



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

**PLAISTOW BOARD OF SELECTMEN MINUTES**

**DATE:** November 16, 2020

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

**SELECTMEN:**

Selectwoman, Francine Hart, Chairman  
Selectman, Julian Kiszka  
Selectman, Jay DeRoche  
Greg Colby, Finance Director – Remotely  
Cassandra Burns – (NH DOT) Remotely  
William Lambert – (NH DOT) Remotely  
Stephen Haas – (Hoyle & Tanner) Remotely  
Laurie Milette – Planning B. (audience)

Selectman, Greg Taillon, Vice Chairman  
Selectman, John A. Blinn, Sr.  
Mark Pearson, Town Manager – Remotely  
Dee Voss, Administrative Asst. Remotely  
Margarete Baldwin – (NH DOT) Remotely  
Tobey Reynolds – (NH DOT) Remotely  
Jacob Sparkowich - Hoyle & Tanner) Remotely  
Tim Moore – Planning B. (audience)

***G. Taillon motions to approve the minutes of November 9, 2020. Seconded by J. DeRoche.***

***Vote: 5-0-0***

***Motion carries***

**DECISION TO JOIN CLEAN ENERGY**

J. Kiszka states the Energy Committee has done a lot of good things so far. They have discussed joining Clean Energy New Hampshire and recommend it. The energy market and costs for energy is a complex issue. There are many unknowns. It is helpful to use the experience of others which is the main reason the Energy Committee recommends joining Clean Energy New Hampshire. Clean Energy New Hampshire is a non-profit organization. Their current membership includes 130 technical businesses, 300 individuals, and 29 local governments. They are a great resource. They are involved with legislative policy in NH and they also provide technical assistance, advice, guidance, and networking to their members. The organization is similar to Rockingham Planning Commission. The membership fee for a local government is \$250 per year.

J. Kiszka asks G. Colby if the membership fee can come from the Energy Capital Reserve Fund.

G. Colby replies he will have to check the language of the capital reserve fund.

***J. Kiszka motions to direct the Town Manager to apply for membership to join Clean Energy New Hampshire for the sum of \$250 per year to be paid out of the Energy Capital Reserve Fund.***

***Seconded by G. Taillon.***

***Vote: 5-0-0***

***Motion carries***

**TRAFFIC CALMING STUDY PRESENTATION**

Cassandra Burns introduces herself. She is a Senior Design Engineer for New Hampshire Department of Transportation. She turns the meeting over to Stephen Haas, Consultant Project Manager from Hoyle, Tanner & Associates. S. Haas presents a power point showing a ¾ mile section of Main Street for traffic calming and safety improvements. The section of the road starts at the railroad tracks and goes south to the Library. Tonight, he will introduce the project, review the deficiencies, get feedback from the Board, and set up a work group.

S. Haas states a normal travel lane is 10-12 feet. Main Street is fine at 11 feet. The problem is the large variance in the shoulder of Main Street. It is from four (4) feet to fourteen (14) feet in places. The volume of traffic is about 10,000 cars per day south of Elm Street. North of Elm Street the volume is 6,000 cars per day. The percentage of heavy vehicles South of Elm Street is 8%. The posted speed is 30 mph. Last year the State did a speed study and found that 85% of the traffic goes 41 mph. The roadway has limited pedestrian facilities, no marked bicycle paths, overwide shoulders, undefined on street parking, excessive roadway cross slope and some of the intersection geometry is hazardous. The idea of the project is to reduce vehicle speeds and cut thru traffic by providing traffic calming and improvements for pedestrians, bicyclists, and motor vehicles along the corridor. The general recommendations include regulatory, policy and physical improvements, the Town of Plaistow may want to take ownership (certain features can be used if the Town owns the road which the State cannot), reduce the speed limit to 25 mph and complete the streets philosophy. Some specific ideas are adding roundabouts, lateral shift, midblock crossing, curb extensions and raised cross walk with a speed table.

G. Taillon asks if there are any types of automated speeding ticket systems that have been implemented in NH.

Mr. Lambert from New Hampshire Department of Transportation replies the Chief of Police Associations have been to the legislature a few times however they have not had much luck. Currently, there are no such devices.

