



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** April 9, 2018

**MEETING CALLED TO ORDER:** 6:33pm

**SELECTMEN:**

Selectman, Steve Ranlett, Chairman  
Selectman, John Sherman  
Selectman, Francine Hart

Selectman, Julian Kiszka, Vice Chairman  
Selectman, Peter Bracci  
Town Manager, Mark Pearson

**MINUTES**

*J. Sherman motions to approve the minutes of March 26, 2018, draft 2. Seconded by P. Bracci.*

*Vote: 5-0-0*

*Motion passes*

**PUBLIC COMMENT**

None

**HIGHWAY SUPERVISOR DAN GARLINGTON**

D. Garlington recommends opening the landfill extra hours due to all the tree branches and debris that has fallen during the last few storms. He states the landfill was open extra hours in the summer of 2016 following the microburst. That occurrence was confined to a smaller area of Town. D. Garlington has already received several calls from residents inquiring about the landfill. In order to open the landfill extra hours, it will require funding to pay for the hours needed to staff the landfill.

P. Bracci asks if a phone call method can be used rather than staffing the landfill for extra hours.

D. Garlington does not recommend that because unfortunately without proper staffing people bring unacceptable items to the landfill. This costs the Town more money because we must pay to have such items removed and properly disposed of. We also need two employees at the landfill. One reason is due to the regulations but also because it is muddy and cars may get stuck. Someone needs to be in the front part of the landfill while the other staff member needs to be in the back area and make sure items are put in the correct place and only acceptable items are left.

F. Hart asks for an estimate of extra hours for the landfill opening.

D. Garlington recommends sixteen hours made up of two Saturday's, April 14<sup>th</sup> and April 21<sup>st</sup>.

S. Ranlett agrees with extra hours and suggests leaving the details up to the Town Manager and Highway Supervisor.

J. Kiszka asks if the landfill can be open on the same day as Hazardous Waste collection day on April 28<sup>th</sup>.

D. Garlington replies this will not work as the Household Hazardous Waste Collection is at a different location (PARC), it involves five towns and there is not enough staffing for both locations on the same day.

J. Sherman thinks we should offer this service to our residents.

D. Garlington mentions we may want to include a way for residents who need to hire a landscaper not to pay a disposal fee to the landscaper as well as the labor fee. Perhaps a letter from the resident would work.

S. Ranlett agrees. Not all residents will be able to remove the debris without the help of a landscaper. As residents, they should not have to pay extra for disposal.

M. Pearson states for planning purposes the Board should think of the hours as thirty-two. This comes from two eight-hour days with two staff members each day.

J. Kiszka asks if the tree debris can be chipped rather than burned.

D. Garlington replies no.

***J. Sherman motions to direct the Town Manager to work with the Highway Supervisor to add sixteen additional hours with two people on site to the landfill. The schedule to be determined by the Town Manager. Seconded by J. Kiszka.***

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

***Motion passes.***

D. Garlington mentions we will need to decide what to do with windowmaker's in the trees. He will come up with a list and report back to the Town Manager.

### **PLAISTOW HISTORICAL SOCIETY AWARD 2017**

Jim Peck is representing the Historical Society tonight. He will present the 2017 Award for preserving the Town's History. The last time this award was given was in 2015. Mr. Peck shows several pictures of the Main Street Depot. He shows an original picture and a current picture of the newly renovated Depot. Mr. Bill Bartlett restored the Depot and is presented with the award. Mr. Peck wrote a book about the Depot. He passes a book around for the Board to see and he gives a copy to Mr. Bartlett. At one time the Main Street Depot was a Youth Center. Mr. Peck has Mr. Bartlett's membership card from when he was a teenager and a member of the center.

### **POLICE DEPARTMENT SERVER**

Chief Jones and Tim Howard from RMON are present to talk about the server at the Police Department. Chief Jones states the need for a new server was talked about and approved during budget season. M. Pearson and G. Jones had a few concerns about a previous lease. A discussion was held and all concerns were worked out. Everyone is happy with the new server. The money is in the Police Department Operating Budget. It consists of a thirty-six-month lease to purchase. The quarterly payment amount is \$3048.45 with a buyout of \$1.00 at the end of the lease. As you know the server at Town Hall was recently updated. The Police Department now has a new one. The old server from Town Hall has been repurposed for the Fire Department.

M. Pearson asks Mr. Howard what shape the Town is in overall.

Mr. Howard replies Town Hall and the Police Department are in great shape. He does have some concerns about the Fire Department. The server is six years old and it will not last forever.

M. Pearson asks for Mr. Howard to provide a quote to replace it in 2019.

J. Sherman asks about redundancy.

M. Howard replies everything is backed up to the cloud but also to each other. There is a fiber optic cable between the Safety Complex and Town Hall.

J. Sherman states there is a report from RMON in the Town Report.

Chief Jones states Mr. Howard did a great job working with the Police Department on the server.

Mr. Howard replies it was a team effort.

