



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: August 12, 2019

MEETING CALLED TO ORDER: 6:30 p.m.

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 July 29, 2019. Seconded by J. Kiszka.

Vote: 4-0-0

Motion carries

PUBLIC COMMENT

None

INTRODUCTION OF DETAIL OFFICER DANIEL GIDLEY

M. Pearson calls Lieutenant Dan Gidley to the podium. He is a retired Hampton, NH Police Officer with thirty-one (31) years of experience. He has been hired in Plaistow as a Detail Officer.

J. Blinn asks if he has a lot of detail experience.

D. Gidley replies, no. When he was working as a Lieutenant, he did not have much time for details, now that he is retired, he has the time.

The Board welcomes him.

INTRODUCTION OF POTENTIAL ALTERNATE MEMBER TO THE ZONING BOARD OF ADJUSTMENT – ETHAN CONLEY

Zoning Board Chair, Peter Bealo comes to the podium with Ethan Conley. Peter states Ethan has come to some of the Zoning Board of Adjustment meetings and shown interest. He is a Commercial Real Estate Agent and has lived in Plaistow for about one (1) year.

Ethan states he likes living in Plaistow and wants to be involved in the community. He would like to see responsible growth in Town.

F. Hart thanks him for his interest and states responsibility and accountability comes with being appointed to a committee.

Ethan understands.

The Board thanks him for coming to the meeting and introducing himself.

PAVING DISCUSSION

Dan Garlington, Highway Supervisor has three quotes for paving this year. The quotes are based on the cost of liquid asphalt as of August. D. Garlington recommends going with Continental Paving. They have the best quote and have worked for the town before. He has an idea of what roads will be paved. They include Littlenook Road, Patridge Lane, Sequoia Lane, Windsor Court and the parking lot at the Court House.

F. Hart asks when the paving will be done.

D. Garlington replies hopefully by the end of September. However, weather can change the plan. He is hoping to have Continental comingle some of our town work with the work they do for the State of NH in Plaistow.

F. Hart asks if the town pays for a detail officer for paving.

M. Pearson replies generally we do not need a detail officer for paving. Often a flagger is enough. Sometimes the flagger is one of our Highway personnel. It is really on a case by case basis and it is coordinated through the Police Department.

F. Hart asks if the paving can be coordinated with the sidewalk paving of Pollard Park.

Dan replies, no, it will be better to do the sidewalks later.

M. Pearson states Pollard Park will be done sometime after the summer concert series is complete. We need to have it done by someone who has a sidewalk paver and Continental has the equipment.

J. Kiszka asks how the proposal for which streets get done is developed and when they were last paved.

D. Garlington states the last time the area was paved was in the late 1980's. This year he does not want to pave any areas that will need to be dug up over the next few years for the potable water project. He also would like to finalize that subdivision.

G. Taillon asks if the town has a recommended width for new roads through either the Planning Board or Zoning Board of Adjustment.

M. Pearson states Underwood Engineering came up with a standard road size that includes a plan for water, gas, and sewer lines that will be used for any future roads. Ultimately the Board of Selectmen are responsible for new roads.

J. Kiszka states he has noticed some towns do not have sidewalks, but they do have a bike path. He likes this idea because the bike path can be used for biking or walking.

G. Taillon motions to approve the recommended estimates from the Highway Department for paving and recommend Continental Paving as the vendor of choice. Seconded by J. Blinn.

Vote: 4-0-0

Motion carries

LIAISON FOR THE MT. MISERY TRAIL SYSTEM

Deferred to a future meeting.

TAYLOR ENERGY AGGREGATE

F. Hart thanks Dee Voss, Planning Coordinator for pointing out the self-renewing portion of the contract. It automatically renews every two (2) years. The next renewal date is May 22, 2020. F. Hart states one possibility is going with RPC for aggregating energy. The Plaistow Public Library and School Department have decided on this route. She wants to start the process of terminating the contract with Taylor Energy.

J. Kiszka states what will happen to our rates if we terminate the contract.

F. Hart states we will not terminate until May 22, 2020 so we have plenty of time to find another provider.

G. Taillon motions to authorize the Town Manager to create a termination agreement with Taylor Aggregate Energy. Seconded by J. Blinn.

