



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: August 21, 2017

MEETING CALLED TO ORDER: 6:30pm

SELECTMEN:

Selectman, John Sherman, Chairman
Selectman, Steve Ranlett
Selectman, Peter Bracci

Selectman, Tammy Bergeron, Vice Chair
Selectman, Julian Kiszka
Town Manager, Mark Pearson

AGENDA

T. Bergeron motions to approve the minutes of August 7, 2017. Seconded by S. Ranlett.

Vote: 4-0-1 (S. Ranlett)

Motion passes

PUBLIC COMMENT

Bob Hamilton 3 Balsam Way comments on a prior presentation given to the Board about six (6) weeks ago by Francine Hart and himself. He believes a statistical update clearly leads to a loss of tax revenue. It also shifts the tax burden to residents and decreases the tax burden for commercial properties. The decision is up to the Board. Bob states, "Please do not allow the statistical update to divide our town."

Barbara Kiszka May Ray Ave cannot believe assessing is on the agenda again. The cost for a statistical update is \$10,000.00 and doing so would shift the tax burden to the residents. She urges the Board to please vote down a statistical update.

Audrey Peck 206 Oak Ridge Road agrees with Bob and Barbara. She stated many volunteers called almost every town and city in New Hampshire and most of them only do a statistical update every five (5) years. She is not in favor of a statistical update this year.

PUBLIC HEARING HIGHWAY BLOCK GRANT

J. Sherman states the hearing was properly posted. The grant is from the State of New Hampshire from SB 38 (Senate Bill 38). All towns are receiving an additional Highway Block Grant. It is based on a formula considering road mileage and population.

M. Pearson states the grant is for use of roadways and it can be used to offset bridge aid. The funds do not lapse at the end of the year, they carry over to next year.

J. Sherman opens the Public Hearing at 6:45pm

No one from the Public is here to speak.

J. Sherman closes the Public Hearing at 6:46pm

J. Kiszka motions to accept the Highway Block Grant made possible by the New Hampshire State Legislature in adopting Senate Bill 38. The grant was received on August 8, 2017 in the amount of \$132,005.19. Seconded by S. Ranlett.

Discussion on motion:

M. Pearson recommends using the grant for the Westville Road Bridge Project. We need a 20% match totaling \$129,700.00. A new Warrant Article will be drafted for 2018 explaining to voters how the additional Highway Block Grant will fund the match needed for the project.

J. Kiszka agrees it makes total sense.

Gerald Marchand 16 Westville Road agrees the bridge needs to be done.

P. Bracci inquires if tonight's decision to use the money for the Westville Road Bridge Project is binding.

M. Pearson replies no, it will depend on the vote of the warrant article. Most likely we will also put a water pipe in the ground during the project. The approximate cost of the water pipe is \$70,000.00. This funding will come out of the fire suppression capital reserve account.

T. Bergeron is in favor of using the Highway Block Grant for the Westville Road Bridge Project.

Vote: 5-0-0

Motion passes

ROAD SURFACE MANAGEMENT

J. Sherman states every year we talk about RSMS (Road Surface Management System) or the paving of town owned roads. Overall the rating of our roads goes up because we pave the correct roads not necessarily the worst roads.

Dan Garlington, Highway Supervisor agrees. By using the RSMS it prioritizes roads that are main roads. If you look back ten (10) years most of our paving has been main roads. The past four (4) to five (5) years we have done some of the smaller roads. Tonight Dan is seeking the Boards approval on selecting Continental Paving, Inc. We have used them in the past and Dan would like to stay with them. The only price change will be the cost of liquid asphalt mix and it is determined by the State.

T. Bergeron inquires if it was put out to bid.

Dan states no since last year it was put out to bid and Continental was the only company who responded.

M. Pearson states the location of the company is a big deal as the farther away it is the costs increase for trucking and keeping the asphalt at the correct temperature. There are only about 4 major paving companies in the State and they do not want to travel throughout the whole State. Choosing another company will not save money Continental is mobilized in this area.

J. Kiszka states the past two years the Board did not see the breakdown Dan has prepared. He appreciates it. He also thinks the Town Manager should make the decision.

