



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: December 17, 2018

MEETING CALLED TO ORDER: 6:33pm

SELECTMEN:

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

MINUTES

J. Sherman motions to approve the minutes of December 3, 2018. Seconded by P. Bracci.

Vote: 4-0-0

Motion passes

J. Sherman motions to approve the minutes of December 5, 2018. Seconded by S. Ranlett.

Vote: 4-0-0

Motion passes

PUBLIC COMMENT

None

DISCUSSION – PLAISTOW’S FIRING RANGE

Chief Jones and Captain Eiro are present to answer questions about the Police Departments Firing Range.

J. Sherman states he knows organizations currently using the range have all signed a MOU (Memorandum of Understanding). He wants to know if there is a standard MOU. Also, there does not appear to be a provision for any type of compensation.

Captain Eiro states they typically customized the MOU as needed. It gets signed by the Police Chief along with the user and we require an insurance binder from the user. He agrees there is no provision for compensation. Captain Eiro states there is a gentlemen’s agreement with each agency that they will assist with new equipment and/or improvements to the range as needed. There is no standard fee to be paid. There have never been any problems with this system.

J. Sherman asks if a MOU is resigned after equipment is purchased.

Captain Eiro replies, no.

S. Ranlett asks what are some of the things we get from allowing other agencies to use the facility.

Captain Eiro states Hampstead shares lesson plans and materials they received from SWAT Training. Their SWAT Officers have a lot of experience and knowledge they share with Plaistow. It

helps with the development of Plaistow's Plan. You do not want to become standard in fire arms training. It is better to think outside the box and use ideas from others. Captain Eiro states each agency that uses the range has their own locker at the range. One-year Haverhill brought in a lot of fill to help level out the area and prevent some flooding. Often targets are brought in from other users. The Postal Services Instructors teach Plaistow many Federal level trainings that we would not otherwise have. A SWAT 1 program costs \$1,000 per officer. The city of Everett allows Plaistow Officers SWAT Training with them so we pay zero.

P. Bracci asks why the Chief of Police is the person signing off (controlling) on other agencies using the facility and is this a good policy.

Chief Jones states she believes it is a good policy. She has worked very hard with residents in the area to keep them happy with the use of the range. She believes the Police Department should be in control of the range. They know more about it than anyone. Others will not have the same inside knowledge with the residents that the Police Department has.

J. Sherman recommends the Board review the MOU's yearly. A list of policies should be developed for the Board to review yearly.

M. Pearson agrees and states this will be done.

J. Kiszka is concerned that the Board of Selectmen and Town Manager will not know who is using the range if the Police Chief is the only staff person to sign off on using the range. The only reason the Board knew about the recent request is because once the Chief told the organization no, the organization contacted the Town Manager directly. Then it was brought it to the Board's attention. Chief Jones and Captain Eiro state the schedule for all use at the Firing Ranges is posted on the Police Department website.

J. Kiszka does not understand why we let some agencies use the range and some go elsewhere. He understands the reason for letting Everett use it but does not think the Post Office should.

Captain Eire replies we have a Post Office in Town and the Police Department works closely with them. Their Federal Officers have more training than ours and it helps us. You cannot put a price on training. It is also important to incorporate training with other towns. Often the benefit is not immediately apparent however it is after an event. If something happened in any school in the area all surrounding town would respond. It is better to know how other departments work. It helps everyone.

J. Kiszka asks how many organizations currently use the facility.

Captain Eiro replies seven (7).

J. Kiszka asks if a new agency contacts the Chief will she tell the Town Manager.

Chief Jones states she cannot foresee more agencies inquiring however if one contacts her she will discuss it with the Town Manager.

J. Kiszka states his point is just to let the Town Manger know.

FIRE DEPARTMENT PURCHASE OF EQUIPMENT – REVOLVING FUND

M. Pearson refers to the memorandum from Chief McArdle regarding the Revolving Equipment Fund. The Fire Department would like to buy a specific piece of equipment using the money in the fund. The equipment is called a Lucas 3. It provides consistent automatic chest compressions for a person in cardiac arrest. This device will replace an old device purchased about 10 (ten) years ago which has reached its useful life. The Lucas 3 meets the intent of the warrant article created in 2009. The approximate balance in the fund is \$12,428.

S. Ranlett motions to allow the Fire Chief to purchase the Lucas 3 device using up to \$12,428 from the Revolving Equipment Fund. Seconded by J. Kiszka.

