



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: December 3, 2018

MEETING CALLED TO ORDER: 6:30pm

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

J. Kiszka calls for a moment of silence in memory of our 41st President, George Herbert Walker Bush.

J. Kiszka states we have an addition to the agenda which will be discussed next. It pertains to the Plaistow Firing Range.

M. Pearson passes out a document to everyone. In 2015 the Board of Selectmen agreed to an MOU (Memorandum of Understanding) allowing use of the Firing Range by persons other than the Plaistow Police Department be determined by the chief of Police. Recently Chief Jones received a request from the Police Academy at Northern Essex Community College. Her response was to not allow them to use the range. The reasons for the denial were 1.) the facility is not used in winter as it is not plowed and may be wet 2.) Concern for neighbors regarding noise. M. Pearson states the Board can change the MOU anytime and he thinks they should consider the request. Sargent Dan O'Connell from Methuen is here tonight to talk to the Board and answer questions. M. Pearson states he also received a phone call from the Mayor of Methuen asking to use the facility. Sargent O'Connell states they would like to use the range for two (2) weeks in December and two (2) weeks in January. The Police Academy serves the towns of Methuen, Lawrence, Amesbury, Haverhill and North Andover. They are in a bind because there is construction going on at the range they typically use. There was a misunderstanding which led to the sudden temporary closure of their range. Sargent O'Connell thanks the Board for allowing him to present his request.

P. Bracci states he does appreciate Chief Jones concerns. He wants to know the dates and hours they are looking for.

Sargent O'Connell states December 10th – December 14th, December 17th – December 21st, January 11 – January 17th, and January 21st – 23rd (this week is only 4 days). They would arrive between 8:00 – 8:30am and begin shooting at 9:00am. They will finish at 4:00pm. The exception is on Thursdays. On Thursdays the hours will be 10:00am – 6:00pm to allow cadets to gain experience in the dark. He is happy to help with public relations and have the cadets canvas the neighborhood talking to the residents about their situation.

F. Hart asks if the Board allows the Academy to use the facility and there is a snow storm how will they gain access and what about liability to the Town of Plaistow.

Sargent O'Connell replies in snow they will car pool and walk in if necessary.

M. Pearson states there will be no liability to the Town. There will be an indemnity for each student.

P. Bracci asks what type of guns will be used.

Sargent O'Connell replies side arms, shoulder rifles and shot guns.

J. Kiszka states in the winter there are no trees to help reduce sound. He wants to know how residents will know about the usage.

S. Ranlett states it will be on the Police Department and Town websites.

P. Bracci wants to know what hours Plaistow uses the range when they are practicing?

S. Ranlett states it varies. They generally start at 8am and will stop when they are done which is usually between 1pm – 3pm. Sometimes they do night shooting.

M. Pearson states some other Massachusetts town already have a MOU with Plaistow and use the facility. They include Hingham, Haverhill and Nahant.

J. Sherman asks how the pace of the shooting will be. Is it slow or rapid and about how many rounds will be fired per day?

Sargent O'Connell states Monday's will be the slowest day with about 200 rounds. Tuesdays – Thursday will increase and may be 1000 - 2000 rounds/day. The firing will not be continuous. There will be pauses.

P. Bracci suggest what about a conditional allowance to use the facility. Allow one week and see how it goes.

S. Ranlett does not agree. They are first responders and need a place to train. If we only allow one week they are in a bind for the rest of the training process. It should be a yes or no answer.

F. Hart states we should supports first responders. It's Christmas time let's be generous.

P. Bracci asks if the cadets will be able to graduate without the training.

Sargent O'Connell replies, no.

S. Ranlett motions to allow Northern Essex Community College Police Program to use the range for two weeks in December and two weeks in January. Seconded by F. Hart.

Discussion: J. Sherman states he is not in favor of the motion due to concerns for the residents only.

J. Kiszka agrees with J. Sherman yet he understands the Police side of it.

Vote: 3-2-0 (no J. Sherman, J. Kiszka)

Motion passes.

Sargent O'Connell states on behalf of the city of Methuen and the Police Academy he appreciates the use of the Plaistow Firing Range.

MINUTES

J. Sherman motions to approve the minutes of November 19, 2018. Seconded by S. Ranlett

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

Motion passes

J. Sherman motions to approve the minutes of November 27, 2018 and to correct the spelling of J. Kiszka' name. Seconded by F. Hart.

