Manager worked hard to complete all the paperwork required to submit the FEMA Reimbursement. It was for the large snowstorm in March of 2017. The costs were incurred from 3/13/17 - 3/15/17. The reimbursement is 75% of total costs. The town will receive \$43,608.06. A brief discussion is held regarding the calculation of equipment costs.

F. Hart asks when we can expect the money and where will it go.

The money will go into the general fund however we do not know when it will come.

F. Hart give kudos to all those who worked on it.

LIBRARY CAPITAL RESERVE WITHDRAWAL – SPRINKLER SYSTEM

J. Kiszka states this has already been discussed. The invoices have come in in stages. The final invoice has been received for the completion of the sprinkler system at the Library.

F. Hart motions to withdraw \$17,880.00 from the Library Capital Reserve fund as final payment for the sprinkler system at the Library. Seconded by S. Ranlett.

Vote: 5-0-0

Motion passes.

DISPOSING OF TOWN OWNED PROPERTY

M. Pearson refers to a memo from Chief Jones regarding the military generator. Last year we spent a lot of money on repairs to that generator. Therefore, it was recently replaced. The military generator originally came from Chief Briggs in Kingston. He would like to have it back since we no longer need it. Chief Jones researched rules for disposing of it. We are allowed to do whatever we want. It is the recommendation of Chief Jones, Chief McArdle and P. Lucia to give it back to Chief Briggs. He was instrumental in securing furniture for Plaistow for the new Public Safety Complex.

S. Ranlett motions to donate the old military generator previously utilized to power the Public Safety Complex to the Town of Kingston. Chief Donald Briggs of Kingston will make arrangements to transport the generator to Kingston. Seconded by J. Sherman.

Discussion: J. Sherman wants to make sure we do not have a use for it.

M. Pearson confirms we have no need for it.

Vote: 5-0-0

Motion passes.

J. Kiszka states the election schedule is in the signature folder. Please sign up for the time slots you will be at the polls on November 6, 2018.

TOWN MANAGERS REPORT

- Attended Several Meetings
- Town Projects Status Update
- Safe Routes to School Construction Update
- Public Safety Complex HVAC Humidity Warranty
- Potable Water Update
- Municipal Dispatch Service Contract
- Public Works Facility Construction
- Natural Gas Radiant Tubular Heaters caught on fire

ACTION ITEMS

Reviewed

J. Kiszka will call the School Board to see if they are interested in changing the voting day as discussed at the Regional Board of Selectmen's Meeting held on October 24 in Plaistow.

A discussion is held regarding a Prosecutor for the Police Department. Options such as outsourcing or hiring our own are mentioned. There is consensus amongst the Board to direct the Town Manager to send an RFP (Request for Proposal) to outsource the duties of a Prosecutor. The goal is to decrease costs. M. Pearson will have Chief Jones and Captain Morgan assist with the scope of work to be included in the RFP (Request for Proposal).

S. Ranlett suggests getting a copy of the RFP recently used by Hampstead.

The sign for Brickyard Road is ready. It will be put up soon.

BOS 10/29/2018

NEW BUSINESS

J. Kiszka states a letter was sent to the Board by a resident concerned about panhandling.

M. Pearson researched the issue. He found other towns who have tried to prevent panhandling have had no success. Legally, we cannot enforce it.

J. Kiszka called the resident to discuss the issue.

There is consensus of the Board to take no action regarding the letter requesting an ordinance against panhandling.

SIGNATURE FOLDER

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

P. Bracci mentions the violation sent to Howard Manor Condominium Association. He would like to know if we are going to start enforcing the policy regarding doors and covers of dumpsters in Town. Town Code #174-19 states all dumpster doors and covers must remain closed at all times except for receiving trash.

J. Sherman states if someone complains the town looks into it.

M. Pearson states the case of Howard Manor was a health issue concerning wetlands with the overflow of trash. It was also a nuisance. The town will not be monitoring dumpsters unless we are made aware of a specific situation.

P. Bracci mentions an invoice in last weeks in Accounts Payable Manifest regarding the moving of a cannon statue from the Safety Complex to the Firing Range. He wants to know who authorized it and why the Highway Department did not move it.

M. Pearson replies he was aware of the move and did not object. The reason the Highway Department did not move it is because we do not have the right equipment and for safety reasons. In the past employees have been injured moving heavy items.

P. Bracci disagrees as he believes we do have the equipment. The dog statue was previously moved. Are people allowed to just move around Town Property?

Both P. Bracci and J. Kiszka are concerned that the cannon was moved to a location where the public cannot see it.

M. Pearson will get more information for the Board regarding this issue.

P. Bracci would like to know if Plaistow is receiving any money from Keno and if we offer full time kindergarten.

M. Pearson will get answers for the Board.

SELECTMEN'S REPORTS

S. Ranlett

- Attended the Regional Selectmen's Meeting on 10/24 – the possibility of putting a warrant article on each town's ballot to change voting day was discussed. The first step is to check with the school district.

J. Sherman

- Will attend the next Recreation Commission Meeting.
- Asks when the Board will review warrant articles. Response – 11/5/18.
- Asks who will write the voter's guide. J. Kiszka states he will work with the Town Manager.

J. Kiszka

- Attended the Regional Selectmen's Meeting on 10/24/18.
- Will attend the CEDS Meeting.
- Mentions the NHMA Annual Conference will be held on 11/14/18 & 11/15/18. You must register if you want to attend.

F. Hart

- Attended the Budget Committee Workshop last week – she was asked to see if the Board is willing to consider a warrant article to create an expendable trust fund for Old Home Day. There is consensus amongst the Board that they need more information. One concern is who oversees the fund and who distributes it?
- Will attend tomorrow's first official Budget Committee meeting. There will not be a Budget Committee meeting on Election Day 11/6/18.
- Participated in the Toddler Trick-or-Treat at the Historical Society.

J. Kiszka adjourned the meeting at 9:10pm

Respectfully submitted,

Beth Hossack,
Recording Secretary