J. DeRoche asks if there are any maintenance issues with a raised speed table such as plowing.

S. Haas replies, plows can damage raised speed tables.

The total budget for the project is \$800,000. The project will be funded by the federal government at 80% and the remaining 20% will be funded by the State of New Hampshire. As a reference the Safe Routes to School project cost \$300,000 for 1700 linear feet of the road. To do all the work on this corridor the total cost will be about 1.4 million or more. The project group will work with the Town to select priorities. The town can seek other funding to do more work.

The ideal schedule will consist of a public hearing in November or December 2020, a second public hearing in April 2021, preliminary plans for July 2021, draft environmental document August 2021, another public hearing in September 2021, final design should take place in the Spring of 2022 through fall 2024. The project will be ready to advertise in November 2024.

F. Hart asks for more specifics about the Town taking ownership. She is concerned about maintenance and repairs.

M. Baldwin, PE Group Leader replies there is no obligation for the Town to take over the roadway. She does not anticipate maintenance to change however the Town may to discuss it internally. There are options the Town can choose if they take ownership. Certain features would not be maintained by the state. It is just something to consider.

G. Taillon asks if there is a feature to address the volume and type of traffic using the corridor.

S. Haas replies, not specifically. If traffic is slowed down and it feels more congested it will encourage people to go back to using Route 125 therefore reducing cut through traffic. They also want to coordinate the lights on Route 125.

J. DeRoche asks if any of the features mentioned tonight would not be maintained by the State. M. replies, they have had several discussions on what they believe the road should look like. The paved width North of Els St should be 32 feet. The paved width south of Elm can be as low as 28 feet. If the Town wanted something smaller the State does not have the equipment to plow narrow roads.

J. Kiszka has seen raised cross walks and believes they are better than speed bumps. They look nice and work well when combined with bulb-outs. He is not in favor of roundabouts. He asks how they work in a three-way roadway vs. a four-way roadway.

S. Haas replies they balance the roadway.

F. Hart asks how many people they are looking for to make a work group.

S. Haas replies it should consist of one employee from New Hampshire Department of Transportation, one from RPC. One from Hoyle, Tanner & Associate, one Selectman and one member of the Planning Board.

J. DeRoche asks if the plan will include sidewalks.

S. Haas replies everything is on the table at this point.

T. Moore states the budget for the project is \$800,000 yet it may cost as much as 1.4 million depending on the design. He recommends the project be done in phases. We can follow up with subsequent warrant articles prior to the construction in 2024 to save money.

S. Haas states it will be nice to get together with the Town to see what people want. The next steps are to choose the Selectman and Planning Board member to meet with the rest of the team. A public hearing should be held soon.

F. Hart thanks everyone for attending.

### **WARRANT ARTICLES**

F. Hart states the Capital Improvements Plan was recently completed. It lays out the capital expenditures for the Town. It is a tool for planning for the future. By putting money aside for future capital expenditures, it prevents spikes in taxes.

F. Hart states the Board wants taxpayers to know they are being conservative this year with the number and dollar amount of warrant articles due to the economic hardship COVID-19 has caused. A few warrant articles deal with safety and infrastructure.

G. Taillon has put a lot of work into the draft warrant articles. He reviews the articles starting with two budgets. The Operating Budget and the Water Budget. We do not have the figures for the operating budget yet. The Water Budget is not taxpayer money. We can plug in the total budget number for the water department as \$431,300.

The next warrant article is P-21-04: Potable Water Bond. The language is cumbersome, yet we have to follow RSA guidelines.

F. Hart states the bottom line is the Department of Revenue Administration must approve all the warrant articles.

G. Taillon states we can put in the dollar amount as \$450,000.

G. Colby states the bond will be used for the water department for water users. It is debt that will be paid back in the future.

J. Kiszka states we are not necessarily borrowing \$450,000. It is more like a line of credit. We may only need \$100,000.

G. Colby states that is not necessarily the case. If we go through the New Hampshire Municipal Bond Bank, we will borrow the full amount of \$450,000. We will have a pot of money to loan out to customers who want it. If we were to use the State Revolving Loan Fund, we could borrow less however that is very competitive and we may not get it. Also, we do not know how much we will need.

