



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

Plaistow Board of Selectmen Minutes

Date: March 15, 2021

Meeting Called to Order: 6:30 p.m.

Roll Call:

Selectwoman, Francine Hart, Chair - Excused
Selectman, Julian Kiszka - Excused
Selectman, Jay DeRoche

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

Also present: Kelly Anderson, Project Manager, Sanborn Head & Associates (Remotely), Fire Chief Chris Knutsen, Dee Voss, Special Projects Coordinator, Haley Bush, Chair Old Home Day Committee via speaker telephone and Beth Hossack, Recording Secretary.

G. Taillon 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.

Minutes

J, DeRoche motions to approve the March 1, 2021 minutes. Seconded by J. Blinn.

Vote: 3-0-0

Motion carries.

Public Comment

None.

Swearing-In New Selectmen

Selectman J. Blinn swears in New Selectman Darrell Britton.

Selectman J. DeRoche swears in New Selectman Bill Coye.

Selectman G. Taillon swears in New Planning Board Member Tom Alberti.

Election of Chair and Vice Chair

G. Taillon motions to place his name in for Chair. Seconded by J. Blinn.

Vote: 5-0-0

Motion carries.

G. Taillon motions to nominate J. Blinn as Vice Chair. Seconded by J. DeRoche.

Vote: 5-0-0

Motion carries.

G. Taillon thanks the Board for electing him as Chair. He states he will allow each Selectman to be heard and listened to on all issues. Everyone has an equal vote. He will treat everyone with respect and patience. G. Taillon states he will provide well thought out agendas, discussions and run efficient meetings.

G. Taillon states tonight every Selectman has received a Board of Selectmen's Handbook. This book will assist everyone in doing their jobs as Selectmen.

Discuss Board and Committee Representative Positions

In section three (3) of the handbook is a list of committees with some former representatives listed. The Selectmen who were assigned to the committees last year are eligible to remain on those committees if they want. Typically, the Town Report Committee, Capital Improvement Plan (CIP), and Budget Committee go to the Chair and Vice Chair as the primary and secondary representatives. Then senior Selectmen have first choice over new Selectmen.

D. Britton states with that being said, he would like to be the Budget Committees representative.

G. Taillon replies, if it is all right with the other Selectmen, D. Britton can be the secondary representative. The remaining Selectmen agree.

J. DeRoche states he would like to remain on the TRAC. He is willing to step down to secondary for the Recreation Committee if B. Coye will take the primary spot. B. has worked with the Recreation Commission for many years and has a lot of experience and knowledge. Everyone agrees.

They move through the list and make committee selections.

Release of Performance Bond – Hoyt Farm Road

D. Voss states the Board of Selectmen accepted Hoyt Farm Road as a Town Road in February 2019. A two-year performance bond (bank letter of credit) has been kept on file since then. Now that the two-year time period has expired the construction company has requested the release of the bond.

J. DeRoche asks if the Town needs to maintain the drainage swale.

D. Voss replies, yes.

J. DeRoche motions to allow the letter of credit performance bond that has been held since February 11, 2019 for Hoyt Farm Road be released and returned to the issuing bank. Seconded by D. Britton.

Vote: 5-0-0

Motion carries.

Memorandum (MOU) Vaccination Site

M. Pearson states this issue has been talked about before. Plaistow has been asked by South Central Public Health Network to allow the Public Works Garage (PWG) to be used as a point of distribution (POD) for COVID-19 vaccinations. The MOU has been vetted through legal counsel and our insurance carrier.

J. DeRoche asks if we have an anticipated start date.

M. Pearson replies, no it is a fluid situation. The original estimated date was February 1. That has been pushed out. He anticipates we will know the date within thirty (30) days.

G. Taillon asks if the Town is responsible to assign people to get shots.

M. Pearson replies, no that is not the Town's responsibility.

D. Britton asks if the Town needs to provide a place to keep the shots cold.

M. Pearson replies, no. They will bring everything they need. We are just providing the space.
J. Blinn asks if Selectmen get questions from citizens who should they refer citizens to.
M. Pearson replies, he will check with Colleen Monks.
J. DeRoche asks if the site will be done as a drive through site.
M. Pearson replies, yes.

J. DeRoche motions to direct the Town Manager to enter into a Memorandum of Understanding (MOU) with South Central Public Health Network (SCPHN) for the use of facilities and general equipment located at the Department of Public Works Garage, 144F Main Street, Plaistow to support the expansion of public health and medical capabilities during a public health emergency for the purpose of a “Point of Distribution” (POD) for the Coronavirus Vaccination. J. DeRoche further motion to designate Mark A. Pearson, Town Manager as the primary point of contact for the Town of Plaistow. Seconded by B. Coye.

Vote: 5-0-0

Motion carries.

