



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: May 21, 2018

MEETING CALLED TO ORDER: 6:33pm

SELECTMEN:

Selectman, Steve Ranlett, Chairman	Selectman, Julian Kiszka, Vice Chairman
Selectman, John Sherman (arrived late)	Selectman, Peter Bracci
Selectwoman, Francine Hart	Town Manager, Mark Pearson

MINUTES

F. Hart motions to approve the minutes of May 7, 2018. Seconded by P. Bracci.

Vote: 4-0-0

Motion passes

PUBLIC COMMENT

Richard Perrin of 10 May Ray Avenue is concerned about happenings at the Fish & Game Club. This is his third summer in Plaistow. Various things have happened such as snow plowing at 2:15am, shooting on Sundays and holidays, and shooting in the evening hours. Mr. Perrin has approached the Fish & Game Club several times in a professional manner. He states he has been treated rudely and unprofessionally. He was told the Fish & Game Club would buy a sound barrier after they paved the field. That was two years ago and there is still no sound barrier. At times a bright 500-watt light has been left on overnight and at other times it is not turned off until midnight or later.

S. Ranlett states he understands the issues but it is a difficult situation. He recommends M. Pearson work with our Code Enforcement Officer and the Police Chief to try to resolve the issues.

INTRODUCTION OF NEW EMPLOYEES

Chief McArdle states the Administrative Assistant position at the Fire Department has been filled by Maddie Kennedy. Eleven good resumes were received. The resumes were narrowed down to four candidates who were interviewed. Maddie was a good choice because she became a call firefighter in December. She is in the process of obtaining her EMT license and plans on becoming a paramedic. Maddie can respond to calls during her work hours as she will be ready and available. This is an asset to the Fire Department.

Maddie states she is 20 years old, a graduate of Timberlane Regional High School and looking forward to working for the Fire Department both in an administrative and firefighter role. The Board welcomes Maddie Kennedy.

Mark Pearson introduces Susan Westin. She has been hired as a part time Administrative Assistant for the Administrative/Executive Office. She will work twenty to twenty-five hours per week Monday – Thursday from 9:00am – 3:00pm. Susan has a lot of experience in the corporate world. She will be able to help Mark Pearson and Greg Colby with projects.

Susan states she is looking forward to this position. She worked at her prior job for twenty-nine years and was ready to cut her hours and her commute. Susan moved to Plaistow two years ago and is ready to serve the Town.

The Board welcomes her.

MYREC SOFTWARE

Christina Cruz, Recreation Director and Bill Coye, Recreation Commission Chair state they recently had a presentation on MyRec.com Software. This software allows residents to have online access to registrations for programming as well as a multitude of other functions such as directions to fields. Coaches will be able to send out blast emails and check medical records. In essence, MyRec is an employee who works 24-7, without benefits and never calls in sick. The fee for a one-year subscription is \$3295.00 including web page design, training and online support.

F. Hart states she reached out to Steven Buckley, one of the Attorneys at NHMA (New Hampshire Municipal Association) to inquire about using impact fees to pay for the software. This might be an issue. There is consensus amongst the Board to have Mark speak to Town Counsel regarding paying for the software from impact fees or the revolving fund.

S. Ranlett motions to withdraw \$3295.00 for MyRec.com Software pending Attorney Kalman's advice as to where the funds should come from (impact fees or revolving funds). Seconded by F. Hart.

Note: J. Sherman arrives to the meeting at 6:56pm.

S. Ranlett fills J. Sherman in on the discussion regarding MyRec.

C. Cruz states MyRec is already in sync with both Virtual Town Hall (our website software) and Interware (Town Clerk's software). It includes continuous training and since it is a yearly subscription if it is not well liked it does not have to be renewed.

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

Motion passes.

TAX EXEMPTION HISTORY

J. Sherman states this information was ready last year but since assessments did not increase he did not think it made sense to bring it up. Plaistow is in the top 10% for the Elderly Tax exemption. We may want to create a warrant article to change the dollar amount of this exemption. He would like to see some comparisons of what other Towns offer. Maybe more information can be found from DRA (Department of Revenue Administration). No action should be taken now as this can be a future agenda item.

P. Bracci would like to know the impact to the Town.

FIRST AMENDMENT MUNICIPAL SIDEWALK AGREEMENT, TOWN OF PLAISTOW & NH DOT, STATE PROJECT: PLAISTOW 10044G & 10044F

M. Pearson states the amendment is necessary due to the curb cuts needed for the new Bus Company on Route 125. The original contract was done in 2010 and anytime a change is needed due to new construction we will have to sign an amendment.

REVIEW ACTION ITEMS

Create Policy Review Process is discussed. This was put as an action item so the Board could come up with a policy to make sure all our policies are current. M. Pearson states The Code of the Town of Plaistow is the document that incorporates all our policies. It is a huge undertaking to update the full code book. It is posted on the Town's website. It is decided that each Selectman will review the Town Code online. It will be discussed in the future.

Review Donation Policy came up last year during budget season regarding funding for Old Home Day.

