



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

PLAISTOW BOARD OF SELECTMEN MINUTES

DATE: October 26, 2020

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

SELECTMEN:

Selectwoman, Francine Hart, Chairman

Selectman, Julian Kiszka - absent

Selectman, Jay DeRoche

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

Selectman, Greg Taillon, Vice Chairman

Selectman, John A. Blinn, Sr. - Remotely

Mark Pearson, Town Manager – Remotely

F. Hart notes all votes will be done by roll call tonight.

J. Kiszka arrived at 6:31 p.m.

PUBLIC HEARING TO CONSIDER A VICTIM WITNESS ADVOCATE GRANT

F. Hart opens the public hearing at 6:32 p.m.

M. Pearson states for a number of years the Plaistow Police Department has had a position for a Victim Witness Advocate. This employee keeps lines of communication open and it is a very useful position for the Police Department. It helps the prosecution, victims, and witnesses. Every year we apply for the grant. The grant amount is \$30,000.00 from the New Hampshire Department of Justice (NHDOJ). It supplements the cost of the salary and benefits. It is a substantial offset.

There are no comments or questions from the public or the Board.

J. Kiszka motions to accept the \$30,000.00 Victim Witness Advocate Grant and to enter into a grant agreement with the New Hampshire Department of Justice. He further authorizes Town Manager Mark A. Pearson and Police Chief Douglas P. Mullin to execute any and all documents which may be necessary for this contract. Seconded by G. Taillon.

Roll Call Vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes
Motion carries 5-0-0

F. Hart closes the public hearing at 6:35 p.m.

G. Taillon motions to approve the minutes of October 19, 2020. Seconded by J. Blinn.

Roll call vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.
Motion carries 5-0-0

G. Taillon motions to approve the Water minutes of August 31, 2020. Seconded by J. DeRoche. Roll call vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes. Motion carries 5-0-0

PUBLIC COMMENT

Jim Peck, 206 Oak Ridge Road emailed a public comment to the Board.

F. Hart reads the comment. J. Peck is concerned that the Board recently voted to pursue a waste disposal contract excluding recycling without public input. He recently posted a poll on Facebook. The number of people who responded totaled one hundred seventy-two (172). Of those, one hundred twenty seven (127) people want to continue curb-side recycling, twenty one (21) want a drop off recycling location, eighteen (18) others want taxpayers to vote on it, five (5) people do not want to pay for recycling and one (1) person stated the cost must be known to make an informed decision. In Mr. Peck's opinion a public hearing should be held to get public input on the issues and discuss potential solutions.

F. Hart replies to the comment by stating the main responsibility of the Board is to best serve the majority of citizens. Unfortunately, Plaistow does not do a good job of recycling. Much of our recycling material is contaminated. It is either not clean or items that are not acceptable are put into recycling containers. It is not financially prudent to keep recycling. The Board is currently looking for alternatives and more discussion will take place later in this meeting.

J. Kiszka states he is taken-aback that someone thinks the Board is not doing anything about the issue. At a cost of \$120,000.00 to \$200,000.00 per year the cost of recycling is very expensive. He recycles and understands that many people want to continue. A solution will be sought.

G. Taillon states all of the Selectmen recycle, and none are against it. He thinks we need to educate all taxpayers, so people have a better understanding of recycling. A pizza box is not recycling. The current contract we have with recycling does not expire until June 30, 2021. We need 30% clean recycling to break even. We can always go back to recycling in the future and renegotiate a recycling contract. We are looking at dollars and cents. We want the budget to be reasonable for the services provided.

J. DeRoche recycles and wants to find a solution. They are working on it. There has not been much education for recycling. He is concerned that our contamination rate of 35% is consistent. He does not understand how that can be.

F. Hart does not have the answer however she states we need to trust our vendors.

J. Blinn agrees with J. DeRoche that many people do not realize what can and cannot be put in recycling. He likes curbside recycling however if wrong items are put in, it is a problem.

F. Hart states some condo's in Plaistow do not recycle at all. She thanks Mr. Peck for his comment.

Richard Anthony, 4 Village Way also has a public comment regarding recycling. He reads a letter he sent to some Selectmen. This is the twenty-first century and if the Selectmen cannot find a

recycling solution, he considers it an epic failure. Nothing regarding cost was mentioned in the meeting when recycling was decided against. He also thinks the Board cannot make an assessment on the value of selling recycling materials.

