



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: August 28, 2017

MEETING CALLED TO ORDER: 6:33pm

SELECTMEN:

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

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

AGENDA

S. Ranlett motions to approve the minutes of August 21, 2017. Seconded by J. Kiszka.

P. Bracci inquires if M. Pearson will respond in writing to the possibility of changing Town Hall hours and when it will be available. M. Pearson is still working on it. It will be available for the next meeting.

J. Kiszka inquires about the spelling of the name Wil on page 5.

J. Sherman states it is spelled correctly.

Vote: 4-0-0

Motion passes

PUBLIC COMMENT

None

J. Sherman gives an explanation as to what public comment is about.

We are working on the audio system to make sure the audience can hear what is being said during the meeting when speakers are sitting at the small table using the center microphone. This is a work in process.

RECREATION DIRECTOR PRESENTATION OF FUNDING REQUESTS

Christina Cruz, Recreation Director states in early March the Board approved the withdrawal of \$3295.00 from the capital reserve account to update the baseball field to 50/70 to allow the increase of baseball players aging into the Majors 70, as put forth by Cal Ripken. In August it was explained that the original quote was for a field that did not have a sprinkler system. We do have a sprinkler system at PARC which required some additional work. The sprinkler valves had to be relocated and additional clay was added to both sides of home plate and the pitcher's mound. Christina is requesting another \$1150.00 be withdrawn from the capital reserve account to pay the balance of the invoice.

Motion by S. Ranlett to authorize \$1150.00 to be withdrawn from the capital reserve fund for the balance of the bill per the memo dated August 28, 2017. Seconded by J. Kiszka.

P. Bracci inquires if the field will be used prior to next Spring.

C. Cruz responds yes, it will be used for fall baseball.

J. Sherman inquires if the baseball cages will be put away before winter.

C. Cruz responds yes.

P. Bracci inquires if spinner bowls have been installed. Was this a separate motion than the field work? He believes it was.

C. Cruz responds the spinner bowls have been ordered and she is sure the spinner bowls and the field improvements were together in one motion. She will confirm this.

Vote: 4-0-0

Motion passes.

PRESENTATION ON ENERGY SAVINGS AT THE LIBRARY – UPDATE

Cab Vinton, Library Director states the Library Trustees and the Energy Committee met to come to an agreement on changing the Library's lighting to LED.

J. Sherman reads the letter from Dee Voss, Interim Planning Coordinator regarding the decision.

Both committees agreed to move forward with the Sylvania Plan B proposal (presented at the Board meeting on 8/21/17). The Library will withdraw \$23,260.00 from their capital reserve fund and the Energy Committee will withdraw \$18,000.00 from their capital reserve fund.

C. Vinton states he was not able to get real life savings from Sylvania's clients since they tend to be large fortune 500 companies and getting energy feedback from them proved very difficult. He did contact several other Libraries' who have moved to LED lighting and they all showed savings very close to what they were promised.

J. Kiszka states the Library will see about \$8,000.00 of savings per year. The payback period is four (4) years.

J. Kiszka motions to withdraw \$18,000.00 from the Energy Capital Reserve and up to \$23,600.00 from the Library Capital Reserve fund to pay for the Library LED Lighting conversion at the library as per the conditions of the proposal by OSRAM (Sylvania Lighting Solutions) and the anticipated UNITIL rebates and matching funds that were negotiated as per the plan B that was presented at the previous Board of Selectmen's meeting. Seconded by S. Ranlett.

P. Bracci inquires if this will leave the Energy Committee with a balance of \$7,000.00 in their capital reserve account.

J. Kiszka responds yes.

P. Bracci inquires if C. Vinton will calculate the savings and bring them back to the Board.

C. Vinton states he will be tracking the savings however the bill does not distinguish lighting from other power uses. He will certainly compare monthly bills against prior year's bills for the same month.

S. Ranlett recommends C. Vinton come back to the Board three (3) months after the installation to show savings.

Vote: 4-0-0

Motion passes.

J. Sherman thanks C. Vinton.

C. Vinton thanks the Energy Committee and the Library Trustees.

J. Kiszka states the meeting of the two (2) committees was a good meeting.

Dean Zanello, Cable Director discusses the audio system. The issue is with the center microphone. It faces the speakers and causes a delay. The volume control has to be perfect to prevent this.

REVIEW TOWN MANAGER JOB DESCRIPTION DRAFT

J. Sherman talks about the packet of information M. Pearson sent out prior to the August 21, 2017 meeting regarding a job description for a Town Manger. The packet contained information from Plaistow, Salem and Londonderry. At that meeting, J. Sherman asked for input and feedback to be sent to him. He thanks P. Bracci for his comments.

J. Kiszka agrees with the draft J. Sherman sent out this past Friday.

S. Ranlett states he saw the email but can no longer open it. He is having issues with retrieving emails from his phone. Emails are being received late. RMON has looked at the phone but there is still a problem. He would like to delay this decision until the next meeting.

