



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

PLAISTOW BOARD OF SELECTMEN MINUTES

DATE: June 15, 2020

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

SELECTMEN:

Selectwoman, Francine Hart, Chairman
Selectman, Julian Kiszka
Selectman, Jay DeRoche

Selectman, Greg Taillon, Vice Chairman
Selectman, John A. Blinn, Sr.
Mark Pearson, Town Manager

G. Taillon motions to approve the minutes of May 18, 2020, draft # 2. Seconded by J. DeRoche.
Vote: 5-0-0

Motion carries

G. Taillon motions to approve the minutes of June 1, 2020. Seconded by J. Blinn.
Vote: 5-0-0

Motion Carries

PUBLIC COMMENT

Deferred.

PUBLIC HEARING TO CONSIDER NH LWCF GRANT

F. Hart opens the Public Hearing at 6:33 p.m.

The New Hampshire Land Water Conservation Fund Grant will be used to build trails in Mt. Misery. M. Pearson states quite a while ago the Recreation Department applied for a grant to assist with the development of trails. The grant is a 50/50 match. The Town has worked with the Appalachian Club to map out trails for Mt. Misery. The total cost will be \$103,000.00. The grant is for \$51,500.00. The Town hired Surveying & Engineering Consultants (SEC) to delineate the area from P.A.R.C. to the trail area. It involved some easements. The Town will rent an excavator to mark the trail from P.A.R.C. to Mt. Misery. Once that is done the Appalachian Club will take over completing the network of trails. This has been a long-term goal of the Recreation Commission.

F. Hart asks if the work will start this year.

M. Pearson replies, yes. It can start anytime. The Town will focus on the trail from P.A.R.C. to Mt. Misery. The Appalachian Club will focus on the trails within Mt. Misery.

There are no questions from the public or the Board.

G. Taillon motions to accept grant money in the amount of \$51,500.00 from the State of New Hampshire, Land & Water Conservation Fund Grant and to authorize Mark Pearson, Town Manager to sign all paperwork relating to the grant. The money will be used for trails at Mt. Misery. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

PUBLIC COMMENT

None.

ASSESSING SOFTWARE CONVERSION UPDATE – CORCORAN & ASSOCIATES

Our Assessing Agent, Mrs. Marybeth Walker, President Corcoran & Associates is present. The software conversion from Univers to Vision is in process. The spring bills that were recently mailed out are from the Univers System. These are the last tax bill from Univers. Vision has data collectors out in the field working on measuring and listing all properties. They are picking up data to transfer. They have completed about 20% of the residential properties in town. They are just starting to work on business properties. No data entry has been done yet. Land study and building costs are being worked on. Income and expense sheets have been sent to business. This is to collect business data, not personal income, and expenses.

F. Hart asks if it will be finished by year end.

M. Walker replies, yes. They did have a late start in the field due to the timing of the signing of the contract. The pandemic has caused the data collectors to measure outside only. There have been changes in the law to reflect this. Vision would like the Board to authorize them to send out data cards for residents to review since they cannot go inside homes. They are called data mailers. The other option would be to make phone calls to property owners to ask about the insides of their homes.

F. Hart recommends using the data mailers.

G. Taillon asks if this method will allow the town to do a full values-a-new.

M. Walker replies, yes, it will still be a full measure and list. Finished basements are not picked up well on the Univers system. The Visions System will show a sketch of the basement.

J. DeRoche asks if residents can complete the information online once they receive the data mailer card.

M. Walker is not sure. She will have to ask Vision. If the town gets the hard copy of the card back it is better for data entry.

J. Kiszka asks if Vision will be looking at all building permits issued over the last 10 years.

M. Walker replies, no as Corcoran has been doing it all along.

The data cards for businesses are very different between Univers and Vision.

J. Kiszka asks since Vision appraisers cannot go inside, can this be done later.

M. Walker states the current cards will tell you that “x” amount of space is for office space and “x” amount of space is warehouse space etc.

F. Hart asks if Vision is doing outside measuring of businesses.

M. Walker replies yes.

J. Kiszka asks what people can expect Vision Appraisers to have for identification.

M. Walker replies, they have a Vision ID card.

G. Taillon states one of them was outside his home today. The person was polite and professional. There is also a Vision logo on the car.

J. Blinn asks if they are looking in windows.

M. Walker replies, she hopes not.

M. Walker states employees from NHDRA will be out this week checking sales data from last year. They have already scheduled appointments.

F. Hart asks the Board if they are in favor of using the data mailers. The Board agrees.

F. Hart asks Mrs. Walker if it is possible for her to give the Board a sense of the current real estate market.

M. Walker replies, interest rates are down however prices have not gone down. There have been 63 sales since October and the median ratio is at 91%. Last year it was at 96.9% Sale prices are still strong.

J. Kiszka asks if the values-a-new will bring the ratio to 100%.

M. Walker replies, yes.

F. Hart thanks Mrs. Walker for the presentation.

RFP ASSESSING CONTRACT

F. Hart states the request for proposal (RFP) for assessing services is for a three-year contract. It is very detailed. The cost for each year must be stated in each bid. The RFP is based on doing a values-a-new once every five years. If the Board votes to do a statistical update prior to the five (5) year values-a-new an addendum to the contract would be needed.