### **AFIS**

The AFIS (Automated Fingerprint Identification System) was installed and the department is training on it this week. Chief Jones states it is a great machine. In two minutes there is confirmation if the person fingerprinted is already in the system. The prints are automatically transmitted to the State and the FBI. If the Board would like to see the machine she is happy to have them come and see how it works.

P. Bracci asks if there is a charge for sending the information on an arrested person.

Chief Jones replies, no.

S. Ranlett states he saw it and it is awesome.

Chief Jones states if the print is not viable for any reason you know right away.

P. Bracci asks what the cost of the machine was.

Chief Jones states \$22,000.

### **DISCUSSION OF FEES FOR GOVERNMENT RECORDS**

S. Ranlett states fees for government records will be discussed as the Town of Salem recently had a lawsuit brought against them for such fees.

M. Pearson recommends the Board adopt a policy of \$0.50 to \$1.00 per page.

Chief Jones states the rates her department charges have been in effect for a long time. According to her research they stated collecting fees in 1981. Most reports have a fee of \$15.00 and a report with photos is \$25.00. Chief Jones checked with other area towns. The fees vary. Some have a minimum fee of \$5.00, some charge \$1.00 per page. She mentions there is often staff time involved as many reports must have information redacted before it can be given out. A report can be as small as one page or as large as seventy-five pages. She states she is okay with \$0.50 per page however revenue will decrease. She also found some agencies allow people to bring in their own CD (compact disk) or memory stick.

F. Hart asks if we allowed that is there any risk to our equipment.

Chief Jones believes there may be and she is concerned about that.

M. Pearson states we will provide memory sticks.

J. Sherman asks what the average length of a Right to Know Request received at the Police Department is.

Chief Jones states thirteen pages.

J. Sherman is in favor of charging \$1.00 per page.

J. Kiszka prefers \$0.50 per page.

***J. Sherman motions to herby adopt the policy of charging \$1.00 per page for Right to Know Requests under NH RSA 91-A including copies of police reports. Seconded by F. Hart.***

***Discussion: the current motion does not state we will not use a memory stick brought in by a resident. F. Hart withdraws her second. J. Sherman changes his motions to, herby adopt the policy of charging \$1.00 per page for Right to Know Requests under NH RSA 91-A including***

*copies of police reports. If determined by the Town to use a memory stick, it will be provided at cost. Seconded by F. Hart.*

*This motion still does not state we will not use a memory stick brought in by a resident. F. Hart withdraws her second. J. Sherman changes his motion to, adopt the policy of charging \$1.00 per page for Right to Know Requests under NH RSA 91-A including copies of police reports. The Town of Plaistow will not copy information onto a provider's memory stick but will provide our own memory stick at cost. Seconded by F. Hart.*

*S. Ranlett agrees with the \$1.00 per page.*

*F. Hart asks if the fee schedule should be posted on the website.*

*M. Pearson replies yes, it is on the website and it will need to be updated.*

*J. Sherman thanks the Town Manager for bringing this matter to the Boards attention.*

*S. Ranlett calls for a vote.*

*Vote: 5-0-0*

*Motion passes.*

### **DISCUSSION OF AN ORIENTATION PROCESS FOR NEW SELECTMEN**

F. Hart thanks P. Bracci for showing her the ropes. She did not know anything and he showed her. It might be a good idea to put something in writing for new Selectmen. Maybe a senior selectman could give it to a new member and show him/her around.

S. Ranlett mentions the book S. Fitzgerald prepared for new selectmen.

M. Pearson states T. Bergeron brought in the book she received as a new selectman. It contained the CIP (Capital Improvement Plan), Knowing the Territory book from NHMA (New Hampshire Municipal Association) and a power point presentation of the need for the new/updated Safety Complex. F. Hart has a 2017 copy of Knowing the Territory. We will get 2018 copies when they are available.

F. Hart states P. Bracci helped with the mechanics of things such as using the key fob and where the Accounts Payable manifest is kept.

S. Ranlett mentions to look for training available through NHMA and other organizations.

### **TOWN MANAGERS REPORT**

Recording Secretary Needed

Hired Highway Full-Time Laborer

Teamsters Negotiations

Safe Routes to Schools Project Meeting

Public Works Facility Project Meeting

Roadway Next to the Safety Complex Meeting

Public Safety Complex Project Meeting

Westville Road Bridge Project Meeting

Local Government Management Fellowship Program

Town Projects

Cell Tower Company Inquiries and Meetings

M. Pearson received a letter of resignation/retirement from Nancy Bolduc, Town Treasurer effective April 30<sup>th</sup>, 2018. According to the RSA's the Deputy Treasurer is appointed Treasurer in this event. He spoke with the Deputy Treasurer and she will also resign effective April 30<sup>th</sup>, 2018. He recommends creating a list of call to candidates. He believes the Finance Director/Assistant

Town Manager, Greg Colby be involved in interviews. There is consensus amongst the Board for M. Pearson to move forward in looking for candidates for Town Treasurer.

A brief discussion of the financial reports in tonight's folders is held.