Vote: 4-0-0

Motion carries

F. Hart states D. Voss has a draft letter to review with M. Pearson for termination. It will be sent registered and certified mail for proof of receipt.

ASSESSING DISCUSSION

F. Hart states with the change in software the plan was to send out an RFP in June of this year for a three-year assessing contract beginning in January of 2020. She no longer agrees with this plan. We will need to run the old software along with the new software through June of 2020. It would be wise to extend our contract with Corcoran Associates for this additional year (ending December 31, 2020) rather than get a new assessor involved halfway through the conversion process. Also, there are not many assessors that know how or wish to work with our current Unifers software.

G. Taillon asks if we will have an overlapping assessors' contract.

F. Hart states not if we extend Corcoran's contract for a year.

M. Pearson states we are trying to make a clean sweep. If we send the RFP next summer, we will have an assessing firm in place beginning January 1, 2021. We will hire an inhouse Assessing Clerk in June of next year. By waiting until June, the new hire will only need to learn Visions Software. Corcoran will stay on through the end of the year to help train the clerk.

G. Taillon asks if there are many assessing firms that know how to use Visions Software.

F. Hart states yes, the Board checked into that before purchasing Visions Software.

G. Taillon states he thinks the Board makes good decisions and we need to make sure to communicate that to the taxpayer. He is concerned that we have an elected auditor providing misleading information. He is not sure that is part of his responsibility.

F. Hart states she found a handbook for an elected auditor and the job responsibility has nothing to do with assessing. The auditor should only track the flow of money and make sure checks and balances are in place to prevent fraud and/or embezzlement.

M. Pearson states according to NH law if a Town has a professional Auditing Firm there is no need to have an elected auditor. It is a duplication of work and an elected auditor is not as good as a professional auditor.

G. Taillon states maybe the Board should educate Mr. Hamilton on his job responsibilities and come up with a Warrant Article to remove the elected auditor's position as we have a professional auditing firm.

J. Kiszka states he received correspondence from Mr. Hamilton regarding assessing. He also mentions there have been extreme differences in past elected auditors as far as what they did.

F. Hart states this will be discussed again when warrant articles are discussed.

J. Blinn states even if the voters do away with an elected auditor, Mr. Hamilton, our current auditor will still be a concerned citizen and can speak his mind. He asks if Mr. Hamilton's figures are correct.

F. Hart states Mr. Hamilton's figure come from 2014 – 2015 and do not pertain to current to our current situation. He should not be second guessing decisions made by the Board.

J. Kiszka states as a citizen he cannot state his view as an auditor just his opinion as a citizen which is very different.

G. Taillon asks who the elected auditor reports to.

M. Pearson states the Board of Selectmen are the Board of Assessors and the auditor reports to them.

J. Kiszka asks does this effect the time scale of the upcoming statistical update.

F. Hart replies, no. She spoke to Marybeth and Marybeth is willing to assist the Board in writing an RFP next year. She recommended having an addendum as part of the RFP to update Utilities as well as the full values anew with the implementation of the new software. Marybeth believes this will provide a greater response to the RFP.

M. Pearson states the amount needed is \$115,500 and is determined as follows:

Assessing	\$55,500.00
Technical Services	\$48,000.00 (data entry, training our in-house clerk, daily issues)
Monitoring	\$12,000.00 (new software)

G. Taillon motions to extend Corcoran Assessing Associates Contract for the coming year, January 1, 2020 through December 31, 2020, not to exceed an amount of \$115,500.00. for the services we currently need Corcoran to complete next year. Seconded by J. Kiszka.

Vote: 4-0-0

Motion carries

GRANT APPROVAL – EASEMENT WATER PUMPING STATION

M. Pearson states he has secured an easement of land for the potable water pumping station along East Road in Atkinson. Part of the land is owned by the Town of Atkinson and part of it is privately owned. The Utility Easement has been recorded at the Rockingham County Registry of Deeds. The total expense was \$23,000.00 and is being paid for by a grant from New Hampshire Department of Environmental Services (NH DES). The Town of Plaistow does not have to match any of the \$23,000.00.