F. Hart thanks him for his comment.

WATER BUDGET PRESENTATION

J. Kiszka asks if this budget goes to the Budget Committee.

F. Hart replies yes.

J. Kiszka wants the public to know the water budget is not taxpayer funded.

Keith Pratt from Underwood Engineers begins his presentation. Plaistow has had a fire suppression budget for a long time. However, this water budget as an enterprise fund is new. Since this is the first year of this budget many of the numbers are based on planning objectives. The fees that cover non-recurring expenses and system development charges are one-time fees. Rates were approved in January. Connection incentives were previously approved to help encourage interest in joining the system. All users will pay for consumption and quarterly meter charges. MtBE users will only get incentives if they join in the first year. Some incentives will be offered to the next set of users of up to 20,000 gallons after the MtBE users. The consumption charge is \$5.24 per 100 cubic feet. Meter charges vary according to size. The average yearly cost for typical residential users is about \$600.00 to \$750.00. Approximately 35% of the water will be allocated as Fire Suppression. It means the current fire suppression rates will increase about 25%. This is based on standard information from American Water Works. The biggest variable is contract operations. The range will be \$150,000.00 to \$200,000.00.

G. Forbes states he has been working on a draft for a contract operator. It should be ready next week. Underwood has targeted the end of the year to review the proposals and complete interviews. Then they will be ready to make a recommendation to the Board for a contract operator.

K. Pratt states Underwood based the budget on using 80,000 gallons per day. He opens the meeting for questions.

G. Taillon asks if slide #19 can be explained again.

K. Pratt replies the proposed budget is a combination of fire suppression and potable water. If you take 35 x the budget, you get the amount assessed to fire suppression.

F. Hart notes a correction is needed on page 12 of the power point presentation. The chart states the first 40,000 gallons per day (residential) after MtBE will received incentives. It should be the first 20,000 gallons per day.

G. Forbes states that is correct. He will make the correction to the chart.

F. Hart states Underwood's budget is very different from the draft budget created by the Town Manager and Finance Director. She wants someone to explain the difference.

M. Pearson replies Underwood brought suggestions based on other towns who have done similar projects. They have more experience than Plaistow has. We are accepting the expertise of Underwood. We do not have a proposal for a contract operator yet and we do not have a target date to hire one.

K. Pratt states the rationale behind a higher budget is to allow the Town the ability to spend up to the amount given. If we do not approve a number that is high enough it can cause problems later.

M. Pearson suggests the Board approves the higher budget. It is not taxpayer money and we will earn revenue. As we get more water users the surplus will grow.

F. Hart states she is still not sure why Underwood's budget is so much higher. She thinks the maintenance line is high and did not expect to see a line for capital reserves the first year.

K. Pratt replies, it is better to start out high and cut later. We are changing the system from a fire suppression system to a potable water system. It changes the dynamics and the pressures.

Sometimes this causes unanticipated consequences. Therefore, there may be breaks and some costly maintenance issues. He states the contract operator line item was entered as \$150,000.00 and we know it may go as high as \$200,000.00. The money in the capital reserve might be used for the contract operator. Also, we want to have enough money to plan on using 80,000 gallons of water per day. We can always cut the budget in the future once we have more experience.

F. Hart thanks him for the explanation.

J. Kiszka states the new line items to be added are not clear as to what is what.

F. Hart states if we approve the Underwood budget at \$431,00.00, she wants to confirm that G. Colby will update the spreadsheet.

G. Colby replies, he will do it tomorrow.

J. Blinn agrees to go with the higher amount and adjust as we go along.

J. Kiszka states there are seventeen (17) line items on the Underwood budget and nineteen (19) line items on the spreadsheet.

F. Hart states Underwood has not steered us wrong yet.

G. Taillon motions to approve the Water budget in the amount of \$431,300.00. Seconded by J. Blinn.

Roll call vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes. Motion carries 5-0-0

J. Kiszka reminds everyone that this budget is not taxpayer money. It is a water enterprise fund.

G. Forbes provides a water project update.

P1: Water Main Extension. They are working on Sweet Hill Road and it is progressing well. In 1200 more feet they will connect to the water tank. When that is complete, they will start work on Westville Road.