Memorandum of Understanding (MOU) – Vaccination Reimbursement for Fire Department

M. Pearson states the Plaistow Fire Department was contacted by the State Department of Health and Human Services regarding a program to provide reimbursement to firefighters who help give Covid-19 vaccinations at various sites. He states payroll and all rollup costs will be reimbursed with the exception of travel. M. Pearson wants it stipulated that travel reimbursement will be funded by the Fire Department’s 2021 budget. The Town cannot cover this, and he wants to make sure the Board is aware of this year’s budget constraints. The program will pay firefighters for the hours they work. M. Pearson states this is similar to receiving a grant however it is in reverse order due to the uniqueness of Covid-19. We do not have a dollar amount yet. If the Board approves the MOU tonight, the approval of the dollar amount will occur at a future meeting. The program is for the whole State of New Hampshire.

Chief Knutsen states, the State received a federal grant for 10-million dollars to give to Towns to provide Covid-19 vaccinations to residents. It is a short-term grant that ends on September 30, 2021. Chief Knutsen states he does not anticipate a lot of travel involved.

G. Taillon asks if the firefighters are required to go to other Towns.

Chief Knutsen replies, no it is not required, it will be done on a voluntary basis.

J. DeRoche asks if we have enough qualified staff remaining in Town if some firefighters leave for vaccination sites.

Chief Knutsen replies, yes. Only a few firefighters will go at a time.

J. Blinn asks who puts in for reimbursement.

Chief Knutsen replies, he will put in for reimbursement and the turnaround should be fairly quick.

D. Britton motions to direct the Town Manager to enter into an agreement (MOU) with the State of New Hampshire, Department of Health and Human Services, Office of the Commissioner, and the Plaistow Fire Department for the provision of aid in the administration of the New Hampshire Coronavirus Disease 2019 Vaccination Plan. Furthermore, he motions to authorize Mark A. Pearson, Town Manager to sign the certificate of authority and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he may deem necessary, desirable, or appropriate. Seconded by B. Coye.

Vote: 5-0-0

Motion carries.

Discussion of 2021 Old Home Day Budget Line Item

G. Taillon states in the Town approved operating budget there is no funding for Old Home Day. If the Old Home Day Committee wants to move forward with some type of event plans, they must come before the Board for approval.

J. DeRoche asks about Trust Funds.

G. Taillon replies, donations from vendors are allowed.

J. Blinn states at the next Old Home Day meeting the committee will decide what they have and will put together a proposal with associated costs and submit it to the Board.

G. Taillon states he has heard talk of a full-blown Old Home Day however there is no funding.

J. DeRoche states there have been no fireworks the past few years. Is there money for the fireworks in any type of fund.

G. Taillon states you cannot encumber funds for more than one year.

D. Britton states the budget committee saw a proposed dollar amount of \$22,500. With the pandemic the budget committee did not think the event was going to happen this year.

J. Blinn states in past years the money received from concessions on the green goes to the Historical Society. Why not put the money in an Old Home Day fund.

G. Taillon replies we need to research the language of the Trust Fund for Old Home Day.

J. DeRoche recommends we table the discussion.

B. Coye asks how big of an event is being planned. Are they considering doing a parade and fireworks?

J. Blinn states, it will not be big. It will be scaled down.

Haley Bush, Old Home Day Committee Chair calls into the meeting.

G. Taillon tells H. Bush we can add this as a future agenda item. He states the Board wants to work with the committee.

Memorial Bridge Invoice

M. Pearson states back in 2014 the Town replaced the bridge on Garden Road. That was seven years ago and somehow an invoice apparently was not paid. The State of New Hampshire completed an audit and states the invoice is valid and must be paid. The invoice amount is \$2,250.38. The Town fought back but to no avail. The State wanted to stop all future grants due to non-payment.

However, the State will wait until March 18th, 2021 for the Board to vote.

M. Pearson does not like the situation, yet he recommends paying the invoice with funds from the contingency fund.

J. DeRoche motions to direct the Town Manager to pay invoice # T713711. The original invoice is from 2014 and was for work done on the Memorial Bridge on Garden Road. The State of New Hampshire has completed an audit and found the invoice to be collectible and valid per the Town's agreement with them. The funds should come from the contingency fund as the invoice is from seven (7) years ago and is unanticipated. Seconded by J. Blinn.

Vote: 5-0-0

Motion carries.

Board of Selectmen Meeting Calendar and Events

G. Taillon states a calendar of meetings and events is in the handbooks. Some months we will meet twice while other months we will meet three (3) times especially during budget season. We can always add or delete meetings as needed. If you know you are taking vacation time, please let G. Taillon know as soon as possible. He will try to prevent a major decision being made without a full Board.

J. DeRoche states he likes meeting weekly.

D. Britton agrees however he states he will roll with it for now.

B. Coye states we should be flexible.

M. Pearson states when the Board meets weekly, we often do not have enough agenda items. He believes bi-monthly is better except for certain busy times of the year.

Award contract for Repair of the Landfill Cover/Cap

M. Pearson states Kelly Anderson, Project Manager of Sanborn Head & Associates is joining us remotely.

M. Pearson states when we knew we had to address the landfill cover, Normandeau, the engineering firm monitoring the landfill recommended hiring Sanborn Head to assist with all the preliminary permits and design. Sanborn Head assisted the Town in preparing a Request for Proposal (RFP) for construction. The RFP noted the awarding of a contract was contingent upon voter approval of the funding. The funding was approved at Town Meeting. A spreadsheet listing all the proposers and pricing is attached. Both the Town and Sanborn Head recommend hiring T-Ford Company Inc. They are the lowest bidder for the cover repair work if we back out the two (2) additional items which are removal of the old salt shed and removal of a large pile of tires at the former Highway Garage site.

