



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

**PLAISTOW BOARD OF SELECTMEN MINUTES**

**DATE:** October 5, 2020

**MEETING CALLED TO ORDER:** 6:31 p.m.

**SELECTMEN:**

Selectwoman, Francine Hart, Chairman

Selectman, Julian Kiszka

Selectman, Jay DeRoche

Greg Colby, Finance Dir./Asst. Town Manager - Remotely

Selectman, Greg Taillon, Vice Chairman

Selectman, John A. Blinn, Sr. - Excused

Mark Pearson, Town Manager – Remotely

*G. Taillon motions to approve the minutes of September 28, 2020. Seconded by J. Kiszka.*

*Discussion: J. Kiszka states John Blinn's name was spelled wrong somewhere. On page 2, approximately 9 lines from the top, change Salt Shed to Public Works Garage.*

*F. Hart calls for a vote on the minutes as amended.*

*Vote: 4-0-0*

*Motion carries*

**PUBLIC COMMENT**

None

**PROCLAMATION PRESENTATION TO LIBRARY**

F. Hart states this year is the Twentieth (20<sup>th</sup>) Anniversary of the Library at its current location. The Library was planning an event in June to celebrate this anniversary however it had to be cancelled due to COVID-19.

J. Kiszka reads a proclamation.

Cab Vinton, Library Director is here to accept the proclamation. He states things have changed since June. The Library is now open. C. Vinton thanks the Board for thinking of the Library and thanks the people in Town for following the rules.

F. Hart states it is the Boards honor, pleasure, and privilege to present the proclamation to the Library.

**BUDGET PRESENTATION**

F. Hart turns the meeting over to M. Pearson and G. Colby.

M. Pearson begins with a summary. The budget is color coded. Items in green have decreased or remained neutral (level funded). Items in blue have increased slightly and are easily explainable as

to why they increased. Items in yellow have increased. An explanation is included, and some are required by law. The overall budget as it stands is 1.9% higher than 2020. However, if the Fire Department budget is excluded the rest of the budget is down by \$13,000.00. We do have a new Fire Chief and the building can accommodate 24/7 staff. During the pandemic, the Fire staff has been increased to 24/7 coverage to reduce response time. The Fire Chief will be present on October 19 to present his budget. M. Pearson believes it is up to the Board of Selectmen, Budget Committee, and the residents to decide on the level of service the Town wants. Therefore, the Fire Chief's recommended budget is included in the summary.

G. Colby agrees with M. Pearson's summary assessment. He recommends the Board take some time to review the full budget.

J. DeRoche asks where the water department budget is.

M. Pearson & G. Colby have a water budget however there are three (3) portions of the budget that are very hard to predict at this time. We do not know the number of connections and meters needed, we will have to try to anticipate the costs necessary to pay Manchester Water Works, and we do not have a contract operator yet. They will reach out to Underwood and have them help with the numbers. More information on the water budget will be available on October 19.

J. Kiszka asks if we can assume revenues coming in from water will exceed the expenditures.

M. Pearson replies, no. There will be capital expenses up front. We will need to purchase meters and we do not know the cost of operations yet.

J. Kiszka asks where the money will come from. Do we need to borrow money?

M. Pearson replies, no we have enough money in water funds.

F. Hart asks if should add a contingency line item to the water budget.

G. Colby replies, yes or we could call it miscellaneous.

J. DeRoche asks if the Town will send out a flyer about the water system.

M. Pearson states that is not necessary. A survey was sent out two (2) years ago. We have kept a list of everyone who might want potable water. The list of possible users is always changing.

J. Kiszka asks if we have the ability to borrow for the water fund and not from taxpayers.

M. Pearson replies, yes. It was approved at the last Board meeting to have a warrant article on the ballot to borrow from the New Hampshire Municipal Bond Bank.

The legal budget has been lowered by \$10,000. Both M. Pearson and G. Colby believe this is reasonable.

G. Taillon asks what percentage the 2020 actual of \$41,038.79 represents.

G. Colby replies, it is 54% of the 2020 budget expended to date.

***J. Kiszka motions to approve the legal budget in the amount of \$65,000.00. Seconded by G. Taillon.***

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

***Motion carries***

The cemeteries budget has been reduced by \$5.00.

***G. Taillon motions to approve the cemeteries budget in the amount of \$8,000.00 Seconded by J. Kiszka.***

***Discussion: J. Kiszka asks what relationship this has on the sale of lots.***

***F. Hart replies, none. This is only for expenditures not revenue.***

***Vote: 4-0-0***  
***Motion carries***

The insurances budget is reviewed. It is basically a done deal.