P. Bracci inquires about some of the wording as the draft states how much time involves sitting, standing etc. He does not feel that needs to be included in the job description.

M. Pearson states that language is mandated. It is related to the ability of a person to perform the essentials of the job and needs to be part of all job descriptions. It is standard format.

J. Sherman states to send any additional information to him. He will update the draft and keep the format in bullet style. Most of his draft came from the prior Plaistow Town Manager Job Description and IRS Chapter 37. This will be added to the agenda for September 11, 2017.

M. Pearson states you cannot try to qualify everything a Town Manager does. For example, he is working on the large project of bringing potable water to Plaistow. In Salem the Town Manager is dealing with the large project at Rockingham park. The job description should be more open ended and include general, broad based functions. Do not try to itemize each thing.

J. Sherman agrees a large project should not be included in the job description.

REVIEW PERSONAL PLAN DRAFT

J. Sherman states we are waiting for feedback from Attorney Mark Broth. The Board discusses improving the incentive for an employee to not take the Towns Health Insurance Plan. The incentive should encourage employees to consider other options and it should help the Town save money. Send suggestions to Lori Sadewicz in Human Resources. This will be added to the agenda on September 11, 2017.

DISCUSS PROPOSED LEGISLATIVE REQUEST

This was submitted to NHMA (New Hampshire Municipal Association) last year by J. Sherman. No response was received. He inquires if the Board would like to submit it again.

J. Kiszka agrees and thinks we should go to our local representatives, Senator Morse and Representative Norm Major and ask for their support. The Board does not think this will become law but is in agreement it is worth trying. M. Pearson will reach out to our representatives.

DISCUSS INTEREST IN A REGIONAL BOS MEETING IN ATKINSON ON 9/27

Atkinson is hosting a Regional Board of Selectmen's Meeting on Wednesday, September 27th at 6:30 at the Kimball Library 5 Academy Avenue Atkinson. The following Selectmen plan to attend.

J. Sherman
S. Ranlett
J. Kiszka
P. Bracci

B. Hossack will reach out to Jason Grosky to let him know.

TOWN MANAGERS REPORT

Monitoring of 2016 Cyclical Inspections/Cycled Inspection Review Memo of Explanation

Well water at the Fire Department has some contamination

Meeting with Teamsters – CBA

Hoyle, Tanner & Associates, Inc. – two major projects

Potable Water

Capital Improvements Program (CIP) Committee Meeting

Performance Evaluations

Road Collapse – Chandler Ave

A brief discussion is held regarding Selectmen using tablets vs. cell phones. Perhaps each selectman will choose what they believe is best for them. M. Pearson will get some pricing on tablets.

ACTION ITEMS REVIEW

Reviewed

SIGNATURE FOLDER

J. Sherman states the manifest folder is going around. There is no signature folder this week.

SELECTMAN REPORTS & OTHER BUSINESS

P. Bracci

- No news to report

J. Kiszka

- Joint meeting Energy & Library Trustees
- CIP
- Planning Board

T. Bergeron

- Excused

S. Ranlett

- No meetings this week
- Paperwork

J. Sherman

- CIP
- Other Business – saw an inaccurate posting on Face Book – if a statistical update is voted on by the Board of Selectmen, your taxes will go up this fall. P. Bracci and S. Ranlett do

not think the Board should discuss it. J. Kiszka states if we comment/discuss one source of social media we must do it for all. J. Sherman would like to discuss it since the statement was incorrect however he will go with the majority of the Board and refrain from discussing it. However, it is too bad people who should be in the know are posting incorrect information such as this.

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 P. Bracci.

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

J. Sherman calls for a five (5) minute break at 8:08pm

Back in session at 8:13pm

Entered non public at 8:13pm

Back in public session at 8:35pm

***S. Ranlett motions to accept all the votes taken in the non public session. Seconded by J. Kiszka.
Vote: 4-0-0
Motion passes***

The following non public minutes were approved during the non public session tonight:

July 25, 2016

June 5, 2017 also unsealed

June 19, 2017 also unsealed

June 26, 2017 session #1 also unsealed

June 26, 2017 session #2 also unsealed

July 10, 2017

August 21, 2017 session #1 these will remain sealed

August 21, 2017 session #2

August 21, 2017 session #3

J. Kiszka mentions there will be a September 11th Ceremony at the Town Green on Monday, September 11th at 5:00pm. This is open to everyone.

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 J. Kiszka.

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

Entered non public at 8:40pm

Back in Public at 9:17pm

J. Sherman states a discussion was held regarding a personnel matter.

Motion by J. Sherman to seal the non public minutes of August 28, 2017 session 2. Seconded by S. Ranlett.

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

J. Sherman adjourned the meeting at 9:18pm

Respectfully submitted,

Beth Hossack,
Recording Secretary