S. Ranlett continues with information in the folders. The next one is a letter from the Division of Parks and Recreation.

J. Sherman states this is a grant C. Cruz applied for. It has made it through the State level and will go the Federal level next. It does not mean we will get the grant. The letter just tells us we are still in the running. The letter states projects assisted by the grant program are required to be inspected every five years.

S. Ranlett directs the Town Manager to follow up with the inspections.

M. Pearson states he will have C. Crus, Recreation Director follow up.

Next is the informational notice for the Board of Tax and Land Appeals.

### **SIGNATURE FOLDER**

S. Ranlett states the manifest, signature folder and Oaths & Warrants folder are going around. He briefly discusses the Oaths & Warrants folder. These people have already been vetted by Department Heads. His feeling is that the Board should sign them. They are volunteering their time to help the Town. It should not be about liking or disliking a person.

### **FUTURE AGENDA ITEMS**

Reviewed

The first item, Create Policy Review Process is discussed.

J. Sherman states this was talked about last year. It may be a good idea to fit into the schedule this year. The document containing all the Towns policies is called the Code for Town Policies and is posted on the website however a full update has not been done in a long time.

M. Pearson comments to update the book is a huge process, it is expensive and can take one or two years.

J. Sherman states some individual policies have been updated as a result of the audit. Perhaps the updated policies can be added to the current book.

M. Pearson states he will ask D. Voss to be the inhouse person to look at the document and try to see what policies are missing.

J. Sherman suggests perhaps one policy at a time should be reviewed.

F. Hart asks if there is a priority of which policy should be done first.

### **SELECTMAN REPORTS & OTHER BUSINESS**

J. Sherman

- Attended the Town Report Committee Meeting today. Discussion involved ideas to improve on a few mistakes/omissions, new reports to be considered next year and standardizing as much as possible for next year.
- No CIP meetings have been scheduled yet. He will mention this to D. Voss and T. Moore. He has a few ideas to smooth things out.
- He was unable to attend the Run of the Savages & Comedy night due to illness.

J. Kiszka

- Attended the Energy Committee on 3/21. There was a special meeting in Exeter with a Unital Representative. A good discussion was held on converting street lights to LED.
- Attended the March PACE meeting – Senior Care.
- Attended the ZBA meeting.
- Attended the REDC meeting on 4/4.
- Will be attending the Area Board of Selectmen meeting this Wednesday.
- Will attend the drinking water commission meeting this Thursday.
- Mentions an email from C. Vinton regarding cost savings at the Library since they converted to LED lighting.

P. Bracci

- Attended the Elder Affairs Meeting – there will be a marathon for seniors (stroll) around Town Hall.
- The Conservation Commission meeting was cancelled.
- Has a question on two Veterans Tax Credit forms in the signature folder? He states it is not clear if their primary address is in Plaistow.
- He also wants to know why there is an intent to cut timber form in the signature folder with a start date in January. G. Colby explains this is part two. The original form was signed in January.
- He wants to know if other Towns have an orientation package for new selectmen.
- He is aware that there is a new budget process for the Town and he wants a rundown of the process. M. Pearson states his intent is to have all department heads submit their budgets to the Town Manager & Assistant Town Manager in September. They will review them and have them presented to the Board of Selectmen. The Board of Selectmen and the Budget Committee will go through their normal process.
- F. Hart states she wants to see a bottom like cap for example 3%.
- J. Sherman states the Budget Committee will drive the schedule.
- Vacancies at Town Hall are briefly discussed. We are having trouble filling some positions.

F. Hart

- None of the committees she is on have met yet. She did attend the Elder Affairs meeting with P. Barcci.
- Attended the Historical Society meeting. A long serving Police Officer named John Colby was one of the longest serving officers in Plaistow. He may be distantly related to G. Colby!
- Attended the Easter Egg Hunt on Saturday. It was a great event and she thanks Christina Cruz and Sue Sherman.

M. Pearson mentions there was an injury today of a Town Hall employee. A fall occurred due to a raised brick. He wishes a speedy recovery to the employee. He must mitigate the problem.

S. Ranlett

- Attended the Easter Egg Hunt on Saturday.

- He received some open road policies from a few other communities. He will be putting a draft together to bring before the Board. The idea is when a company opens a town road they will have to pay a fee per foot. If the road sinks we will have the funds to pay to fix it.
- Attended the Planning Board meeting. It was a quick meeting with the discussion of some zoning ordinances.
- Talks about the naming of roads. He believes this is the job of the Board and there is a policy about it. D. Voss and T. Moore thought this was the job of the Fire Chief.
- Mentions changing the election date to the second Tuesday in April. This topic will be discussed at the area meeting on Wednesday.
- A brief discussion is held about tagging. This will be added as an agenda item for the next meeting. Currently the administration office handles this and B. Hossack would like a policy developed with rules so everyone is on the same page.

S. Ranlett adjourned the meeting at 8:43pm  
Respectfully submitted,

Beth Hossack,  
Recording Secretary