



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

PLAISTOW BOARD OF SELECTMEN MINUTES

DATE: December 14, 2020

MEETING CALLED TO ORDER: 6:37 p.m.

SELECTMEN:

Selectwoman, Francine Hart, Chairman
Selectman, Julian Kiszka
Selectman, Jay DeRoche
Greg Colby, Finance Director – Remotely

Selectman, Greg Taillon, Vice Chairman
Selectman, John A. Blinn, Sr.
Mark Pearson, Town Manager – Remotely

F. Hart reads Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-004 allowing municipal boards to hold remote meeting during the COVID-19/Coronavirus crisis.

G. Taillon motions to approve the minutes of November 30, 2020. Seconded by J. DeRoche. Discussion: J. Kiszka agrees with the minutes yet he cannot find a motion in recent non-public minutes regarding the termination of the Visions contract.

F. Hart states the non-public minutes have not yet been approved and can be corrected if needed.

Vote: 4-0-1 (abstain J. Kiszka)

Motion carries

PUBLIC COMMENT

None

HOUSE PRESERVATION AWARD

Mr. Jim Peck from the Historical Society states the House Preservation Award started in 2013. It is not given out every year. The last time this award was given out was in 2017 to Mr. Bill Bartlett. This year the award will be given to the owners of the house at 18 Elm Street. The house is 107 years old. It was built in 1850. In 1902 the Linden Cottage sign was placed above the front door. The original owner was Squire William Hills. He was a botanist who planted many trees in the area. In 2017 the house was in poor condition. In 2019 the house was purchased by Liz and Jeremy Hill. They have spent the last two (2) years working on the house. They even had the Linden Cottage sign re-done.

Mr. Bob Hobbs, Historical Society President states Mr. Hills was involved with the Elm St. Cemetery. He is buried there on the immediate left so he can keep watch over Linden Cottage. Mr. Peck present the 2020 House Preservation Award to Liz & Jeremy Hill.

HERITAGE COMMISSION PRESENTATION

Mr. Peck, Oak Ridge Drive states he has an online petition with 68 names of interested people on it. He believes there is enough support to start a Heritage Commission. The commission would act as an advisory Board without having power. It would be similar to the Conservation Commission.

What made him interested in such a commission is the building at 2 Main St. It is one of the oldest buildings in Town and was almost torn down. The commission would be a resource for the Town to vet properties however there will be no power to tell people what to do. There would be no obligation by an owner to do anything either. Many other communities have a Heritage Commission. Some of them include Chester, Derry Windham, Exeter, Sandown, and Danville. The commission would be started without having a fund. A fund could be added in the future.

G. Taillon asks if a Heritage Commission does a study to assess the value in creating a local historic district where does the Planning Board step in to secure a building.

J. Peck replies, the commission may not exercise the power. It is not regulatory it advises other boards such as Planning Board, Zoning Board, and the Board of Selectmen.

J. Kiszka reads part of the language. A heritage commission is empowered to acquire and manage property, to accept and expend funds

J. Peck replies, a Heritage Commission does not acquire property without Board of Selectmen input. There is a check and balance system. The commission is supported by the Board of Selectmen and a member of the Board sits on the commission.

J. DeRoche states he is in favor of it. An inventory of what we have in Town would be good. Does the Planning Board and Zoning Board of Adjustment recommend a Heritage Commission?

J. Peck he knows at least five (5) members of the Planning Board and two (2) on the Zoning Board of Adjustment recommend it.

F. Hart asks if any specific criteria is needed to be placed on the commission.

J. Peck replies, it should be someone who has a love for history. Also, you do not want to invade a property owner's ideas.

J. Blinn asks if there would be regular meetings.

J. Peck replies, yes, they would probably meet on a monthly basis.

G. Taillon asks if Mr. Peck has read the draft warrant article and if so, what should be removed.

J. Peck states he has read the draft article and the only thing that should be removed is RSA 674:44-b.

F. Hart thanks Mr. Peck for his presentation.

ENERGY AGGREGATION COMMITTEE ESTABLISHED

F. Hart states the Energy Committee is willing to act as the committee for energy aggregation.

G. Taillon motions to accept Tim Moore's offer to have the Energy Committee act as the Power Aggregation Committee and work to produce a power aggregation plan for the town. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

DISCUSS UNANTICIPATED COSTS AT P.A.R.C.

F. Hart directs the Board to a memo prepared by M. Pearson and D. Voss.

M. Pearson states the memo starts with some history. Busby Construction was awarded the contract to install a new ballfield, related drainage, and access to a future trailhead at Plaistow Area

Recreational Complex (P.A.R.C.) On the first day of construction they found the septic was not located where it was thought to be. It was located directly under where the new gravel drive was proposed to provide field access for emergency vehicles and the trail head. Busby also discovered the pipes were cracked and broken. The septic pipes were replaced with cast iron ones. The vent pipe could not be moved. The roadway had to be shifted and bollards were installed for safety. The septic damage found was not anticipated and by discovering it, it prevented more costly damage in the future. M. Pearson recommends paying for the damage totaling \$7,800.00 from the contingency fund.