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

Motion passes

PUBLIC COMMENT

None

FINALIZE DECISION ON THE PURCHASE OF VISIONS SOFTWARE/ASSESSING FUNDING

G. Colby reviews the spreadsheet with the assessing information. At a previous meeting a motion was passed committing the Town to a minimum budget of \$66,000 for Corcoran & Associates Assessing Firm for 2019 (based on \$54,000 for a basic 1-year contract and \$12,000 for conversion costs).

F. Hart believes it is prudent for Plaistow to run the **Univers** System with Visions. We want to make sure we have a backup plan if there are any issues with the new Visions 8 Software. She states we can wait on the column titled “left to decide” and discuss those in 2019.

The maintenance plan for \$6100 is discussed.

G. Colby states the plan starts 30 days after the software is installed.

S. Ranlett states the new Visions 8 software has not been well tested. Other communities with lower versions of Visions are being forced to switch to Visions 8. He does not feel changing the software will change the results. He agrees we might get a larger response to an RFP for an assessor however he is not in favor of changing software. He feels it is a waste of money.

P. Bracci states we are jumping in like we are rookies. He feels we should ask other Towns that have switched to Visions about their experience.

F. Hart motions to direct the Town Manger to purchase Visions software and the maintenance package for a total of \$34,100 which will be added to the assessing budget for 2019 subject to Town Meeting approval. Seconded by J. Kiszka.

Discussion: G. Colby states we already had \$87,000 in the line item for assessing based on Corcoran’s prior contract. If we take the \$100,100 (needed) and back out the \$87,000 the increase to the budget will be \$12,600.

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

Motion passes.

“Values Anew” and the “left to decide” column are discussed.

F. Hart states we would not have time to do values anew in 2019 and she thinks we can wait until 2020. She will check her information and get back to the Board.

M. Pearson believes we can wait until 2020.

There is consensus to wait on the other options such as GIS, GIS Maintenance and Web Host. They may be needed in 2020 and will be budgeted for if necessary.

J. Sherman states the 2020 budget will require an increase of \$136,000 for values anew.

K. Kiszka thinks that is better than paying for 20% of the community to be updated each year.

J. Sherman states the method is different but one is not necessarily better than the other.

There is no money in the 2019 budget for values anew or a statistical update. J. Kiszka states we may need a statistical update. If needed, are we allowed to use the contingency fund to do so.

The answer is unknown. However, it is a risk we must take.

MS-4 FUNDING

When the budget process began we did not have an actual quote for work relative to the MS-4 Stormwater. Therefore \$10,000 was put into the line item. Recently, a quote was received from the engineers in the amount of \$24,857.00. An additional \$14,857 needs to be added to the line item.

S. Ranlett motions to increase line item 01-4199-20-500 by \$14,857. Seconded by J. Sherman.

Discussion: F. Hart asks if this is a reimbursable expense.

G. Colby replies, no.

Vote: 5-0-0

Motion passes.

PLANNING FUNDING

M. Pearson reviews the spreadsheet. One position has had a decrease and a new position has been created. The new position is for a Town Planner for an average of twelve (12) hours/week. The total decrease in the budget is \$8385.60 and the total increase is \$34,320 which nets to an increase of \$25,934.40. The total Planning Budget will be \$97,419.

F. Hart motions to amend the Planning Board budget to bring it to a total of \$97,419. Seconded by J. Sherman.

Discussion: P. Bracci believes the \$55.00/hour for a Planner is high. He asks if any other employee has an amount close to \$55.

M. Pearson replies it is close to his salary. He states this is the cost to get a professional in the position. The hours are limited and no benefits are available for the position.

S. Ranlett asks if twelve (12) hours/week is enough to get the job done.

M. Pearson replies, yes.

S. Ranlett asks for his/her name.

M. Pearson replies, John Cashell. He has a Master's Degree and a lot of experience. He will be working eight (8) hours on Fridays and attend all the Planning Board Meetings. He will direct and supervise the Administrative Assistant. He will assist the Planning Board to make the best decisions for all projects.

P. Bracci has a problem with the hourly wage. What if he works over twelve (12) hours in a week.

M. Pearson states a not to exceed twelve (12) hours per week can be added to the motion. The motion is not changed.

Vote: 3-0-2 (abstain P. Bracci, S. Ranlett)

Motion passes.

RECREATION FUNDING

M. Pearson states at a Budget Committee meeting they increased the Recreation Budget by \$5000. The reason for the increase it to increase the wages by \$1.00/hour for returning summer recreation staff. The hourly wage will range from \$8.50 to \$10.50. Returning counselors used to receive only a ten (10) cents per hour increase which resulted in about \$24.00 dollars per season.