P2: East Road Pump House. The purchase of the property is complete. The permits for the wetlands have been submitted to New Hampshire Department of Environmental Services and we are waiting for their approval.

P3: Sweet Hill Water Storage Tank. The tank has been constructed and painted. The valve building is under construction.

P4: Water Service Connections. This is the last part of the Plaistow construction. The State of New Hampshire will be testing more sites for MtBE contamination. Underwood has completed five (5) plumbing inspections this month in addition to the forty-five (45) already completed. More inspections are scheduled.

The Request for Proposal for a Contract Operator is almost done. It will be going out soon.

F. Hart states the summary report is a great report.

G. Taillon asks if the Sweet Hill Water Storage Tank will be complete before it snows.

G. Forbes replies, yes however it will not be operational. When the pipe is connected it will be filled to a height of four (4) feet.

G. Taillon asks if any fencing will be put up.

G. Forbes replies, no.

F. Hart thanks both Keith Pratt and Gene Forbes for the presentation.

Three remote participants leave the meeting. K. Pratt, G. Forbes, and D. Voss

FINAL BUDGET WRAP-UP

The Solid Waste Collection budget needs to be discussed and approved.

F. Hart previously asked J. Blinn if he would like the Board to re-vote on the budgets they completed when he was on vacation.

J. Blinn stated it is not necessary to re-vote those budgets.

F. Hart states the Solid Waste Collection budget recommended by the Town Manager and Finance Director totals \$771,000.00. We can make adjustments in the future. The Recreation Commission Chair contacted her asking her to increase the Recreation budget by \$7,382.00 in order to increase the Recreation Director's hours from 32/week to 40/week.

G. Taillon asks if we approve the Solid Waste Collection budget in the amount of \$771,000.00 will we have enough money to take care of carts.

F. Hart replies yes.

G. Taillon motions to approve the Solid Waste Collection budget in the amount of \$771,000.00. Seconded by J. Kiszka.

Roll call vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = abstain.

Motion carries 4-0-1

If the Recreation Director salary line item is increased by \$7,382.00 the new total for that line item will be \$39,520.00. The bottom-line total will increase to \$210,695.00

J. DeRoche motions to approve the Recreation budget in the amount of \$210,695.00. Seconded by G. Taillon.

Roll call vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Motion carries 5-0-0

F. Hart states the Operating budget now stands at \$9,397,734.00. The Water budget totals \$431,300.00 The Library budget stands at \$599,174.00. The new grand total is \$10,428,208.00. She asks G. Colby to confirm her totals and send the budget to the Budget Committee Chair.

G. Colby will do so.

G. Taillon asks if it includes the Fire Department Budget.

F. Hart replies, yes.

J. Kiszka states he agrees with the Fire Department budget presented by Chief Knutsen, yet he believes it should be handled as a warrant article.

F. Hart states at a prior meeting the Board voted to include it in the budget to send to the Budget Committee. If the Budget Committee is okay with it, all is good. If the Budget Committee wants to reduce the Fire Department budget, then the Board can create a warrant article for it.

J. Kiszka does not agree.

J. Kiszka asks if the Water budget will be done as a warrant article.

F. Hart replies, yes.

TRASH DISCUSSION

F. Hart asks the Board if they want to make a formal vote to pick a vendor? She states the figures for Casella and Waste Management were close. Town Counsel reviewed both proposals. Casella had better references.

G. Taillon motions to accept Casella as a final vendor to negotiate a Solid Waste Collection contract with. Seconded by J. Blinn.

Roll call vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = no, J. Blinn = yes, J. DeRoche = yes. Motion carries 4-1-0

F. Hart states if we use automated trash collection only one (1) cart/barrel is allowed for trash and one (1) for recycling. Since we are not planning on going with curbside recycling pickup, she asked Casella to lower the 4% increase per year to 3.5%. We could rent a 10-yard dumpster for recycling and put it at the landfill. The rental cost is \$259.00/month and there will be no tipping fee. Also, if we go with Casella, Plaistow residents could use the transfer station in Raymond for the disposal of bulk items and white goods. A small fee would be paid to purchase a sticker at Town Hall. The Town will set the fee and the Town keeps the revenue. Another option is to do a monthly or quarterly pickup. A subscription service is another recycling option. Residents who want to participate will pay a fee of \$115.00/year for a recycling container to be picked up curbside.