J. Kiszka states he read the draft RFP and it is the best one he has ever seen. He agrees with doing a reevaluation once every five (5) years. It keeps things equitable that way. He would like to see some money put into a fund every year towards a reevaluation so it will not hit the budget all in one year.

G. Taillon states since the RFP is for a three-year contract there is no values-a-new as part of the contract.

F. Hart replies that is correct. If values continue to go up and the reevaluation is only done every five (5) years, the tax impact could be significant.

J. Kiszka states it can be done sooner than every five years if the Board wants to do it. For example, it could be done every three years.

F. Hart states Marybeth Walker was very instrumental in the preparation of the RFP.

F. Hart directs M. Pearson to send out the RFP first thing in the morning. It should be posted to the Town website, go to NHMA and she would like it sent to Corcoran, MRI, and Visions.

J. DeRoche asks if the RFP will just go to some assessing firms or a pool of firms.

F. Hart replies, it will go to a pool of firms by being placed on the NHMA website.

COURT HOUSE DISCUSSION

M. Pearson states a copy of a reopening plan is in everyone's folders. We need to be flexible and look at a long-term plan. The first priority is to open the ground floor for access to the Town Clerk and Tax Collector. Plexi-glass has been ordered for the office. Wall partitions will be used to direct traffic in one direction. The front door will be used to enter the building and the side door will be used to exit the building. As soon as everything is received and installed the first floor will be opened. This should happen in early July. The public will not be allowed access to other parts of the building. Screening should take place before entering the building.

J. DeRoche asks if someone has a fever what happens.

M. Pearson replies, they will be turned away.

The second phase will be to relocate the Building Safety Department to the courthouse. It will allow good access for the public to obtain permits and there will be enough space for the inspectors to have desks and office space. Some minor renovations will need to be done to the courthouse. A reasonable time frame for the move is August.

G. Taillon asks if there will be parking issues at the courthouse.

M. Pearson replies, no. The public and inspectors will be in and out. Parking should not be a problem. Traffic will also be split since some people will come to Town Hall for the Town Clerk and Tax Collector while contractors and others will be at the Elm Street location.

J. Blinn asks if the changes will be permanent.

M. Pearson replies, it is a robust plan and that is what it will take to open the Town hall right now. He has not considered a permanent plan. This is the plan to get better access for the public while maintaining safety for employees.

J. Blinn asks if the Town can get reimbursed for any of the costs.

M. Pearson replies, we believe we will. The expenses are directly related to the reopening plan and should qualify for reimbursement under the GOFERR Grant.

J. Blinn likes the plan.

The third phase of the plan will be to relocate the Recreation Department to the courthouse. There will be enough space for the Recreation Director and the Recreation Commission to have office space.

M. Pearson states one effort will accommodate two departments. The fourth phase will be to use the third floor of Town Hall for the document management project. The Town Planner will share the space and they will work on different days. This plan will make the town fully operational. The public will have controlled and limited access to the interior of both locations in an effort to continue to practice social distancing and help protect employees.

G. Taillon motions to approve the use of the courthouse for the reopening plan. Seconded by J. Blinn.

Discussion: J. DeRoche likes the plan and states it is thorough and robust.

Vote: 5-0-0

Motion carries

M. Pearson thanks the Board for their support. He believes the plan will be well received by residents.

PLAISTOW LIBRARY

F. Hart states this is the 20th Anniversary of the Plaistow Public Library. The Library Trustees wanted to have a celebration however the plan had to change due to the COVID-19 pandemic. G. Taillon reads a proclamation. The first town library was opened in 1897. It was one room at Town Hall. In 1977 the Library moved to Elm Street. On June 2, 2000 the ribbon cutting took place at the new building. The Plaistow Public Library has always been a place for the free exchange of ideas and information for the whole community. It continues to be such a place especially during this time of crisis. The Plaistow Board of Selectmen declare June 24, 2020 as Plaistow Library Day.

F. Hart would like to get a plaque and give it to the Library.

TOWN MANAGER'S ANNUAL REVIEW

F. Hart states according to M. Pearson's contract he is entitled to an annual review. She briefly goes over the categories and goals. She would like each selectman to give their responses to B. Hossack before July 13th. M. Pearson can choose a review in either a public or non-public session.

J. Kiszka suggests it may be beneficial to change the time of the review to March prior to elections. As new selectmen have not had the opportunity to work with the Town Manager.

F. Hart states she understands the point however the review is based on the contract date.

TOWN MANAGERS REPORT

M. Pearson states he allowed Dean Zanello, Cable Coordinator to call in a contractor for assistance in getting the correct equipment for better remote meetings. He also authorized Dean to purchase necessary equipment. He would appreciate a motion and approval from the Board as well. The equipment costs will most likely be reimbursable under one of the COVID-19 grants.

