



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** September 30, 2019

**MEETING CALLED TO ORDER:** 6:29 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**

*J. Kiszka motions to approve the minutes of September 9, 2019. Seconded by G. Taillon.*

*Vote: 4-0-0*

*Motion carries*

**PUBLIC COMMENT**

None

**ROCKINGHAM PLANNING COMMISSION**

Tim Roache, Executive Director states RPC (Rockingham Planning Commission) is a regional planning commission providing value to several southern New Hampshire communities. The RPC has an experienced staff offering a resource, a forum and a voice. One of their priorities is transportation planning. They work closely with the New Hampshire Department of Transportation (NH DOT). They bring a regional voice of transportation priorities to both the state and national level. If one community needs assistance with water quality many other communities may need the same information. Therefore, the wheel does not need to be reinvented for every community and/or issue. Recently they assisted on an electricity aggregate. They hope to add communities to the aggregate for even larger savings. Some of the other services provided by RPC include:

- Environmental Planning
- Writing Model Ordinances
- MS4 Assistance
- Water Resource Planning
- GIS and Mapping
- Electricity Aggregation
- Master Plan (especially transportation)
- Land use Studies, Plans and Inventories
- Hazard Mitigation

Tim's message is to think of RPC as a resource. They provide good value at a cost much less than consultants. He explains the dues towns pay is based on a rate of approximately \$1.00/capita if the

population is under 10,000 which Plaistow is. About one-half of all dues collected goes to transportation to keep State and federal funds coming in. The remaining money is used for direct assistance to a community and for issues that benefit multiple communities.

J. Kiszka states Selectman G. Taillon has become the Town's website and public information lead. J. Kiszka has been to some of the RPC meetings and he wants to know if Plaistow could model a part of our website to allow citizens to report road issues online.

Tim replies yes there are a few ways to do this. The RPC did a parking survey in Exeter. They can easily help the town with surveys. Another option is to have a feature on the website with a base GIS or Google map to allow residents to pinpoint issues.

F. Hart asks if RPC can help with completing a Public Right of Way Ordinance. Tim states he will look into it and get back to us.

F. Hart thanks Tim for the presentation.

### **TREE STUMP PRESERVATION**

J. Kiszka states we have lost some old trees in town. Recently, a large limb fell off a tree on the Town Green. The tree had to be cut down because it was a safety hazard. The stump remains and J. Kiszka noticed people have been stopping by to count the rings in the stump to figure out the age of the tree. He would like the stump to be preserved as a historical landmark. The Historical Society has a cutting of the tree too.

J. Kiszka states it is less costly to preserve the stump rather than grinding it out.

F. Hart states a furniture expert may be able to provide information on how to preserve it.

G. Taillon asks if keeping the stump will prevent another tree from being planted in its place.

J. Kiszka does not think another tree needs to be planted as there is a newer tree in the same vicinity. He believes the town had done a good job of planting trees. As some of the old ones fail there are new trees growing.

J. Blinn recommends J. Kiszka be in charge of the preservation effort. Perhaps it could be part of Arbor Day in the spring.

There is agreement that J. Kiszka will be the point man. He will report back to the Board.

### **REVIEW CHARTERS**

The Recreation Commission Charter is reviewed.

G. Taillon states we should be providing a "welcome" to people whether they have the same point of view as other members of the commission. He believes the current commission is a stacked deck with like viewpoints.

F. Hart asks if he is referring to just this Charter or all charters.

G. Taillon replies all charters. He believes the Board should interview and recommend candidates to committees/commissions not the other way around.

F. Hart thinks we are doing this. New members and reappointed members have been coming to a Board meeting to meet the Board and state why they are interested in volunteering for a committee/commission.

F. Hart thinks # 8 under Article 3 membership is way too subjective. It reads, "If any member is deemed not to live up to the Mission Statement of the Commission, said member will be

reconsidered as a member by majority vote of the full Commission for recommendation to the Board of Selectmen for removal and replacement.”

J. Blinn states sometimes there are personality issues. It can take a long time to get on an agenda to come to a Board meeting. If someone is a good citizen and they take the time to attend meetings and volunteer they should be able to participate on a committee/commission. The Board should have a say in selecting members however the recommendation of the rest of the committee/commission should play a part too. How does the Board judge if a person should be removed?

G. Taillon states we should use the same template for all committees/commissions. The criteria for removal should be listed ahead of time and it should be consistent for all boards. Expectations of members should be written too. Removal should not be based on a different point of view.

F. Hart asks how would this issue be reconciled?

G. Taillon replies the Board of Selectmen will have to come up with a process. We want more citizens involved and we want them to feel welcomed.

F. Hart asks if G. Taillon will work on a policy of expectations and reasons for removal.

G. Taillon agrees to create a draft.

J. Kiszka still thinks the process is flawed. A new potential appointee comes to a Board meeting however the Board does not see who may have already been eliminated. He is looking for balance. If current members select new members, he thinks that is like-minded people picking like-minded people.