J. DeRoche asks if any site work will need to be done if a recycling dumpster is located at the landfill. He is not sure there is enough room for a car to turn around. He wants to know who will check to make sure only approved recycling items get put into the dumpster. The Public Works Garage might be a better location as it is more central to Town.

F. Hart agrees there are many things to discuss.

If we go with automated carts/barrels F. Hart recommends a 96-gallon size for trash. We should buy some extra carts/barrels for large families that may need more than one. It would have to be on a first come first serve basis.

J. Kiszka states if you allow some families to have an extra cart/barrel the Town is paying more for the tipping fees. He does not think it is a viable solution.

G. Taillon states some extra carts/barrels should be on hand. If a wheel breaks on a cart/barrel it should be replaced with a new one. The broken one could be used for parts.

J. Kiszka asks how condos will work.

F. Hart replies condos are already figured into the contract and most of them do not recycle.

J. Kiszka asks how the yardage size for dumpsters at condos are determined?

F. Hart replies, it is based on the number of units.

J. DeRoche asks who will maintain the carts/barrels. The Town or the vendor.

F. Hart replies, the Town.

G. Taillon states the carts/barrels last about twenty-five (25) years.

J. DeRoche asks if we should add an additional line item to maintain carts/barrels.
 J. Blinn states we need a phone number for residents to call for maintenance issues. It could be someone at Town Hall or the Public Works Garage.
 J. DeRoche recommends asking Casella if we rent the barrels from them what happens after five (5) years. Do we own them?
 F. Hart will ask that question.
 F. Hart asks the Board for their opinion on how many extra carts/barrels should be purchased.
 J. Blinn asks when will the carts/barrels be delivered?
 F. Hart replies in May or June of 2021.
 G. Taillon states 10% extra barrels is 312, 5% is 156 and 4% is 124 based on 3,120 residential homes in Plaistow.
 The quote F. Hart received is good for thirty (30) days. She would like to have a deal completed by December 1, 2020.

TOWN MANAGER'S REPORT

- Monthly Water Project Update
- Water Budget
 - Finance Director
 - Underwood Engineers
- Public Works Garage for Elections – November 3, 2020
 - Excavation
 - Removal of piles of material
 - Paving
 - Foot Bridge installed & finished
 - Pop-up tents ordered
 - 6 Tables ordered
- P.A.R.C. Project
 - Finished first phase
 - Field & drainage
 - Access Road
 - Bollards installed by pavilion
 - Change orders - two (2) at a cost of \$8,000 (contingency fund)
 - Septic system pipes
 - Electric line
- Carli's Way
 - Newly paved
 - Approached by Dave Hoyt to ask if the Town wants to clean out the swales by the lower softball field, just north of the lower parking lot.
 - Obtaining an estimate for this to coordinate it before Mr. Hoyt finishes the road stabilization for the edges of the new road pavement.
 - The funds can come from either the Recreation budget(s) or Contingency Fund(s).
- Full-time Recreation Director
 - New Hampshire Retirement System Participation
 - FICA & Mandatory

SELECTMEN'S REPORTS

J. Blinn – nothing to report.

J. DeRoche – nothing to report.

G. Taillon

- Attended the Planning Board Meeting.
- Working on the number of solar panels needed at the Public Works Garage.

J. Kiszka – nothing to report.

F. Hart

- Attended the Planning Board Meeting.

***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. Blinn = yes, J. DeRoche = yes
Motion carries 5-0-0***

F. Hart states the Board will not come back to public session.

F. Hart adjourned the meeting at 8:37 p.m.

Public session resumes at 8:51 p.m.

***J. Kiszka motions to seal the minutes of tonight's non-public session. Seconded by G. Taillon.
Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes
Motion carries 5-0-0***

The minutes of the non-public session from September 28, 2020 were approved and remain sealed.

The minutes of the non-public session from October 5, 2020 were approved and remain sealed.

F. Hart adjourned the meeting at 8:52 p.m.

Respectfully submitted,

Beth Hossack,
Recording Secretary