



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: June 5, 2017

MEETING CALLED TO ORDER: 6:30pm

SELECTMEN:

Selectman, John Sherman, Chairman
Selectman, Steve Ranlett
Selectman, Julian Kiszka

Selectman, Tammy Bergeron, Vice Chair
Selectman, Peter Bracci
Interim Town Manager, M. Pearson

AGENDA

MINUTES

S. Ranlett motions to approve the minutes of May 22, 2017. Seconded by T. Bergeron

Vote: 5-0-0

Motion passes

PUBLIC COMMENT

None

NORTH AVENUE WEIGHT LIMIT

M. Dorman introduces John Pettis, Engineer City of Haverhill, MA. John is here to ask for Plaistow's approval to implement weight limits on North Avenue. The reason for the request is to make improvements and increase safety on the road. Haverhill wants the weight of trucks traveling this road to be 2 ½ tons. That is the normal standard for other roads in Haverhill. Since the road leads into Plaistow, Haverhill cannot get Massachusetts State approval without the approval of both the Town of Plaistow and the State of New Hampshire. Haverhill has submitted an application to the state of New Hampshire and is waiting for a response. Tonight, John would like to get the Board's approval. Several questions are asked regarding signage, fog lines and water lines. No one knows the for sure about the water lines. M. Pearson will check with Chief McArdle for more information.

S. Ranlett motions to support the weight restriction and direct the Town Manager to send a memo of agreement regarding North Ave. Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

CREDIT CARD POLICY REVIEW

Mark states the credit card policy has been updated. All employees who need a card now have one. There is no sharing of credit cards which prevents abuse and reduces fraud. We have fraud protection from the bank. We have a master account with sub accounts making it much easier to

track expenditures by department. It holds people accountable. Whoever is issued the credit card must follow the policy.

T. Bergeron asks what the dollar limit is on the card.

M. Pearson states it depends on the department as some departments need a higher limit than others.

J. Kiszka motions to accept the Credit Card Policy dated 5/22/17 with the agreed upon changes. Seconded by S. Ranlett.

Vote: 5-0-0

Motion passes

AMENDDED PURCHASING POLICY REVIEW

The only change made of the amended policy is the dollar amount requiring the approval of a department head. Originally the range was zero to \$500 and the updated range is zero to \$2500.00. The Board agrees with the increase.

J. Kiszka recommends changing the dollar amount required to issue a purchase order be changed from \$501 to \$500 as he feels it is a cleaner number.

P. Bracci recommends adding a bullet added to page 6 requiring a certificate of insurance. The board agrees with both recommendations.

S. Ranlett motions to approve the Purchasing Policy discussed tonight with the few changes mentioned. Seconded by T. Bergeron.

Vote: 5-0-0

Motion passes

RED OAK HOMEOWNERS ASSOCIATION

The Assessing Department received a request for an abatement of the Timber Yield Tax in the amount of \$554.99 from Red Oak Homeowners Association. Several trees were damaged due to the microburst in July 2016. The Association hired James P. Armstrong to cut the trees that were damaged and clean up the debris. The contract signed by Mr. Armstrong made him in charge of obtaining the correct permit and paying the timber yield tax. Mr. Armstrong never completed his work nor paid the tax of \$554.99.

S. Ranlett is in favor of allowing the abatement.

P. Bracci is not in favor.

J. K is not in favor.

J. Sherman reads the letter sent by the association.

S. Ranlett motions to waive the \$554.99 Timber Yield Tax for Red Oak Homeowners Association. Seconded by T. Bergeron.

Discussion continues about checking with the Assessing Department, keeping or not keeping lists of reputable and non reputable private contractors. Normally the property owner is responsible for paying the tax. In this case there was a clause in the contract signed by Mr. Armstrong that he would be responsible for paying the tax.

P. Bracci believes the Homeowners Association should go after Mr. Armstrong.

J. Sherman calls for a vote for the motion on the floor.

Vote: 2-2-1 (yes= S. Ranlett, T. Bergeron, no= J. Sherman, P. Bracci, J. Kiszka abstains)
Motion fails.

MOTION TO ACCEPT DONATION FROM COUNTRYSIDE GARDENING & LANDSCAPE SERVICES

M. Pearson thanks Sam Cafiso, who first provided his company's Certificate of Insurance, then donating his time, effort and equipment to the Town by providing landscaping service around Town Hall Green.

S. Ranlett motions to accept the donation from Countryside Gardening & Landscaping Services with a value of \$390.00 for providing free landscaping services to Plaistow's Town Green.
Seconded by J. Kiszka.

Vote: 5-0-0

Motion passes

TOWN OWNED PROPERTY REVIEW

J. Sherman recommends each Board member read over the updated spreadsheet so it can be discussed next week.

P. Bracci inquires if we want to sell a property where so we start? With the assessed value? The first step should be to come up with a list of what we want to sell.