J. Kiszka states all Town improvements should have documented plans to prevent issues in the future.

F. Hart agrees.

J. Kiszka motions to create a policy that all future Town Managers provide plans and documents for all construction projects even if approval is not required.

G. Taillon states maybe instead of a motion it should become a Town Ordinance.

J. Kiszka will check with John Cashell.

G. Taillon motions that the Busby Construction invoice of \$7,800.00 for the repairs to the septic system and installation of protective bollards at P.A.R.C. be charged to the Contingency Fund for unanticipated expenses. Seconded by J. DeRoche.

J. Kiszka states there is already a motion on the floor.

G. Taillon states there was no second to the motion.

A discussion occurs and J. Kiszka repeats his motion.

J. Kiszka motions to create a policy that all future Town Managers provide plans and documents for all construction projects even if approval is not required. Seconded by G. Taillon.

G. Taillon motions to table the current motion.

F. Hart calls for a vote.

Vote: 4-1-0 (no J. Kiszka)

Motion carries

F. Hart calls for a vote on the motion made by G. Taillon to pay for the repairs totaling \$7,800.00 from the Contingency Fund.

Vote: 5-0-0

Motion carries

ENCUMBRANCE OVERVIEW 2020-2021

F. Hart states the elected auditors, Peter Bracci and Bob Hamilton did not agree with all the 2019 year end encumbrances. An amount of \$7,249.99 for the Master Plan was not accepted. She believes this should be unencumbered and returned to the General Fund. The elected auditors did not agree with \$25,000.00 for software for the Police Department. The Town was waiting for the State Police to select software before we selected software. We wanted to make sure it could interface with the State. The software was purchased and paid for.

For 2020 encumbrances going into 2021 she states Greg Colby, Finance Director vetted all encumbrances and Plodzick and Sanderson will also vet them. F. Hart asks Greg Colby to speak on the encumbrances.

G. Colby states the first one for \$45,000.00 is to complete values-again in 2021. The next three (3) are all for the Highway Department. Two of them are for drainage at \$7,971.83 and \$6,666.72. The other one is for paving and the money is from the Highway Block Grant totaling \$45,000.00. The next two are for the Police Department for equipment. One is for Witmore Public Safety Group/Office store for \$6,530.00 and the other is for AAA Policy Supply in the amount of \$1,757.05. The next encumbrance is for the landfill cap/maintenance in the amount of \$37,000.00 for Sanborn Head. The last encumbrance is for \$63,966.00 for solar panels on the salt shed. The total encumbrance amount is \$213,891.60.

G. Taillon asks if the proposal for the solar panels constitutes a legal binding agreement.

G. Colby replies, yes. The contract is with legal now so it can be finalized before year end.

F. Hart asks if the encumbrance for the solar panels is the amount left over from last year's warrant article and if so, does it need to be encumbered?

G. Colby replies, yes, it is left over from the warrant article and it must be encumbered as in was not set up as non-lapsing.

F. Hart states there are still are few more weeks in December and it is possible there may be more encumbrances.

J. Kiszka asks if all encumbrances must be complete by December 31, 2020.

G. Colby replies, no.

F. Hart wants the Board to review the encumbrances. They will vote on them at the 12/28/20 meeting.

CORRECTION: On January 11th, 2021, the Board of Selectmen corrected these minutes stating article P-20-04 Public Works Facility Phase 3 was in fact written as a non-lapsing warrant article.

TRASH CART PROPOSAL

F. Hart states the proposal will be reviewed by Town counsel if the Board want to move forward with it. We will have to add \$18,437.20 for six months of lease payments to the solid waste collection budget.

G. Taillon motions to approve this proposal for \$165,036.50. Seconded by F. Hart

Discussion: J. Kiszka asks is this the total for trash.

F. Hart replies, no, the \$165,036.50 is to purchase the 96-gallon carts.

J. Kiszka states we have not signed a trash contract yet, so he does not want to sign one for carts.

G. Taillon states his impression it the Board decided to go with automated trash pickup to save the taxpayers money and the carts are necessary.