F. Hart states Jim Peck has done a lot of work recently to get money for Old Home Day through advertising. He has about \$6000.00 already. She would like to thank him for his efforts.

Review BMSI for potential replacement is next. M. Pearson does not recommend changing the software. He states we have modules that are not being used to their best potential. There are often patches to upgrade the software. More training to better use what we have is recommended. This item is removed from the list.

The next two items, Policy for Plowing Sidewalks and Review Snow Plowing Budget are complete and removed from the list.

The time frame for the Possible Sale of Town Owned Land is pushed out to the end of August.

The time frame for the Policy for numbering houses and mailboxes has been pushed out. J. Kiszka wants to include the placement of mailboxes and telephone poles. We need to make sure sidewalks are ADA compliant and there is room to plow them. If a new telephone is put up is should not be put in the middle of the sidewalk. We should have a policy now with regulations in place for anything going forward.

J. Sherman states we did not have a RSMS (Road Service Maintenance System) presentation last year because we waited too long to schedule it. It is listed as an action item to make sure we have the presentation this year. M. Pearson states we are very light on road appropriations, we are not comprehensive.

J. Sherman states we do well because of the roads we choose to pave. We do not pave the worst roads as that would be wasteful.

F. Hart asks if the amount of money we receive from the Highway Block grant is based on how well we keep up our roads. M. Pearson replies, no it is based on a formula from the State. We do not have a plan on how to replace roads that are in total disrepair.

TOWN MANAGERS REPORT

Town Projects Update.

Chairs for the Great Room.
Rockingham County Trustees Cleaning Islands.
YMCA May 22nd Ribbon Cutting Reminder.
LaPlume Property Tree Clearing Request.
Employee Appreciation Day/Joint Loss Management Meeting/Senior Stroll will be held on June 28th.
Meeting with SEC on the Road Next to the Safety Complex.
Meeting with SEC on the Public Works Facility.
Safe Routes to Schools Bid Opening.
Westville Road Bridge Updates.
Proceeding with the Tax Deeding of the Colby Property.
Town Forest Picnic Tables.
Town Forest Trail Markers/Signs, two types.
Violence in the Workplace Training Seminar.
Energy Committee Meeting.
Sale of Town Owned Property - Status of Auction Results.
Complaint About Noise and Fumes on Hale Spring Road.
Plaistow Highway Department Analysis of snow removal.
NH Employment Security Community Profile.
Municipal Resources, Inc. – Employee Survey Results.
Road Safety Lines/Markings went out to bid.

SELECTMAN REPORTS & OTHER BUSINESS

F. Hart

- The Historical Society is considering a software upgrade. They are also working on getting plaques for all Vietnam Veterans.
- Old Home Day preparation is going quite well. Jim Peck has solicited about \$6,000.00 in advertisements.
- Attended the Energy Committee Meeting.
- Attended the Family Mediation & Juvenile Services Meeting. They received about \$12,000. from Chasers, which is a game type of fundraiser.
- Attended the Women of Leadership Award Ceremony.

P. Bracci

- On Saturday May 12th the Scouts cleared trails in the Town Forest. June 2nd is National Trails Day. There will be a walk at 9:00am at the Town Forest. Please contact Jill if you would like to participate.
- According to the Community Profile our population has not changed much. He is concerned that Town services are increasing even though population is not. J. Kiszka notes some of their data is behind. For example, Methuen Construction was not listed as an employer yet it is a major employer in Town.

J. Kiszka

- Attended the Rockingham Planning Commission Meeting.
- The kids Fishing Derby went well.

- Attended the Energy Committee Meeting. A new Charter was developed. He would like the Board to approve it tonight.
- Attended the Planning Board meeting as a citizen.

F. Hart motions to approve the Energy Committee Charter as written and presented to the Board tonight. Seconded by J. Kiszka.

Vote: 4-0-1 (abstain S. Ranlett)

Motion passes.

- J. Kiszka would like the Energy Committee members to be Tim Moore and Geoff Adams for a three-year term, Gerard Marchand for a two-year term and George Hamblen for a one-year term. The warrants will be ready for the Board to sign at the next meeting.
- He has noticed plastic bags being put in recycling containers in Pollard Park. Perhaps we should have a sign stating what is allowed in the recycling container. The trash and recycle bins should be beside each other.

J. Sherman

- We should have a cable slide on what is recyclable. It should also be listed in the Town Report.
- Would like to see the CIP Committee start soon.
- Attended the Recreation Commission Meeting and saw the MyRec Software demonstration. He thinks it would a great tool for the department as well as parents and coaches.

P. Bracci reminds every one of the ribbon cutting at the YMCA tomorrow at 4:30pm.

J. Kiszka would like a better cover over the well that failed on the Town Green. It is currently covered by a wooden box.

S. Ranlett

- Reads a letter from Rita Sampson. She is very appreciative to the approval and placement of the new stone bench in memory of her husband. She believes she is paying back the Town for the good that has come to her since living here. S. Ranlett thanks Rita for all the work she does in keeping the Town Green looking great.

S. Ranlett adjourned the meeting at 8:20pm

Respectfully submitted,

Beth Hossack,
Recording Secretary