G. Taillon states the program is finite. If we do not need all of the money, we can give it back.

J. Kiszka wants to make sure the \$450,000 will not be used just for people who take advantage of the incentives.

G. Colby replies the money is not just for people taking advantage of joining with incentives.

G. Taillon states the next warrant article is P-21-05: Contingency Fund. The total amount for this warrant article is \$80,000. If the money is not used it goes back to the general fund at the end of the year.

F. Hart states it is another tool in the toolbox.

P-21-06: Fire Department 24 Hour Coverage for EMT'S, Firefighters and Hazard Response Personnel. The dollar amount is \$171,000. This warrant article will only be needed if the Fire Department budget is cut.

P-21-07: Create and Deposit to Revaluations Capital Reserve Fund for \$35,000.00. This article will allow us to put away money each year to pay for a Values Anew every fifth year. It will level fund the budget.

P-21-08: Capital Reserve Fund Deposit Energy. The dollar amount is \$15,000.

F. Hart asks G. Taillon to add another warrant article for the second phase of solar panels for the salt shed at the Public Works Garage.

F. Hart asks Tim Moore to speak about some of the projects the Energy Committee would like to do. T. Moore states they would like to replace the lighting in the Safety Complex with LED bulbs. Affinity is willing to do an audit. They previously did audits for Town Hall, the Historical Society, and the Library. It should be done at the Town Hall Annex as well. The first energy audit cost \$7700. It was for three building and we received a rebate of \$3500.

J. Kiszka would like to mention a caveat. He is not sure the Town Hall Annex should remain open after COVID-19. There are only two departments in the building.

P-21-09: Multiple Year Waste Removal Agreement. Discussion occurs as to whether is it necessary to have this as a warrant article.

F. Hart agrees and she is getting a legal opinion from Attorney Kalman.

G. Colby states we can increase the default budget for essential things such as trash removal. We are not raising and appropriating money for this.

J. DeRoche asks if we should handle the trash contract through a public hearing rather than a warrant article.

F. Hart replies, maybe. We will wait and see what Attorney Kalman recommends.

G. Taillon states warrant article P-21-13: Fire Department Apparatus Capital Reserve Fund is just to name the Board of Selectmen as agents to expend.

T. Moore states there are two other Fire Department articles in which the Board of Selectmen are not agents to expend. They are for the Self-Contained Breathing Apparatus and the radios. He recommends putting all three on the warrant to see if the Board of Selectmen should be the agents to expend.

P-21-14: Create and Deposit to Information Technology Infrastructure Fund.

G. Taillon states this did not pass last year. He thinks it needs to be better explained. It is for computer services and networks to keep us safe from ransom ware.

P-21-15: Funding for Construction to Fix the Cap of The Plaistow Landfill.

G. Taillon states this is for the actual construction work. Last year's warrant article was to pay for the design and engineering.

M. Pearson state the RFP for this construction project is on the Town's website.

P-21-16: Reduce Budget Committee Membership. This article was requested by the Budget Committee. There is one voting member from the Board of Selectmen so having an even number of Budget Committee members will prevent any vote from ending in a tie.

F. Hart states Mr. Peck would like one more warrant article added. It is to create a Heritage Commission. It will be an advisory board to the Planning Board.

There are some concerns about the ability to buy land and possibly creating more bureaucracy. We need to be careful.

F. Hart states the idea was to create a commission and not fund it. She will ask Mr. Peck to come to the next Board meeting to explain the article in more detail.

J. DeRoche states it might be easier to create a sub-committee of the Planning Board. He also mentions the Recreation Commission may want to add a warrant article.

F. Hart asks J. DeRoche to reach out to the Recreation Commission and ask them to get it to her by the next meeting.

A brief conversation is held regarding when the Voter's Guide should be available and what it should contain. We need to avoid electioneering.