J. Kiszka asks if the price of the carts includes the identification tags.

G. Taillon replies, yes.

F. Hart states the total number of carts will be 3150.

J. DeRoche wants to make sure that is enough carts.

F. Hart believes is will be.

J. Kiszka wants to see the price of carts guaranteed for a specific amount of time in the contract in case we do need more.
F. Hart agrees, it should be added to the contract.
J. Kiszka states if a house purchases a second barrel/cart who owns it?
F. Hart replies, the Town.
J. Kiszka asks how it will work with condos and apartments that have dumpsters.
F. Hart states it is a separate part of the RFP for trash collection.
J. DeRoche is still concerned the number of carts is too low.
F. Hart states they are 96 gallons each.
J. Kiszka asks if we need to buy more how so we fit it into the budget.
G. Taillon states the key is 3150 does include extra carts. In many communities the standard for automated trash pickup is one 96-gallon cart. He states changes can be made in the future if needed. We have flexibility.
J. Kiszka would like to confirm the Board has two RFP's out. One for trash collection and one for recycling at the owner's expense.
F. Hart replies, yes.
J. DeRoche asks if any other vendors for carts were considered.
F. Hart replies, yes.
Vote: 4-0-1 (abstain J. DeRoche)

Motion carries

WARRANT ARTICLES

F. Hart states we have 6 warrant articles that have not been voted on yet. The first one to review is P-21-06, Salt Shed Solar Panel Projection Phase II. J. Blinn reads the article.

J. DeRoche motions to approve article P-21-06. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

P-21-07, 24 Hour Coverage for EMT'S, Firefighters and Hazard Response Personnel has been lowered by Chief Knutsen. The total amount is \$134,000.00. It is read by J. DeRoche.

G. Taillon motions to approve article P-21-07. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

G. Taillon received approval from New Hampshire Municipal Association that article P-21-12 and P-21-13 can be combined. Article P-21-12, Transfer to Capital Reserve Fund - Self Contained Breathing Apparatus (SCBA).
It is read by G. Taillon.

J. Kiszka motions to approve article P-21-12. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

P-21-16, Discontinue Acquisition of Land and/or Building Capital Reserve Fund. This article is read by J. Blinn. No money had been put into this account since 2017.

G. Taillon motions to approve article P-21-16. Seconded by J. Blinn.

Vote: 5-0-0

Motion carries

P-21-17 Aggregation of Electric Customers. This article is read by J. Kiszka.

J. DeRoche asks if approval of this article will allow residents to have lower costs for electricity.

G. Taillon replies, yes however it will still be done through Unitil.

G. Taillon motions to approve article P-21-17. Seconded by J. DeRoche.

Vote: 5-0-0

Motion carries

P-21-18, Establish a Heritage Commission. This article is read by G. Taillon. We need to remove 44-b. A brief discussion is held as to whether we need to change the verbiage to say the Board of Selectmen will appoint five (5) citizens or up to Five (5) citizens. They decide to leave the verbiage as is.

J. DeRoche motions to approve article P-21-18. Seconded by G. Taillon.

Vote: 3-0-2 (abstain F. Hart, J. Kiszka)

Motion carries

OTHER BUSINESS

F. Hart states the budget for Solid Waste Collection will need to be increased by \$18,437.00 to pay a lease agreement for carts. The total budget for Solid Waste will now be \$789,437.00

J. Kiszka motions to approve the Solid Waste Collection budget in the amount of \$789,437.00.

Seconded by G. Taillon.

Vote: 4-0-1 (abstain J. DeRoche)

F. Hart states Chief Knutsen reworked his budget and he believes he can provide 24-hour coverage for an amount of \$134,000.00 F. Hart states this will be the dollar amount for article P-21-07, 24 Hour Coverage for EMT's, Firefighters and Hazard Response Personnel.

G. Taillon motions to adjust article P-21-07 to \$784,285.00. Seconded by J. DeRoche.

Vote: 5-0-0

Motion Carries

Some additional information was provided by SoRock however they have not provided their financial statements. This will not be considered as a warrant article unless the financial information is provided, and the Board agrees to do so.

TOWN MANAGERS REPORT

- Attended Several Meetings
- Public Safety Road Construction

- Public Works Garage Generator
- The Highway truck body replacement is done.
- Vaccine Distribution in Plaistow
- Plaistow's Possible Shut Down
- Salt Shed Update
- EPA Stormwater Permit Update
- COVID-19 Sickness
- Budget Committee Questions & Research
- Cable Equipment Ordered.
- Water Project
- Water Tank Update
- Water Contract Operator RFP
- East Road Pump House & East Road Waterline Construction
- 2020 Budget Encumbrances

ACTION ITEM REVIEW

Item # 1 Maintenance Contract for LED streetlights. F. Hart will talk to D. Voss and have her reach out to Affinity. The due date is pushed out to 12/30/21.

Item #4 Visible numbers on houses and businesses. J. Kiszka states this became a lower priority once COVID-19 hit. The due date will be pushed to 4/30/21.

SELECTMEN'S REPORTS

J. Kiszka

- Attended the last budget committee meeting. So far there have been no line item changes. He is concerned that votes were not done by roll call even though a few members participated remotely.

J. DeRoche

- Attended the Virtual Recreation Commission Meeting

There are no other Selectmen's reports tonight.

G. Taillon asks G. Colby if the generic emails have been given out yet.

G. Colby replies no, however he will follow up tomorrow.

The next meeting will be on Monday, December 21, 2020.

F. Hart adjourns the meeting at 8:44 p.m.

Respectfully submitted,
Beth Hossack

Recording Secretary