Discussion: J. Sherman asks if we will need the fund anymore.

M. Pearson replies, no. We will have a warrant article this year to discontinue it. We no longer charge for transportation so we do not add to the fund anymore.

There is consensus amongst the Board to discontinue the fund by putting a warrant article on the ballot.

Vote: 4-0-0

Motion passes.

DISCUSSION ON PROPOSED WARRANT ARTICLE FOR MOSQUITO CONTROL

M. Pearson states the Budget Committee discussed this item at their last meeting. Most of the committee did not agree on adding another \$7,000 to the fund. This year only \$1,375 was used from the fund. They want to replace the amount used. They voted to change the warrant article to \$1,375. This would bring the fund back up to \$7,000. M. Pearson recommends the Board agree with the Budget Committee's recommendation.

S. Ranlett motions to reduce the warrant article for mosquito control by \$5625 leaving it at \$1,375. Seconded by J. Sherman.

Discussion: J. Sherman asks if the cost could increase and be more than \$7,000 if we need it next year.

M. Pearson replies, yes, it's possible. If more money is needed we do have a contingency fund.

P. Bracci asks where the \$7,000 amount came from.

S. Ranlett replies it used to be a line item in the Health Department budget for that amount.

J. Sherman asks if \$7,000 is still the recommended amount from the Health Officer.

M. Pearson replies, yes.

J. Sherman asks when the Board will see non-monetary warrant articles.

M. Pearson replies at the first meeting in January 2019.

Vote: 4-0-0

Motion passes

DEFAULT BUDGET REVIEW

G. Colby reviews the document showing the 2018 Town Meeting Approved, 2019 Board Of Selectmen Approved, 2019 Budget Committee Approved and the 2019 Default budget. The default budget is higher than the Board of Selectmen and Budget Committee approved amount.

S. Ranlett motions to approve the default budget of \$9,952,222.40. Seconded by J. Kiszka.

Discussion: J. Sherman asks if there is a copy of how it was calculated.

G. Colby states it is not with him however he can look up the RSA.

S. Ranlett asks if J. Sherman has a specific question.

J. Sherman replies no however the default budget calculation is confusing.

G. Colby reads the RSA.

J. Sherman asks if the wording "previous year" refers to 2018.

G. Colby states yes.

Vote: 4-0-0

Motion passes

DISCUSS WARRANT ARTICLE A (BUDGET)

J. Kiszka states the Board did not actually vote on the budget as a whole. Also, the default budget must be part of the 2019 Warrant. The 2019 Board of Selectmen approved budget is \$9,932,196.67.

J. Sherman motions to approve warrant article A with the value presented by the Finance Director on December 17, 2018. Seconded by S. Ranlett.

Vote: 4-0-0

Motion passes

ENCUMBRANCES

G. Colby directs the Board to the paperwork labeled 2018 Year-end items to encumber. The first item is cultural events and activities. The \$6,000 is for the fireworks. A contract for fireworks was signed in 2018 however they were postponed twice due to rain. The Board agreed to wait until 2019 to have the fireworks display. The second item to be encumbered is \$8,375 for a signed contract with Bruce Mayberry for an update to impact fees. The last amount to be encumbered is \$15,404.69 for the Master Plan update. This is the most complicated one and is explained in more detail in the packet on the last five (5) pages. The fee schedule is on the last page. The updates to the Master Plan have spanned a period of three (3) budget years, 2017, 2018, and it will go into 2019.

J. Sherman states he is in favor of the Master Plan however it is only updated in parts. Therefore, not all chapters are in sync with each other. He believes the Planning Board should create an implementation plan and really use the document. He is a big fan of the master plan yet it does not make sense to keep updating one (1) chapter per year. At some point we need to do something with the plan and follow the recommendations in it.

S. Ranlett motions that we encumber \$29,779.69, as listed from the 2018 budget to be utilized in 2019. Seconded by J. Kiszka.

Discussion: P. Bracci questions the school impact fees. He wants to know if the Town can spend them.

G. Colby replies, no the Town cannot spend school impact fees. They are forwarded to the school. However, they are calculated into the equation when setting the tax rate and they do benefit Plaistow residents.

It is noted impact fees cannot be collected without a Master Plan.