***G. Taillon motions to approve the insurances budget in the amount of \$135,924.00. Seconded by J. Kiszka.***

***Vote: 4-0-0***  
***Motion carries***

The advertising budget is reviewed.

G. Taillon mentions the \$7756.00 we pay to Rockingham Planning Commission. He wants to know if we are doing any projects with them. Does the Planning Board or Planning Department need this? He does not want to waste money.

M. Pearson replies there is a value to being part of Rockingham Planning Commission. We can access a lot of information regarding layering and GIS components. It prevents us from duplicating efforts. It would cost Plaistow a lot to do this work in house. The Planning Board and Planning Department access this information frequently.

G. Taillon states he sent emails to John Cashell, Planning Director and the Planning Board and is waiting for answers. He would like to table this budget for now.

J. Kiszka states RPC does help Plaistow. They are part of the traffic calming study being done on Main Street.

There is consensus to address this budget later.

The Conflict of Interest budget is only \$250.00.

G. Taillon states they do not spend much money.

***J. DeRoche motions to approve the Conflict of Interest budget in the amount of \$250.00 Seconded by G. Taillon.***

***Vote: 4-0-0***  
***Motion carries***

The street lighting budget is reviewed. There is only one line item in this budget.

***G. Taillon motions to approve the street lighting budget in the amount of \$117,500.00. Seconded by J. DeRoche.***

***Discussion: J. Kiszka states with the LED bulbs the agreement was to keep paying the same price until the lights are paid for. Then we will see the decrease in electricity costs. Therefore, he does not know why the recommended budget is higher than last year.***

***F. Hart replies, new houses have been built and kilowatt usage changes.***

***Vote: 4-0-0***  
***Motion carries***

The Human Services Budget is reviewed.

***G. Taillon motions to approve the Human Services budget in the amount of \$41,950.00. Seconded by J. Kiszka.***

***Vote: 4-0-0***  
***Motion carries***

The Patriotic/Cultural budget is reviewed.

F. Hart states she was asked to increase the amount. Some of the flowers for events that were previously donated are now purchased by the Town. She recommends changing the amount to \$23,100.00.

***F. Hart motions to approve the Patriotic/Cultural amended budget in the amount of \$23,100.00. Seconded by G. Taillon.***

***Discussion: J. Kiszka states the Old Home Day Committee only spent \$238.83 the year. The rest of the funds will go back to the general fund at year end.***

***Vote: 4-0-0***  
***Motion carries***

The Conservation budget is reviewed and shows a reduction of \$29.00 from last year.

G. Colby states they do have other sources of funding.

F. Hart states no money has been spent on water testing yet. Is that a fourth quarter expense?

G. Colby replies yes, it is generally a fourth quarter expense.

J. Kiszka states they only need \$8,539.51 why is the recommended budget at \$10,230.00?

G. Colby states the description column describes what the money will be used for.

The Board agrees to table the budget and have someone from the Conservation Commission come to the next meeting to explain the budget.

The debt service budget is reviewed. It is basically a done deal.

***J. DeRoche motions to approve the debt service budget in the amount of \$516,951.00. Seconded by G. Taillon.***

***Vote: 4-0-0***  
***Motion carries***

J. Kiszka asks when the Board will see the Library budget.

G. Colby was told the Library budget will be level funded.

J. Kiszka wants to see the budget in the same format as the Town's Operating budget.

The cable budget is reviewed. This budget needs descriptions added. This budget has increased.

G. Taillon assumes the increase is partially due to new equipment in the Great Hall.

F. Hart asks if any funds will be reimbursed with money from the GOEFFER funds.

G. Colby replies he is not aware of any GOEFFER funding in 2021. The increase is for annual dues and subscriptions. Many meetings will continue to be remote in 2021.

F. Hart states she was talking about the difference in the repairs line item between 2020 and 2021. This line item increased from \$250.00 to \$500.00

J. DeRoche states the consultant line item was level funded however not much was spent in 2018 and 2019 from this line item. Are we anticipating using more in 2021?

D. Zanello states that line item is used for a contracted individual for things such as installation and wiring. It is bringing in someone outside of Town Hall.

M. Pearson states he is meeting with Dean Zanello, Cable Coordinator this week at the Public Works Garage. Money will need to be spent to make the Public Works Garage available for televised, live broadcast and remote meetings. He does not want to move cable equipment from building to building. The \$2500.00 will be spent this year and he is anticipating the same amount to be spent next year.

G. Taillon asks if we will need more than \$500.00. in the equipment repairs line item.

M. Pearson replies, yes, however some of the funds will come from revenue and capital reserve funds.

J. DeRoche asks if we are getting close to the Franchise Renewal date?

G. Colby replies yes, it is on his radar.

J. DeRoche asks if we need money in 2021 to negotiate a new contract.

M. Pearson states we will engage DTC Lawyers to help with contract negotiations. They specialize in cable negotiations and we used them for other functions.

