



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: May 13, 2019

MEETING CALLED TO ORDER: 6:30pm

SELECTMEN:

Selectwoman, Francine Hart, Chairman
Selectman, Steve Ranlett - Excused
Selectman, Greg Taillon

Selectman, Julian Kiszka, Vice Chairman
Selectman, John A. Blinn, Sr.
Mark Pearson, Town Manager

MINUTES

G. Taillon motions to approve the minutes of April 29, 2019. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

PUBLIC COMMENT

None

WESTVILLE ROAD BRIDGE PROJECT EASEMENTS

M. Pearson states Dee will be the designated staff person as a point of contact for the Westville Road Bridge Project. She did a great job with the Safe Routes to School Project. She has been doing a lot of work on this project already.

Dee Voss, Administrative Assistant for the Planning Department states as of June 1 the project will be in the hands of the construction company. The bridge will be completely closed from June 25 to August 24. D. Voss will answer any questions regarding the easements. In order for the Westville Road Bridge Project to move forward several easements need to be obtained. By law any property owner who grants an easement to the Town must be compensated. Hoyle, Tanner & Associates assisted in developing the compensation amounts. All property owners involved signed an offer form to accept the compensation and agree to the easement. One property owner asked for a future curb stop for connection to a potable water line and a future hydrant with no connection fees in place of monetary compensation. This was agreed upon. The final easement is needed from a small piece of town owned property to grant a utility easement to Consolidated Communications for the relocation of a single utility pole. D. Voss requests the Board accept the easements and approve the compensation and asks them to grant the easement for relocation the utility pole.

J. Kiszka motions to agree to the compensation offers related to the Westville Road Bridge Reconstruction project, for 27, 28, 30 and 31-33 Westville Road, as negotiated by Hoyle, Tanner

and Associates, be affirmed and paid. he further motions that all related easements be accepted and recorded. Seconded by G. Taillon.

Vote: 4-0-0

Motion passes

G. Taillon motions to grant to Consolidated Communications a utility easement for the town-owned property located at 26A Westville Road, Tax Map 40, Lot 007 as related to the Westville Road Bridge Reconstruction Plan. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

M. Pearson states they are working on signs for the project. The road will be open for residents and businesses only. The “No Thru Trucking” signs will be posted along with the New Hampshire Department of Transportation (NHDOT) signs and some of the towns own signs.

D. Voss states letters to all the residents on Westville Road were mailed today.

CABLE EQUIPMENT PURCHASE - LIBRARY

Dean Zanello, Cable Coordinator is present tonight to ask to purchase more equipment related to the cable upgrades at the Library. The total equipment cost is \$1,325.65. No installation costs are involved as the equipment will be installed by the Cable Coordinator and/or maintenance. Funds will come from the Plaistow Cable Franchise Fund.

G. Taillon motions to authorize Dean Zanello, PlaistowAccess Cable Coordinator, to purchase equipment in the amount of \$1,325.65 from the Plaistow Cable Franchise Fund for the Plaistow Public Library to enhance the cable broadcasting and recording set ups. Seconded by J. Blinn

Discussion: F. Hart asks when the updates at the Library will be done.

D. Zanello replies once this equipment is installed the back end will be complete. In the future he will be looking at new cameras.

J. Kiszka states a lot of new computers have different connections for Power Point Presentations. Do we have adaptors if needed?

D. Zanello replies yes. In the future he would like to get new lines to alleviate the need for adaptors. This is costlier so this may happen in the future.

Vote: 4-0-0

Motion passes

FIRE DEPARTMENT PORTABLE GEAR RACKS

F. Hart states the Board received an email from the Fire Department asking if they could donate old gear racks to the Town of East Kingston. The Plaistow has new racks for their gear now that the renovations to the Safety Complex are complete. The old gear racks are in storage and have no future use for the department.

J. Kiszka asks if they can be used at the new Highway Garage.

M. Pearson replies, no as they are made specifically for firefighting gear.

***G. Taillon motions to donate the Plaistow Fire Department “old portable gear racks” with a value between \$500 and \$1000 to the East Kingston Volunteer Firemen’s Association.
Seconded by J. Kiszka.***

Vote: 4-0-0

Motion passes.

REVIEW POLICE DETAIL FEES

M. Pearson state the rate paid to officers for outside details will increase to \$43.00 per hour in 2019, \$44.00 per hour in 2020 and \$45.00 per hour in 2021 due to the passing of Warrant Article P-19-05 in March. There are administrative and mandatory wage related costs added to what is actually paid to the officers per hour. There is a separate cost for a police cruiser. The outside detail account is a separate account. Money in the account pays for the officers, cruisers, gas and all maintenance costs for the cruisers. It is not part of the Town budget. M. Pearson asked Interim Chief Mullin to provide a survey of what neighboring communities charge vendors for such details. The average came to \$58.57 for an officer and \$10.86 for a cruiser. The charge for a cruiser is directly related to the cost associated with idling time, fuel, and wear and tear, and maintenance and repair costs. For the vehicles Plaistow has the rate should be between \$10.00 and \$15.00 per hour. Both M. Pearson and Interim Chief Mullin recommend the Board consider increasing Plaistow’s rates/fees for officers and cruisers doing outside details.