G. Taillon motions to accept a grant from New Hampshire Department of Environmental Services (NH DES) MtBE Remediation Fund in the amount of \$23,000 for the Utility Easement on East Road in Atkinson, NH to build the "East Road Pump House" as part of the Southern New Hampshire Regional Water Interconnection Project. This grant is 100% funded by the State. There are no matching funds required from the Town of Plaistow. Seconded by J. Kiszka.

Vote: 4-0-0

Motion carries

NAMING OF THE ROAD BESIDE THE SAFETY COMPLEX

F. Hart states the naming of the road beside the safety complex is an action item for October 2019. It is time for the Board to start thinking about this for a future discussion.

If the public has any ideas, please send them to Selectman John Blinn.

NEW HIGHWAY GARAGE - HEATING/COOLING CENTER

J. Kiszka would like the new Highway Garage to become a heating/cooling center for the town. He states the work is outstanding and is more than expected. It has a large area that could be used to host an event in the case of rain. It is much larger than the Great Hall. The building has well exceeded his expectations. The building could be used as an emergency shelter because it has showers and a kitchen for feeding. M. Pearson has already applied to get an EMPG grant from Homeland Security for a generator to meet the requirements of an emergency shelter. M. Pearson states the high school has showers and a kitchen but no generator. The Public Safety Complex is not a good solution because if there is an emergency, all emergency crew members will mobilize in that building. It is good to be prepared.

J. Kiszka motions to direct the Town Manager and the Emergency Management Director to apply for grants allowing the New Highway Garage to be dedicated as an Emergency Shelter Center as needed. Seconded by G. Taillon.

Vote: 4-0-0

Motion carries.

TOWN MANAGER REPORT

- Attended Several Meeting
- Westville Road Bridge Reconstruction Project
- Cell Tower (Water Tower) Work
- Public Works Garage Information
- Atkinson Hogg Hill Public Safety Tower Antenna
- Potable Water Pumping Station Easement
- Payroll Outsourcing and Accounts Payable
- Plaistow Culvert Replacement Project – Pollard Brook
- Moved Human Resources to the First Floor
- CPR Training Available
- Personnel

ACTION ITEMS

Reviewed

OTHER BUSINESS

At the next meeting Steve Ranlett will review five more Town Codes.

J. Kiszka & J. Blinn should try to get a charter of the following:

Conservation Commission

Recreation Commission

Elder Affairs Committee

Highway Safety Committee – M. Pearson state the minutes for these meeting are online.

Hazmat – J. Kiszka states this committee only meets once a year and is regional, not just for Plaistow.

F. Hart ask if the Board is interested in hosting a Regional Selectmen's meeting in September or October. There is consensus to offer this. Start thinking about agenda ideas.

OTHER FOLDERS

F. Hart states the Accounts Payable Manifest, signature folder and Warrant folder are going around.

SELECTMEN'S REPORTS

G. Taillon

- Hands out a flyer he has been working on with Barbara Kiszka. It is the one from Old Home Day and is more inclusive. He would like the home page of the website to list a way to contact all "Chairs" of committees, commissions and boards. F. Hart suggests adding this to a September agenda.

J. Kiszka

- Attended the Energy Committee – aggerate energy, LED streetlights, solar panels on the landfill, maintenance of the landfill cap, maybe solar panels will be part of phase 2 of the highway garage, the salt shed.
- Will attend the Rockingham Planning Committee Meeting on Wednesday

J. Blinn

- Attended the Westville Road Bridge Project Meeting – things are going along well, and they are on schedule. He gives credit to Mark Pearson as the construction team knows Mark is well aware of how the project should be progressing.

F. Hart

- Attended the Energy Committee Meeting
- Met with the Assessors
- Met with John Sherman and Mark regarding Mt. Misery – the Recreation Commission received a grant of \$51,000 for the trail system.

F. Hart asks for a motion to enter a non-public session to approve some non-public minutes and review previously sealed non-public minutes.

G. Taillon request a 5-minute break.

F. Hart agrees.

J. Blinn motions to enter non-public session under RSA 91-A:3 II for purpose of approving non-public minutes and unsealing others, (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 carries

Public session closed at 8:12 p.m.

Public session resumed at 8:40 p.m.

F. Hart adjourned the meeting at 8:45pm

BOS 08/12/2019

Respectfully submitted,

Beth Hossack,
Recording Secretary