Step two should be to make sure the value is correct. How do we determine selling price? We need to know if values of town owned property are assessed like all other property.

58 Newton Road is briefly discussed.

J. Sherman asks if the spread sheet will provide enough information for the Board to decide if they want to sell.

T. Bergeron would prefer a power point so the property could be easily viewed.

M. Pearson states it would be easier to do a power point on just the properties that the Board may want to sell. Each Board Member will give Mark a list of the property they think should be considered for sale. Then Mark can make a power point of just those properties.

ADEQUATE COMPUTER BACKUP SYSTEM

J. Kiszka states we know our system is old. He is concerned with a security risk. He would like Mark to speak to this.

M. Pearson states we have expired certificates, warranties, and firewalls. He has instructed our current provider, RMON to bring back a comprehensive plan for the Town with options. M. Pearson is waiting to hear back from Tim Howard. He will place a call to see where this stands. Money will need to be put into the budget for a computer system. This is an operating expense and should not be handled as a warrant article.

TOWN GREEN TREES TO BE REMOVED

Mark states he was informed by Dan Garlington, Highway Supervisor that two trees on the Town Green are dangerous and need to come down. They are marked with red ribbon. Pictures of the damage are available for the Board to see.

J. Sherman asks anyone in the community who knows of any dedications (or special significance) of any trees, plants, flowers etc. to tell us by Friday June 9, 2017.

Both P. Bracci and J. Kiszka think the trees should come down soon.

J. Kiszka motions to direct the Town Manager to have the two trees removed as soon as possible. Seconded by P. Bracci.

S. Ranlett states a slab of each tree should be preserved.

T. Bergeron wants to know of any dedications.

Vote: 5-0-0

Motion passes

TOWN MANAGER'S REPORT

Memorial Day

Finance Director/Assistant Town Manager

Cemetery Headstones

Westville Road Bridge Project

Grievance Hearing Decision

Cash Flow in May/June

Safe Routes to School

Joanne Drive REDC/CEDS Conference Call

Site Assessment Grant Funding

County Commissioner

Assessing Department

S. Ranlett makes a suggestion that we no longer list times on the agenda, just items. Tonight is a good example as Julie was scheduled for 9:00pm and the Board was ready well before then.

J. Sherman disagrees and wants to leave times on the agenda.

ACTION ITEM REVIEW

Reviewed

OTHER BUSINESS

None

SIGNATURE FOLDER

J. Sherman states the manifest and signature folder are going around.

SELECTMAN REPORTS

P. Bracci

- NHMA Budget Meeting
- Highway Garage Committee Meeting
- Right to Know Meeting in Concord
- Timberlane High School Graduation

New Business – P. Bracci suggests when we meet every other week in the summer he would like to get the minutes on that Friday rather than waiting two weeks. He would also like a Town Managers Report weekly, even during the weeks we do not meet.

It is agreed the minutes will be sent out on Fridays however the Town Managers report will only be done on the weeks we meet.

J. Kiszka

- Highway Garage Committee Meeting
- Hiked Trail Area near PARC with Bill Coye
- Missed Memorial Day due to Illness
- Services for Bill Query, US Air Force Master Sergeant
- Planning Board this week
- PACE Meeting

T. Bergeron

- Old Home Day Meeting
- Sends thought and prayers to the family of Bill Query

S. Ranlett

- Highway Garage Committee Meeting
- Planning Board Meeting
- Will send a recommendation to change hours of Town Hall

J. Sherman

- Town Report Committee Meeting is next week
- CIP end of June
- Summer Rec Registration has began, Rec will go from 6/ 26 – 8/11
- Reads a letter regarding our Interim Town Manager and the Public Safety Building Project from Gino Baroni (Gino is very happy with Mark's work)
- Mentions all Selectmen received invitations to the ribbon cutting ceremony at Chandler Place on 6/16/17.

M. Pearson states the 2016 audit is complete. He is reviewing the letter from Plodzick & Sanderson. There should be no contentions this year about the timing of the audit.

Motion by S. Ranlett to enter into non public session under RSA 91-A3:11 (a) Personnel, (b) Hiring, (c) Reputation, (d) Negotiation, (e) Legal understanding that both parties have agrees. Seconded by T. Bergeron.

Board Polled: J. Sherman=yes, T. Bergeron=yes, S. Ranlett=yes, J. Kiszka=yes, P. Bracci=yes

J. Sherman adjourns the public meeting at 8:30 pm

J. Sherman reopens the public meeting at 9:10pm

Motion by S. Ranlett to seal the non public minutes from tonight as they were also sealed in non public. Seconded by T. Bergeron.

Board Polled: J. Sherman=yes, T. Bergeron=yes, S. Ranlett=yes, J. Kiszka=yes, P. Bracci=yes

J. Sherman adjourns the public meeting at 9:11 pm

Respectfully submitted,

Beth Hossack,
Recording Secretary