S. Ranlett motions to approve the Recreation budget to a total of \$220,458, an increase of \$5000. Seconded by P. Bracci.

Vote: 5-0-0

Motion passes.

FINALIZE RFP (REQUEST FOR PROPOSAL) FOR PROSECUTION SERVICES

M. Pearson states copies of the RFP (Request for Proposal) and a copy of the agreement for a hiring a Rockingham County Attorney with Danville and Kingston for 2019 are in tonight's packets.

S. Ranlett states the RFP needs the first sentence under Scope of Services changed. It states, "work to be performed is on a contractual, as needed basis for up to 3 separate police departments". Plaistow cannot negotiate for any other town so the "3 separate police departments" needs to be removed. He would like it explained in a new paragraph. Danville and Kingston might want to contract with the same attorney as Plaistow however that will be up to them. Discussion continues about hiring our own attorney or staying with the County Attorney. Costs and service are factors. S. Ranlett states M. Pearson must sign the contract or we will not have a Prosecutor as of January 1, 2019. The contract can be terminated by either party with a six (6) month notice. M. Pearson recommends trying to negotiate changing the terms to a three (3) month notice to terminate the contract. There is consensus amongst the Board for M. Pearson to sign the contract with Rockingham County if the termination terms are changed to a three (3) month notice. There is also consensus amongst the Board for M. Pearson to send out the RFP changing the language recommended by S. Ranlett under scope of services.

INVOICE WATER PIPE

M. Pearson states the invoice to repair the water pipe on the site of the Highway Garage is \$9692. He wants to know if the Board would like the payment to come from the contingency fund or the water fund. He recommends the contingency fund as it was an unanticipated expense.

S. Ranlett motions to pay \$9692 for the invoice out of the contingency fund. Seconded by F. Hart.

Discussion: P. Bracci wants the money to come from the water fund.

Vote: 3-2-0 (no J. Kiszka, P. Bracci)

Motion passes

P. Bracci wants to know what percentage the 2019 budget is at with tonight's increases.

G. Colby states it is 3.63% over the 2018 budget.

TOWN MANAGERS REPORT

- Attended Several Meetings
- Town Projects Status Update
- Public Safety Complex HVAC & Roof
- Municipal Dispatch Service Contract
- Public Works Facility Construction
- Potable Water Information
- Settlement Agreement

ACTION ITEMS

Reviewed

NEW BUSINESS

None

SIGNATURE FOLDER

J. Kiszka states the manifest is going around. There is no signature folder tonight.

SELECTMEN'S REPORTS

S. Ranlett

- Nothing to report as he was on vacation last week.

J. Sherman

- The Town Report Committee is trying to schedule another meeting. It is tentatively set for 12/17 at 4:30. Things are going fairly well.
- The Recreation Commission is having a hard time finding a time to meet in which a quorum is present. They did not meet in November for the same reason.

F. Hart

- Attended the Budget Committee Meeting. Christina Cruz was at the meeting. The Recreation Budget was amended.

P. Bracci

- The Elder Affairs will host a movie, White Christmas on Friday, December 14th at 1:00pm at the Library. If you are a senior or know of someone who is and is not getting the news letter please let someone at Town Hall know.

J. Kiszka

- Attended the Budget Committee Meeting. Christina explained the swales and issues of wet fields at P.A.R.C. including funding.
- Agrees to have the feral swine bulletin posted on the bulletin board.
- Mentions the gift tree in Town Hall Lobby and the personal care items Christina Cruz is collecting for St. Luke's Food Pantry. The list should be posted to the website and cable TV.
- Will attend the Energy Committee Meeting this 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) Property Transactions; (e) Negotiations and/or Legal. Seconded by F. Hart.

Roll Call to enter non-public: J. Kiszka = yes, P. Bracci = yes, J. Sherman = yes, S. Ranlett = yes, F. Hart = yes

Motion passes

J. Kiszka states we will come back into public session just to adjourn. No decisions will be made.

Exited the public session at 8:29pm

Public session resumed at 8:45pm

J. Kiszka states the Town Manager updated the Board on the regional water project.

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) Property Transactions; (e) Negotiations and/or Legal. Seconded by S. Ranlett.

Roll Call to enter non-public: J. Kiszka = yes, P. Bracci = yes, J. Sherman = yes, S. Ranlett = yes, F. Hart = yes

Motion passes

Exited the public session at 8:45pm

Public session resumed at 8:55pm

J. Kiszka states the Board reviewed and approved some non-public minutes.

J. Kiszka adjourned the meeting at 8:56pm

Respectfully submitted,

Beth Hossack,
Recording Secretary