G. Taillon motions to spend \$1,639.00 with Access A/V and \$6,546.00 for equipment for a total of \$8,185.00 and to direct the Town Manager to negotiate and sign all the documentation regarding the necessary equipment for remote meetings at Town Hall. Seconded by J. Kiszka.

Discussion: F. Hart asks where the funds will come from if they are not reimbursable.

M. Pearson replies, Cable Funds will be used.

Vote: 5-0-0

Motion carries

M. Pearson states there was a discussion at the Board meeting on June 1 regarding the speed limit on Route 121A. Selectman Taillon has asked if the radar trailer tracked data. Selectman Kiszka believed it does due to a prior conversation with former Police Chief Jones. M. Pearson has an answer. The trailer has the capability to collect data however it is not working. It needs a new computer. The cost for the computer kit is approximately \$2,500.00 plus shipping. The money is not in the Police Department budget. It would qualify to come from the Contingency Fund as this is an unanticipated expense.

J. Kiszka thanks M. Pearson for the information and believes the radar trailer is a valuable tool.

G. Taillon asks if the \$2,500.00 plus shipping will fix both trailers.

M. Pearson replies, no. It will just fix the white one.

G. Taillon motions to expend up to \$4,000.00 for the "computer kit" for the Plaistow Police Department's 2001 Kustom Signals, Inc. white radar trailer including software to retrieve data and to authorize the Town Manager to sign any and all associated paperwork. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

- Attended Several Meetings.
- Salt Shed RFP Status.
- Landfill Cap Project Contract.
- Water Project Update.
- Pollard Park Sidewalk Replacement Project.
- Route 125 Islands Maintenance.
- Public Safety Antenna Problems.

- More Police Items for Auction.

G. Taillon motions to authorize the Police Department to dispose of more town owned property through St. Jean's Auctioneers and the funds to be added to the General Fund/Unassigned Fund Balance. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

- Town Forrest Parking Overflow.
- Route 121A Electronic Radar Signs.
- Summer Recreation Program Scheduled.
- Information Technology (IT) Changeover.
- Verizon Town Cell Phones.
- T-Mobile Cell Antenna Lease Renewal Negotiation.
- May Expenditures.
- P.A.R.C. Project Update.
- Meeting Room Electronic Equipment.
- Trash Dumpster Issue.
- Staffing.

ACTION ITEMS

Reviewed. Items #1 and #2 are removed as they have been completed.

OTHER BUSINESS

F. Hart states we cannot go with RPC for electricity aggregation yet. Taylor Energy signed the town into a contract with Constellation. Dee Voss, Administrative Assistant Planning - Department is working on it.

J. Kiska states that does not sound right.

F. Hart agrees. She will forward the Board the email.

F. Hart states the MOU she drafted for the companies sponsoring the landscaping on the SRTS Islands was not recommended by Town Counsel. Attorney Kalman stated it should be treated as a donation. In-kind donations under \$5,000.00 can be accepted by the Town Manager.

M. Pearson accepts then and G. Colby, Finance Director will track them.

SELECTMEN'S REPORTS

J. DeRoche

- Attended a Rec Com meeting. They will move forward with a summer recreation program. Some baseball practices will start tonight. Softball has been cancelled until the end of August. They are still working out the summer concert series. They are looking into renting out some fields since some programs have been cancelled.

J. Kiszka

- Attended the annual Hazmat Meeting. Fire Deputy J. Kennedy also attended along with people from 14 other communities.

- Attended the RPC Meeting. Discussion included Master Plans, GIS and RSMS. We pay an annual due perhaps we could use them more.
- He thanks M. Pearson for getting the playscape at Ingalls taped up.

J. Blinn

- Attended the Old Home Day Meeting. They are checking to see if they can hold fire works this year. The only other event will probably be the beard contest.

G. Taillon – nothing to report.

F. Hart – nothing to report.

***G. Taillon 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 Related to Terrorism; (J) Confidential Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by J. Kiszka.
Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Motion carries***

F. Hart states they will not be returning to public session for any more discussion.

Entered non-public session at 8:30 p.m.

Resumed public session 8:36 p.m.

***G. Taillon 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 Related to Terrorism; (J) Confidential Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by J. Kiszka.
Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Motion carries***

Entered non-public session at 8:36 p.m.

Resumed public session 8:40 p.m.

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

Vote: 5-0-0

Motion carries

G. Taillon motions to enter non-public session under RSA 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transactions – consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interest are adverse to those of the general community; (E) Pending or Threatened Litigation; (I) Emergency Functions Related to Terrorism; (J) Confidential

Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by J. DeRoche.

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

Entered non-public session at 8:41 p.m.

Resumed public session 8:50 p.m.

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

Vote: 5-0-0

Motion carries

G. Taillon 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 Related to Terrorism; (J) Confidential Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by J. DeRoche.

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

Entered non-public session at 8:50 p.m.

Resumed public session 9:17 p.m.

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

Vote: 5-0-0

Motion carries

F. Hart adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Beth Hossack,
Recording Secretary