***G. Taillon motions to increase the Plaistow Police and Fire Department “Outside Detail Rate to \$65.00 per hour for an officer and \$13.00 per hour for a cruiser effective May 19th, 2019.
Seconded by J. Blinn.***

Discussion: J. Kiszka asks if other Towns with a lower rate will be called over Plaistow.

***M. Pearson replies no. The Town where the work is being done has the right of first refusal.
The calls are made in order of a list. It is not based on fees.***

Vote: 4-0-0

Motion passes

CONSIDER SELLING THE BMW AT THE STATE VEHICLE AUCTION

Back in March M. Pearson recommended the Board sell the 2010 BMW 335i. Only one verbal bid was received. It was well below the minimum amount of \$5,400 and never submitted in writing. M. Pearson looked for other options and learned there will be a State of New Hampshire Surplus Auction on May 18th in Concord. He spoke to Chairman Hart about placing the BMW into the auction. She agreed with the condition of bringing it to the Board for a formal vote. The vehicle was purchased with Asset Forfeiture Funds, not taxpayer funds. If the vehicle is sold at the auction the first \$5400.00 will go into the Asset Forfeiture Fund Account. Anything above that will go into the Unreserved Fund Balance/General Fund. The vehicle is of no use to the town.

J. Kiszka motions to authorize the sale of the 2010 BMW 335i at the State of New Hampshire Surplus Auction on Saturday, May 18, 2019 and the first \$5400 will be deposited into the Drug Asset Forfeiture Account and the remaining balance, if any, deposited into the Unreserved Fund Balance/General Fund. Seconded by G. Taillon.

Vote: 4-0-0

Motion passes.

REVIEW AFFINITY CONTRACT

F. Hart states the Energy Committee has been working on this for a long time. At our last meeting Tim Moore stated the Energy Committee recommended the Town sign a contract with Affinity LED Light LLC to do the conversion. The contract is included in tonight's packets for review. F. Hart states there are not upfront costs for the project. It will be paid for in five (5) years. She suggests we look into a maintenance contract down the road.

J. Kiszka also wants to look into a maintenance contract with Unitil or another vendor in the case of a pole being knocked down due to an accident or weather incident. The contract comes with a one (1) year warranty.

M. Pearson states in the case of an auto accident damaging a pole and or light the Town would go after the auto insurance first then the Town's policy if necessary.

G. Taillon motions to accept the Affinity Contract remit and ask that Mark Pearson sign the approval for the Town. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

ASSESSING DISCUSSION

F. Hart states several decisions on a number of things will need to be made by the Board in June. The first one will be to decide if a statistical update will be done. According to the New Hampshire Department of Revenue the ratio for property values must be between 90 – 110%. Plaistow is well below 80%. Money was not budgeted for this and F. Hart thinks we should probably wait. The next decision will be what ratio will we used for the next revaluation? Perhaps we should consider 100% of Fair Market Value not 95% the Board has used in the past. The next decision will be approval of an RFP for an Assessor. Marybeth Walker, current Assessing Agent is helping F. Hart craft the RFP.

G. Taillon asks what other towns do to choose a percentage for assessed value of property.

M. Pearson replies it is a Board decision.

The Board will also need to decide if values anew will be completed next year. The New Hampshire Department of Revenue recommends doing it with a change in software. F. Hart recommends a commercial assessment audit be done in 2021 to make sure assessing practices for commercial includes everything it should. Another decision to be made is to create a capital reserve fund to put money aside yearly to pay for values anew. Perhaps values anew should be done more frequently than every five (5) years.

ACCEPTANCE OF UNITIL REBATES

F. Hart states the Town paid about \$7700 for an energy audit of three (3) town buildings and received rebates of almost half the cost of the fee. The Board is required to accept the rebates.

Unitil gave us a rebate of \$1925.00 for electricity and \$1925.00 for gas, totaling \$3580.00.

J. Kiszka asks where do the funds go?

F. Hart states we do not know yet. We should accept the funds tonight and decide where to put it later.

F. Hart motions to accept two Unitil rebates, one from electric in the amount of \$1925 and one from gas in the amount of \$1925 as unanticipated revenue for a total of \$3580.00. Seconded by G. Taillon.

Vote: 4-0-0

Motion passes

REVIEW UPDATED CHARTERS FOR OLD HOME DAY & TRAC

F. Hart states as ex-officio members to committees, selectmen should go to their committees and update or create charters.

G. Taillon states he made a recommendation to the Cable Committee to update their charter.

J. Blinn states he is the liaison to some committees that do not have a charter.

F. Hart states we need to work on charters and posting agendas and minutes to the website.

F. Hart states the Old Home Day charter is new. The Trash & Recycling Advisory Committee Charter has one (1) change. The meeting schedule was changed from monthly to quarterly.