J. Kiszka states we purchased "Go to Meeting" Software and we are not using "Zoom".

D. Zanello replies we are not using Zoom for Town Meetings.

***G. Taillon motions to approve the cable budget in the amount of \$31,544.00. Seconded by J. Kiszka.***

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

***Motion carries***

The emergency management budget is reviewed. It is level funded. Any reimbursements due to the COVID-19 pandemic will go directly into the operating budget.

G. Taillon states the descriptions need to be added.

***G. Taillon motions to approve the emergency management budget in the amount of \$17,600.00. Seconded by J. Kiszka.***

***Discussion: J. DeRoche asks how many part time positions are in the department.***

***M. Pearson replies, there used to be two part time Deputy positions at a stipend of \$2500.00 each and the EMD Director received a stipend of \$5000.00. He is recommending one (1) Director and one (1) Deputy for 2021.***

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

***Motion carries***

The Finance budget is reviewed.

***G. Taillon motions to approve the finance budget in the amount of \$182,825.00. Seconded by J. DeRoche.***

***Discussion: F. Hart asks if the salary of the treasurer is enough.***

***G. Colby replies yes, it is similar to the pay in other towns.***

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

***Motion carries***

The Zoning Budget is reviewed. There is a slight increase in the publications line item in the amount of \$500.00.

***G. Taillon motions to approve the zoning budget in the amount of \$4,050.00. Seconded by J. DeRoche.***

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

***Motion carries***

The welfare budget is reviewed. It is down by \$430.00.

***G. Taillon motions to approve the welfare administration and assistance budget in the amount of \$32,350. Seconded by J. Kiszka.***

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

***Motion carries***

The elections budget is reviewed. This budget is down by \$10,567.00 as there will be less elections in 2021 than in 2020.

***J. DeRoche motions to approve the elections budget in the amount of \$12,095.00. Seconded by G. Taillon.***

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

***Motion carries***

The Fire Department budget will be discussed at the next meeting. Fire Chief Knutsen will present the budget.

## **TOWN MANAGERS REPORT**

Deferred.

## **OTHER BUSINESS**

J. DeRoche states he wants to talk about recycling. At the last meeting J. Kiszka made a motion to remove that piece from a trash contract. The motion passed 4-1. He is questioning if the Board needs to make a formal vote for a specific vendor.

F. Hart states a formal vote has not been taken as we are still in the negotiation process.

J. Kiszka agrees no formal decision was made on a vendor yet it seems we are only considering Casella.

F. Hart replies Attorney Kalman is working on negotiations with Casella however if a mutually agreeable contract cannot be negotiated other options will be considered.

G. Taillon asks if the Board feels ready to make a decision.

J. Kiszka wants to wait until a full Board is present. He also does not think everyone is ready to make the decision.

G. Taillon states both Waste Management and Casella are still on the table. We did have Attorney Kalman review the Waste Management proposal too.

J. DeRoche states he feels we are doing the Town a disservice by removing recycling. Perhaps we can come up with a responsible way over the next few weeks.

F. Hart states Plaistow has the lowest recycling rate in Rockingham County at 17%.

J. Kiszka understands J. DeRoche's concern however the expense is too high. He thinks we need to somehow allow people to recycle on their own.

F. Hart suggests maybe a recycle dumpster could be located somewhere in Town.

J. DeRoche states there was one option available in the proposals that was not too expensive. It was a no cart, automated system by Casella.

F. Hart states the rest of the assessing data mailers are coming out this week. 99% of commercial properties and 100% of residential properties are complete. Adjusted depreciation and land rate tables have been updated. Visions is waiting for the income and expense forms for commercial properties and apartments.

F. Hart states the Supervisors of the Checklist will be meeting on 10/24 and 10/28 for voter registration. The Board is encouraging people to vote by absentee ballot.

J. Kiszka mentions the drought. It is serious and people should stop lawn watering.

J. Kiszka recommends inviting the Energy Committee to the Board meeting on 10/19 to discuss clean energy. F. Hart agrees.

F. Hart adjourned the meeting at 8:11 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; (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. DeRoche = yes  
Motion carries***

F. Hart states the Board will not come back into public session other than to adjourn the meeting.

Public Session Resumes at 9:08 p.m.

***J. Kiszka motions to seal the minutes of the non-public session. Seconded by G. Taillon  
Vote: 4-0-0  
Motion carries***

F. Hart adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Beth Hossack,  
Recording Secretary