M. Pearson wants the Boards input. He wants to collaborate and make the decision together.

P. Bracci inquires if the cost fits into the budget or is from the Highway Block Grant. He also wants to know how long it will take.

D. Garlington responds the paving costs are included in the budget. The work will take 2 days.

P. Bracci inquires if waiting until October will save money since the price of liquid asphalt was low in October of 2016.

D. Garlington states prices could go up or down, we cannot predict it. The end of summer is a good time to pave and Continental is prepared to start soon if we select them.

S. Ranlett states our roads that have been paved by Continental are in great shape.

J. Kiszka agrees with D. Garlington, we should do it now with Continental.

S. Ranlett motions to approve Continental Paving, Inc. to pave the roads. Seconded by J. Kiszka.

Vote: 3-0-2 (abstain T. Bergeron, P. Bracci)

Motion passes

There is consensus amongst the Board to let D. Garlington and the Town Manager decide which roads to do. D. Garlington states if there is any mix left over after paving it will be used on Oak Ridge.

P. Bracci states he would have liked this information a month ago in order to make a more informed decision tonight.

PRESENTATION ON ENERGY SAVINGS AT THE LIBRARY

Cab Vinton, Library Director discusses the aging, inefficient lighting for both the interior and exterior of the Library. The Library Trustees have been working with the Energy Committee since May to identify a solution to these lighting issues. Together they solicited and reviewed proposals from PRISM Energy, RISE Engineering and Sylvania Lighting Solutions. Two of the three plans are in tonight's handout for the Boards review. Plan A was rejected by the Energy Committee and the Library Trustees. Both recommended going with one of Sylvania's plans based on the company's decades of experience in the lighting industry including a dedicated team of lighting engineers and their superb support throughout the evaluation phase. If either plan is chosen Unital's Energy Efficiency Program Coordinator has confirmed that we qualify for a 50% rebate. Plan B was unanimously agreed upon by the Library Trustees and the Energy Committee however they had opposite opinions of paying for the project. Plan B would cost the town about \$41,000.00. The Energy Committee is willing to take \$16,000.00 out of their capital reserve fund and have the Library take \$25,000.00 out of their capital reserve fund. The Library Trustees only want to take \$16,000.00 from their funds and have the Energy Committee pay \$25,000.00. Discussion of the costs continues. One suggestion is to go with Plan C as the total town cost is only \$18,672.00. Plan B is a full upgrade utilizing LED upgrade panels for troffers while plan C uses re-lamp/re-ballast. The type of lighting is very different with each plan.

S. Ranlett suggests the Energy Committee and the Library Trustees meet with each other and come back to the Board with one recommendation. It should include a shared cost.

P. Bracci is in favor of Plan C as the pay back is 2 years. The lights already work we do not need to go with the best option.

J. Kiszka suggests a hybrid plan. One room could be done using the new materials from Plan B while the remaining lights could be done using the re-lamp/re-ballast process.

There is consensus with C. Vinton, the Library Trustees, and the Energy Committee to have the two groups meet and bring an agreed upon recommendation back to the Board next week.

Janet Lukas from PRISM Energy is in the audience and asks to speak. She is allowed to speak but starts to make a presentation on her company. The presentation is stopped since the other two companies do not have representatives here and all three companies did make their presentation to the Energy Committee.

REVIEW TOWN MANAGER JOB DESCRIPTION

J. Sherman recommends reading through the material provided tonight and discussing the Town Managers job description next week.

REVIEW TOWN HALL HOURS

S. Ranlett mentions the Building Department would like to open earlier each morning and close on Friday's at noon like the Town Clerk's Office. He states on Friday afternoons the Town Hall is very quiet and if the building closed at noon there would be energy savings on heating, lighting and air conditioning.

T. Bergeron agrees with S. Ranlett.

J. Kiszka states it would be a good idea for the Building Department as contractors want to get permits early and go to the job site.

J. Sherman inquires if most Town Hall employees would still work a forty hour week. He also wants to know if overtime pay would be required for an employee who works more than eight hours in a day.

M. Pearson states he will have to do some research and come back to the Board with the answers and a recommendation.

CVS DONATION - \$7,018.80

M. Pearson states the amount of the donation was originally paid to the town as impact fees. They were returned because they were not spent timely. Now CVS will give the town a donation in the same amount as the impact fees. The donation is to be used for the New Public Safety Complex.