F. Hart again asks how to reconcile/resolve this issue?

G. Taillon believes we should encourage people to come forward and learn before appointment to a committee/commission.

Kerry Patles, Vice-Chair of the Recreation Commission discusses the open process for obtaining new members. Any Plaistow resident can come to a Recreation Commission meeting with a letter of interest. After attending two (2) meetings the person will be recommended as an alternate member of the commission. There is no limit to the number of alternates. When an opening is available the alternate with the most seniority is recommended to fill the position. That is how Kerry became a member. She states the Mission Statement of the Recreation Commission is not included on the charter and probably should be.

J. Kiszka asks how the public will know about an opening.

Kerry recommends interested people should be proactive and get involved. It is different from an elected official. If you want to volunteer, you need to look into it.

G. Taillon feels it is a closed process if openings go to alternates.

F. Hart states opening should be posted on the website.

Kerry agrees more visibility on the website would be good. It may look like a “stacked deck” but it is not.

J. Kiszka states at one time he was the alternate Selectmen’s Representative to the Recreation Commission, and he heard a discussion that involved a person leaving and wanting a specific person to take his/her place. He also heard of a person who wanted to get involved yet the person felt unwelcomed.

Kerry states she is not aware of any such issues since she has been involved.

J. Blinn states he is the current Selectmen’s Representative and he has attended the meetings and feels they are well run. Not everyone agrees however he has not witnessed any exclusions.

G. Taillon states the Selectmen’s Representative is a voting member on committees he is involved with. He thinks The Selectmen’s Representative for the Recreation Commission should also be a voting member.

J. Blinn states he attends the meetings and reports back to the Board. He does not feel the need to be a voting member.

M. Pearson states the Recreation Commission is different from the Budget Committee in that the Budget Committee makes decisions without the Board of Selectmen approval. Recreation recommendations go to the Board of Selectmen for an actual vote. If the final decision is up to the Board of Selectmen the Board of Selectmen Representative should not be a voting member as it may taint the process. Some committees/commissions do not come back to the Board for a vote. Those are the ones where the Board of Selectmen member has a vote.

M. Pearson points out on page 3 #6 the 50% existing member attendance should be changed to majority per RSA.

J. Kiszka asks if the Town can make a policy that minutes and agenda's must be available to the public.

M. Pearson states the law is clear about minutes being available. A better policy is to make all committees/commissions follow the law.

F. Hart asks the Board if they want to do this.

The response is yes.

J. Kiszka states all agendas and minutes should be on the website.

G. Taillon states we should encourage all committees/commissions to put the information on the website however you cannot force it. Draft minutes can be posted on the website.

There is consensus that the Board will write a recommendation and send it to the Recreation Commission regarding the changes discussed tonight.

The Conservation Commission Charter is reviewed.

F. Hart asks if anyone has any questions about the current charter. She recommends adding the verbiage she will add to the Recreation Commission Charter regarding minutes to this charter,

F. Hart asks J. Blinn if he knows if the Con Com has indexes of all open space and natural, aesthetic or ecological areas within the town. It is listed on page 22 under § 1.20 RSA 36-A:2 D.

J. Blinn does not know.

F. Hart asks J. Blinn to ask the commission about this information. The date the provisions of RSA 36-A was adopted should be inserted under § 1.4 and the date the town adopted a 5-member commission should also be inserted. This is under § 2. RSA 36-A:3 MEMBERS number § 2.1 Next, on page 3 section § 2.7. Training it does not specify what type of training should be completed. This should be more defined.

J. Kiszka states you cannot force someone to take training. It is a good idea especially for new members and should be encouraged.

G. Taillon agrees.

J. Blinn will come back to the Board with his findings.

The date selected for the Public Hearing postponed from September 19 is October 30,

### **REVIEW TOWN CODE**

Chapter 31 Building Construction – F. Hart states this was not done in April because we were waiting for the State Codes to be updated. She thanks Joyce Ingerson for all her hard work in updating this chapter. The buildings coded and fees are now updated.

Chapter 73 Fireworks. This was previously reviewed. F. Hart wants to make sure the penalty is correctly written as a misdemeanor. It is. The chapter is complete.

Chapter 77 Flee Markets – done

Chapter 130 Parks – F. Hart states P.A.R.C. needs to be added to the chapter. She states signage for parks states they are open from 7:30am to dusk. The one at P.A.R.C. should say it is closed during Summer Recreation weeks. She wants to know if the Board thinks winter hours should be posted on the signs. There is a section on winter hours in the code.

J. Kiszka does not think it is necessary to post winter hours. The Board agrees. There is also consensus to remove section § 130-3 Winter Hours from the code.

Chapter 161 Sewage Disposal Systems – F. Hart states this should be mapped back to the new Building Construction code fees. Section § 161-3 Inspection of test pit; fee, will be increased to \$35. For section § 161-5 Fees will be increased to \$40 and the following statement will be added “septic permit plus two additional inspections are required.” The rest of the code is good. The Board agrees.

Chapter 168 Smoking – G. Taillon suggest adding “and vaping” to the chapter title and content. J. Blinn agrees.