G. Taillon motions we accept the Trash & Recycling Advisory Committee by laws as presented. Seconded by J. Blinn.

Discussion: G. Taillon would like to make a point. The charter states if a member has more than two (2) unexcused absences it may result in removal by the Board of Selectmen. This is written exactly as it should be.

Vote: 4-0-0

Motion passes

G. Taillon motions we accept the Old Home Day Committee Charter as presented. Seconded by J. Kiszka. Vote: 4-0-0

Motion passes

G. Taillon states regulations on charters and by laws of committees should be in the Towns by laws. Also, any committee openings should be posted on the Town's website for a certain amount of days. No one should be removed from a committee without Board approval.

MOSQUITO CONTROL UPDATE

M. Pearson states the mosquito control program has started. They are spraying and looking at specific areas. Notification has been posted on the website.

TOWN MANAGERS REPORT

M. Pearson states the report of Budget to Actuals is in your packets. We are at 29.68% right now which is good. The goal is to stay at or below 33.3%. Overall, we are doing good. There are no concerns. He mentions legal is high at 60%. Part of this is due to an unfair labor practices complaint filed by the police captains. We cannot control it. We must respond and go through the process.

- Attended Several Meetings
- Public Safety Complex HVAC Humidity Issue
- Town Hall Sidewalk Construction Contract
- Westville Road Bridge Reconstruction Project
- Public Employees Labor Relations Board Hearing in Concord, NH
- Public Works Garage Information
- P.A.R.C. Drainage Swales
- Staff Meeting

- Pavement Management Program Update Contract
- Road Construction
- Personnel

M. Pearson states some elected and appointed official have acted outside their roles. More training will be provided and information/questions for staff must come through the Chair and go to M. Pearson's office first. Staff report to their Department Head and/or M. Pearson not to elected and appointed officials.

J. Kiszka asks if all newly elected and appointed officials can be mandated to take training. M. Pearson replies no, you can not mandate it. It can be strongly recommended. Some of the training is on Vimeo and can be done at one's leisure. If an elected or appointed official chooses not to participate in training and then have an issue, they are on their own. As ex-officio liaisons to boards and committees the selectmen should remind Chairs of their scope of work and their roles. It is only May and three (3) staff members have filed official complaints. We have lost employees due to the behavior of some elected and appointed officials. Ignorance of the law is not an excuse.

M. Pearson state the Town does not have a policy on a bank for donating sick or vacation time to another employee. He would like to set up a program for this. Employees in need can benefit from it. He will come back to the Board with a plan. This will be at no cost to the Town.

ACTION ITEMS

Reviewed – two (2) items are added.

Multiple telephone poles are briefly discussed. M. Pearson will send a letter of complaint to try to move Plaistow into the que. This is a problem everywhere. Sometimes the squeaky wheel gets taken care of first.

OTHER BUSINESS

F. Hart states there are three (3) more tax waivers to sign. The will be discussed in a non-public session.

F. Hart states M. Pearson is interested in extending his contract with the town. She states negotiations will start soon so the contract will be ready in June.

SELECTMEN'S REPORTS

J. Blinn

- Elder Affairs - A breakfast will be held on 5/21 at 9:00am at the Early Bird Café. Call Sue Sherman with questions.
- Old Home Day - Things are going along well. They are currently looking for convertibles for the parade. They have about 34 vendors.
- Con Com site walk at the Town Forest was cancelled due to rain.
- Rec Com - Tracy Fuller of the YMCA will be keeping in touch to try to coordinate all programs. Trying to find ways to get more information to the public regarding programs. They will try social media.

J. Kiszka

- Energy Committee – The street lighting project is moving forward.
- YMCA Fundraiser – It was great event. It is a chance to give back to the community. Pinnacle Physical Therapy was recognized.
- Old Home Day
- Rockingham Planning Commission

G. Taillon

- Completed the budget dash board for 2018. Town Reports will be given to all budget committee members.
- Potable water – identified possible connections near the infrastructure, some a little further away, and lastly those farthest away. The objective is to target marketing for potential hook ups.

F. Hart

- Old Home Day
- Energy Committee
- Right to Know workshop
- Planning Board Meeting
- ProQuip site walk
- Attended a regional dinner with G. Taillon to support small businesses

J. Kiszka motions to enter non-public session under RSA 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transactions; (E) Pending or Threatened Litigation; (I) Emergency Functions; (J) Confidential Information; (L) Consideration of Legal Advice. Seconded by G. Taillon.

Board Polled: F. Hart = yes, J. Kiszka = yes, J. Blinn = yes, G. Taillon = yes

Motion passes

Public session adjourned at 8:07pm

Public session resumed at 8:14pm

J. Kiszka motions to seal the minutes of the non-public session. Seconded by G. Taillon.

Board Polled: F. Hart = yes, J. Kiszka = yes, J. Blinn = yes, G. Taillon = yes

Motion passes

F. Hart adjourned the meeting at 8:14pm

Respectfully submitted,

Beth Hossack,
Recording Secretary