G. Colby mentions one caveat, there are currently two (2) ongoing issues at the Fire Department that just became known. There is a problem with the engine of one truck and an exhaust system issue. We do not have quotes for repairs yet. This must be on record before the end of the year in case we need to encumber more money for these repairs.

P. Bracci asks if any money needs to be encumbered for the Westville Road Bridge Project.

M. Pearson replies, no.

Vote: 4-0-0

Motion passes

HVAC SYSTEM AT THE HISTORICAL SOCIETY

M. Pearson refers to the full Municipal Energy Audit prepared by Margaret Dillon of S.E.E.D.S. (Sustainable Energy Education Demonstration Services) and the summary of cost / savings analysis for furnace equipment at the Historical Society. According to the report the yearly cost savings to be

gained by increasing the furnace cost by \$1500 is about \$445. However, several other things would need to be completed too. The building is very old and not at all energy efficient. The Board must decide how much they want to spend for such a building. He does not feel the ROI (Return on Investment) is very positive.

P. Bracci mentions S.E.E.D.S. does not make any warranty, assume liability or responsibility for the accuracy of the information provided.

The Board understand this.

P. Bracci states we need to decide how long the building will be used.

J. Sherman states the building was a fire station thirty (30) years ago.

S. Ranlett states the building will have to be used until another location can be found to house the Historical Society's items. In other words, a long time because there is no other location to use.

J. Kiszka states a three and a half (3 ½) year ROI is not bad in his opinion.

S. Ranlett motions to add \$1500 to the previous (\$10,500) approved with the total not to exceed \$12,050. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

DONATE FIRE PUMP & ENGINE TO THE TOWN OF NEWTON, NH

M. Pearson states he received an email from Chief McArdle regarding an old fire pump and pump engine currently stored at Methuen Construction. We have no use for this equipment. The town of Newton, NH recently built a new Fire Station and they need a pump with an engine to pressurize their fire suppression system. They could use our old equipment. They would have to rebuild the motor which they are willing to do.

S. Ranlett motions to donate the fire pump and pump engine to Newton, NH at zero cost to Plaistow. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

DISCUSS WARRANT ARTICLE TO CHANGE ELECTION DAY

J. Kiszka states he did reach out to the school board to see if they were willing to add it to their warrant. He has not had a response yet. At this point there is no need for Plaistow to put it on the Town warrant. We will take no action.

SET STARTING TIME FOR DELIBERATIVE SESSION

S. Ranlett motions to start the deliberative session at 9:00am instead of 10:00am. Seconded by J. Sherman.

Discussion: J. Sherman believes a 10:00am start messes up people's mornings and afternoons. He believes 9:00am is better.

Vote: 4-0-0

Motion passes

TOWN MANAGERS REPORT

- Attended Several Meetings
- 2019 Budget

- CBA Town Unit Negotiations
- Public Works Facility Construction
- Highway Department Repairs
- P.A.R.C. Drainage
- Cumberland Farms Water
- Potable Water Information
- Rockingham County Prosecutor Contract

ACTION ITEMS

Reviewed

NEW BUSINESS

J. Kiszka states both S. Ranlett and F. Hart are unable to attend the Planning Board meeting on December 19, 2018. He would like to attend as the Board of Selectmen's representative if the Board agrees.

There is consensus amongst the Board that J. Kiszka will attend and represent the Board of Selectmen at the December 19, 2018 Planning Board Meeting.

M. Pearson states the memo for the Victim Witness Advocate Grant is only informational. This is a housekeeping item showing due diligence from the NH Grants Manager Unit.

SIGNATURE FOLDER

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

SELECTMEN'S REPORTS

S. Ranlett

- Nothing to report

J. Sherman

- Attended the Town Report Committee Meeting earlier today. They are in good shape.
- Voters Guide - when will this be available for the Board to review.
- The Recreation Commission will not meet in December.

P. Bracci

- Attended the Budget Committee Meeting on Tuesday for F. Hart.
- Attended the Highway Safety Committee Meeting.

J. Kiszka

- Attended the Highway Safety Committee Meeting. Mike Dorman was elected as temporary Chair of the Committee since both the Fire Chief and Police Chief are retiring.
- Attended the Energy Committee Meeting.
- Asks the Town Manager if the drain cover at Elm and Main Street has been fixed. – M. Pearson responds it is being worked on.

J. Kiszka adjourned the meeting at 7:59pm

Respectfully submitted,

Beth Hossack,
Recording Secretary