Section § 168-2. Town-owned buildings states there will be no smoking allowed within 10 feet of any Town Building. F. Hart recommends changing the verbiage to “smoking and vaping will not be allowed on Town Property.”

J. Kiszka does not think it can be enforced to say Town Property.

M. Pearson states it is not out of the ordinary. Schools do it. There is consensus amongst the Board to make the change.

Chapter 194 Taxation – F. Hart recommends leaving it as is.

Chapter 206 Vehicles, Wheeled - F. Hart recommends leaving it as is.

Chapter 205 Vehicles and Traffic – F. Hart thanks Chief Mullin for all his help rewriting this chapter. His Patrol Officers helped too. Every stop sign and speed limit sign were reviewed. Fines have been updated. It is mentioned that the handicapped parking spots at the Library are not official because they are marked only on the pavement. They must also be marked upright on a post or building.

J. Kiszka will review the last five Town codes for an October meeting.

F. Hart would like to remind taxpayers that warrant articles effect taxes too. The Budget Committee will target a 5% reduction in taxes. In order to do this warrant articles will be limited to about \$300,000. She has met with the Budget Committee Chair, Maxann Dobson and finds her open, honest and hardworking. Both Boards will work hard to lower the budget while still providing necessary services to the Town.

### **TOWN MANAGER REPORT**

- Attended Several Meetings

- Pollard Road Replacement Culvert ARM Grant Committee Site Visit
- Town Ordinance Hearing – Rescheduled
- Carl. G. Davis American Legion Post 34 Vigil
- Regional Water Meeting in Atkinson
- Southern NH Regional Water Interconnection Project Meeting – Workshop
- New Highway Garage Committee Meeting
- Public Works Garage Information
- Proposed Salt Shed Meeting
- Pollard Park Tree Removed/Keep the Stump
- Recreation Commission
- Town Hall (Pollard Park) Sidewalk Construction
- Westville Road Bridge Reconstruction Project
- 2020 Budget Planning
- Atkinson Meeting about an Easement
- Elder Affairs Winter Preparedness Event – Reminder
- Personnel
- Class Action Notice – Opioids – Will be Reviewed by Town Counsel
- The Reserve at Snows Brook – will be Investigated by Code Enforcement
- Newspaper Article – Tribute for 7 Lives Lost this Summer – Blinn’s Auto Body is donating the clear-coating work.
- A Fire Department Vehicle will not pass inspection. The Board agreed to repurpose a vehicle from the Police Fleet as recommended by Chief Mullin to the Fire Department.

A discussion is held regarding adding a guard rail to the Westville Road bridge. M. Pearson recommends the Board expend \$5,312.00 from the unanticipated fund to pay for the guard rail.

J. Kiszka asks if the money should come from the Highway Budget.

M. Pearson states it could however it is an unanticipated expense.

F. Hart thinks the unanticipated fund is more appropriate to use. She does not want to rob Peter to pay Paul.

J. Blinn asks if the guard rail is enough of a barrier to prevent a car from going into the water.

M. Pearson replies yes, it is designed for that.

***J. Kiszka motions to approve the installation of the new guard rail in the amount of \$5,312.50 with the funds to come from the unanticipated fund account. Seconded by G. Taillon.***

***Vote: 4-0-0***

***Motion carries***

### **ACTION ITEMS**

Deferred

### **OTHER BUSINESS**

None

### **OTHER FOLDERS**

The Accounts Payable, Signature Folder and FYI folders are being passed around.

## **SELECTMEN'S REPORTS**

### **G. Taillon**

- The Town's website now has the Informational Flyer and Boards/Committees List posted. G. Taillon thanks Barbara Kiszka for all her work. The survey does not seem to be getting enough exposure. He recommends putting a notice about it on Social Media to get people involved.
- He believes many people do not have a good understanding of assessments and taxes. He states the goal of the Board is to have everyone pay the proper amount of tax.

### **J. Kiszka**

- Attended the Affinity Meeting regarding LED Street Lights. They met with the contractor to review what lights would be located where. It was an excellent meeting. The process is moving forward.
- Attended the September 11<sup>th</sup> Ceremony.
- He missed the last RPC (Rockingham Planning Commission) meeting because it was the same night as our September 11<sup>th</sup> Ceremony. Tim Moore did attend.
- Attended the Bud Com Workshop. Trust Funds were reviewed.
- Attended the 24-hour Vigil held by the American Legion at Veteran's Memorial Park.
- Attended the Water Workshop with the rest of the Board.
- Attended a meeting in Lebanon NH - Electric Vehicle Connector.

### **J. Blinn**

- Attended the Elder Affairs Meeting – he will have the by-laws available for the next Board meeting.
- Con Com has as company who will re-do the trails in the Town Forrest if the Board agrees to the contract. This will be an agenda item for next week. The Con Com is anxious to get started.

### **F. Hart**

- She will work together with Jill Senter and the Con Com to map the Town's prime wetlands.
- Attended the Planning Board Meeting.
- Attended the Historical Society Meeting.

F. Hart adjourned the meeting at 8:44 p.m.

Respectfully submitted,

Beth Hossack,  
Recording Secretary