S. Ranlett motions to accept the donation from CVS in the amount of \$7,018.80 to be used toward the New Public Safety Complex to be administered however the Town Manager wants. Seconded by J. Kiszka.

Vote: 5-0-0

Motion Passes

REVIEW PERSONNEL PLAN DRAFT

M. Pearson states the personnel plan has been reviewed in accordance with employment law. Some language has been changed to keep in compliance. The document is more consistent using best practices.

J. Sherman suggests if anyone has any suggestions on changes please get them to M. Pearson. He will incorporate them into the document and it will be looked at again in the future.

UPDATE ON PRICE SETTING FOR TOWN OWNED PROPERTY

M. Pearson spoke to Attorney Kalman and his suggestion was to hire James R. St. Jean Auctioneers to assist the town in selling property. M. Pearson met with the two brothers, Jim and Jay St. Jean. They are willing to view all the property on the possible sale list and determine a price. They will run the auction, do all the leg work and it will not cost the town money. They get a fee from the buyer. This is what they do for a living and they have worked in many communities. Any property sold is "as is". There is no deed or warranty, it is a buyer beware sale.

S. Ranlett and P. Bracci want to see a list of the prices the Auctioneers come up with before an auction takes place.

ASSESSING RECOMMENDATION

J. Sherman mentions the letter from Corcoran Associates in tonight's packets. Wil has stepped down and Marybeth Walker has been promoted to President. Wil will be available by phone and will assist if needed.

July Property transfers are also in tonight's packets.

J. Sherman notes the first vote regarding a statistical update this year was a 2-2-1, meaning no decision was made.

*S. Ranlett motions to not have a statistical update this year. Seconded by J. Kiszka.
J. Sherman reminds residents taxes are going up this year due to the New Safety Complex regardless of what the Board decides with assessing.*

Vote: 5-0-0

Motion passes

TOWN MANAGERS REPORT

People's United Bank

Energy Committee Meeting

Meeting with Attorney Kalman

Sale of Town Owned Land

Public Safety Complex

Purchase Order Signed

Capital Improvement Plan

Potable Water

Elder Affairs

SRTS additional funds have been confirmed from NHDOT

ACTION ITEM REVIEW

Reviewed

SIGNATURE FOLDER

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

SELECTMAN REPORTS & OTHER BUSINESS

P. Bracci

- Conservation Commission
- New Business – people in audience cannot hear, the volume needs to be increased, M. Pearson will look into this

J. Kiszka

- Conservation Commission
- Regional Water Conference
- Energy Committee
- Planning Board
- Public Safety Building Committee – road to Palmer Property
- 9/11 Ceremony Meeting
- CIP this week

T. Bergeron

- Public Safety Building Committee
- 9/11 Ceremony Meeting

S. Ranlett

- Planning Board

J. Sherman

- Letter from NH DRA for Monitoring of 2016 Cyclical Inspections
- Annual Employee/Committee Member Flu Shot Clinic is scheduled for 9/20
- Budget Schedule is set
- Recreation Commission
- 9/2 Movie at PARC
- Regional BOS Meeting – Kimball Library on 9/27
- In process - Impact Fee Ordinance/Methodology, CIP

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 agreed. Seconded by T. Bergeron.

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

Entered non public at 9:27pm

Back in Public at 9:40pm

***T. Bergeron motions for the Board to approve up to \$1,000.00 for legal representation regarding a Conflict of Interest matter. Seconded by J. Kiszka
Vote: 4-0-1 (abstain S. Ranlett)***

Motion passes

Motion by J. Kiszka 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 agreed. Seconded by S. Ranlett.

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

Entered non public at 9:41pm

Back in Public at 9:51pm

Motion by S. Ranlett to seal the non public minutes of session 1. Seconded by T. Bergeron.

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

Motion by P. Bracci 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 agreed. Seconded by S. Ranlett.

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

Entered non public at 9:52pm

Back in Public at 9:57pm

J. Sherman states a brief discussion of a National Event took place in the last non public session. No motions were made.

J. Sherman adjourned the meeting at 9:59pm

Respectfully submitted,

Beth Hossack,
Recording Secretary