### **TRASH CONTRACT DECISION**

F. Hart asks for the Board's opinions about sending out a new RFP or trying to continue to negotiate with Casella.

J. Blinn states he prefers sending a new RFP.

J. Kiszka states he prefers sending a new RFP too, and including recycling as an option with a fee for service.

J. DeRoche also wants to send a new RFP.

G. Taillon states we have certainly asked a lot of questions. He thinks two RFP'S should go out. One for trash removal and one for a recycling subscription service.

F. Hart states it sounds like there is consensus to send out new RFP'S however she wants to let Brian Groshon, Assistant General Manager from Casella speak. He has joined the meeting remotely.

B. Groshon states it is difficult to quote for a service such as subscription recycling without knowing how many people are interested and no guarantee of people continuing with the program. It is risky for the company. They still need to secure a truck, make arrangements to dispose of the material and it could change at any time.

F. Hart replies the Town assumes risk too.

J. Kiszka asks if \$120-\$150 per year is a reasonable cost per household for subscription recycling.

B. Groshon replies it is hard to know without knowing how much participation will be. There is always the capital cost of the truck.

J. Kiszka suggests we use Casella for trash collection and send out a new RFP for recycling.

J. DeRoche state all the Board members have stated their opinion. He asks what F. Hart's thoughts are.

F. Hart replies, she likes the idea of two (2) new RFP'S.

The consensus of the Board is to move forward with two new RFP'S.

F. Hart thanks Brian for all of his help during this process.

### **COVID-19 PROTOCOLS**

M. Pearson states there is a COVID-19 document in your folders from the Health Officer and the Human Resources Director. All staff have received copies. M. Pearson states elected, and appointed officials must comply. He would like to know if the Board will support the protocols with one of their own. As Town Manager he does not have jurisdiction over elected and appointed officials. He does have jurisdiction over employees and residents.

F. Hart states this Board should take a leadership role and create a mandate to show solidarity with the Health Officer and Human Resources Director.

Discussion goes back and forth as to whether it is necessary for the Board to create their own mandate.

There is consensus amongst the Board to implement and sign a COVID-19 Protocol for the Town Manager in case it is needed.

All three protocols should be sent to all elected and appointed members of all boards, committees, commissions, and task forces to comply with the mandate to wear face masks at all times.

G. Colby states there is a new Water Budget in the folders. It has all the correct line items from Underwood's suggestions and the Town.

M. Pearson states the Water Budget has been evolving. We will also collect revenue from water.

***G. Taillon motions to approve the revised water department budget in the amount of \$431,300.00  
Seconded by J. DeRoche.***

***Vote: 5-0-0***

***Motion carries***

G. Colby states the tax rate has been set. M. Walker was able to quickly complete the MS-1 following last week's meeting when the Board voted to use the 2019 values. The MS-1 was sent to Department of Revenue Administration. We added a net value of 18.8 million to the 2019 values to bring the Towns total valuation up to 1.2 billion. These numbers are approximate, not exact. G. Colby worked with Jamie Dow over the weekend to come up with a tax rate of \$21.65 per thousand of value. The Town's portion is down 43 cents, the county portion is down 10 cents, yet the school

portion is up 87 cents. The overall net increase is 1.6% or 34 cents per thousand. We are not using any fund balance towards taxes.

M. Pearson states the increase is all from the school. None of it is from the Town or County.

### **TOWN MANAGERS REPORT**

- Attended Several Meetings
- Solar Panels for Salt Shed
- Landfill Cap Draft Request for Proposals
- Water Tank
- Waterline Construction
- Chadwick Lane
- Salt Shed Construction
- Old Salt Shed
- Mutual Aid Request
- COVID-19 Memos
- Busby started work on the swales on Carli's Way

F. Hart recommends forgoing Selectmen's reports tonight unless anyone want to make a report.

F. Hart wishes everyone a wonderful Thanksgiving.

***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 a public meeting tonight. She adjourns the meeting at 9:13 p.m.

F. Hart resumes the public session at 9:26 p.m.

***G. Taillon motions to seal the minutes of tonight's non-public session. Seconded by J. Blinn.  
Vote: 5-0-0***

***Motion carries***

F. Hart adjourns the meeting at 9:26 p.m.

Respectfully submitted,  
Beth Hossack

Recording Secretary