M. Pearson turns the meeting to K. Anderson.

K. Anderson briefly describes the project. All necessary permits are in place and the Town is ready to move forward.

G. Taillon asks K. Anderson, in terms of proposals, are you comfortable with T-Ford's ability to do the job.

K. Anderson replies, yes.

B. Coye states the cost for removal of tires by T-Ford is higher than some of the others.

K. Anderson replies, we will not necessarily use T-Ford for tire removal.

M. Pearson states the RFP requested pricing to fix the cover and optional pricing for removal of the old salt shed and tires. Tonight, we are asking the Board to approve just repairing the cover as we need approximately 20% for engineering and contingencies. We cannot spend over the \$575,00 passed in the warrant article.

D. Britton states Sargent Corp. is the lowest overall bidder including the extras. He asks if it is better to go with them.

M. Pearson replies, no as we are only looking to repair the cover at this point. The removal of the old Salt Shed and tires will only happen later if money is available.

D. Britton asks what happens if it overruns.

M. Pearson replies, he will not let that happen.

D. Britton states that it is a noble thought however once the cart is running you cannot stop the train. He thinks the contingency should be 10%.

M. Pearson states, he is correct. The contingency is 10% the additional money will be used for value engineering. He will make this work.

G. Taillon states the Board does not have to go with the recommended vendor.

J. DeRoche asks a question regarding the warrant article. The article shows five (5) separate portions of work and the way it reads, nothing should be optional.

M. Pearson replies the list of items was done in order of importance.

D. Britton states the Board should get a final number before voting. He states T-Ford does not include contingency and oversight.

D. Voss, Special Projects Coordinator, Planning Department states tonight the goal is to just approve a construction contract and nothing else. The warrant article passed in the amount of \$575,000.00. The base contract from T-Ford is \$412,120.00 leaving enough funding for contingencies and oversight.

D. Britton motions that the contract for the Landfill Final Cover Repair project be awarded to T-Ford, Inc. for the amount of \$412,120.00 as submitted in their proposal. It is noted that this amount does not include the two (2) alternate additional items initially proposed in the RFP for this project. Seconded by B. Coye.

Vote: 5-0-0

Motion carries.

M. Pearson thanks the Board for the vote. He will come back to the Board with a contract from Sanborn Head for oversight.

D. Britton asks for the anticipated time to complete the job.

M. Pearson replies, approximately August 12th, 2021.

Town Managers Report

- Landfill Alteration of Terrain (AoT) Permit Finalized
- 2020 Post Closure Performance Report
- MS-4 Permit – Stormwater Task Force Meeting
- 2021 Water Project Kick-Off Meeting
- Water Operator Staff Interviews
- Hale Spring Road & Sweet Hill Road Mailbox Mud Problems
- Financial Aid to Cities, Towns and Villages
- Atkinson Radio and Paging Problems
- Remote Access for Meetings
- Training for Newly Elected and Seasoned Municipal Officials and Employees
- Right to Know Workshop

Other Business

J. DeRoche asks M. Pearson how the organizational chart is coming along.

M. Pearson replies, it is well underway and will be presented to the Board soon.

D. Britton mentions an email he received from Mr. Peck regarding sprucing up the Islands around Main and Elm Streets.

G. Taillon states, this will be added to the next meeting agenda.

J. DeRoche states the Trash and Recycling Advisory Committee (TRAC) has met twice and elected a Chair. They have been hard at work and plan to bring recommendations to the Board at the end of April.

Selectmen's Reports

Deferred.

G. Taillon recommends entering a non-public session tonight. He states we will not be coming back to a public session. He adjourns the public meeting at 8:11 p.m.

D. Britton 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: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes. Motion carries 5-0-0.

Public Session reconvened at 8:34 p.m.

J. DeRoche motions to seal the minutes of the non-public session for March 15, 2021. Seconded by J. Blinn.

Vote: 5-0-0

Motion carries.

G. Taillon motions to enter non-public session under RSA 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transactions; (F) Pending or Threatened Litigation; (I) Emergency Functions; (J) Confidential Information in Adjudicative Proceedings; (L)

Consideration of Legal Advice. Seconded by J. DeRoche.

Board Polled: G. Taillon = yes, J. Blinn = yes, J. DeRoche = yes, B. Coye = yes, D. Britton = yes. Motion carries 5-0-0.

Public Session reconvened at 8:46 p.m.

D. Britton motions to seal the minutes of the second non-public session for March 15, 2021. Seconded by J. DeRoche.

Vote: 5-0-0

Motions carries.

As there is no further business G. Taillon adjourns the meeting at 8:46 p.m.

Respectfully submitted,
Beth Hossack

Recording Secretary