



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: July 23, 2018

MEETING CALLED TO ORDER: 6:30pm

SELECTMEN:

Selectman, Julian Kiszka, Chairman

Selectman, John Sherman

Selectwoman, Francine Hart

Assistant Town Manager, Greg Colby

Selectman, Peter Bracci, Vice Chairman

Selectman, Steve Ranlett

Town Manager, Mark Pearson

J. Kiszka calls for a moment of silence for Mr. Bob Hamilton and his family as Mr. Hamilton's father recently passed away.

MINUTES

P. Bracci motions to approve the minutes of July 9, 2018, draft #2. Seconded by F. Hart.

Vote: 3-0-2 (abstain J. Sherman and S. Ranlett)

Motion passes

PUBLIC HEARING – OLD HOME DONATION

J. Kiszka opens the public hearing at 6:32pm for acceptance of a donation from the Historical Society. Mr. Peck states the Historical Society's President Mr. Bob Carolyn and Secretary Ms. Laurie Millett are present. Mr. Peck states the Historical Society started Old Home Day in 1975. They have always participated in the event. This year they decided to step up and try an experiment to see if local town businesses would contribute more to the event in the form of placing advertisements is a souvenir program. Mr. Peck is pleased to report they were successful in their efforts. Tonight, the Historical Society presents the Board of Selectmen with a check in the amount of \$5,524.37. All of this money will be used to offset the town's 2018 Old Home Day expenses.

J. Kiszka asks what committee approved the experiment of asking local businesses to contribute. Mr. Peck replies, the Old Home Day Committee. He states they took in about \$7,700. After paying RAM Printing for the great job they did on the program the net proceeds went to the town. No money was kept by the Historical Society.

J. Sherman asks if the letter and list of contributors will be posted on the Historical Society's website.

Mr. Peck replies, yes.

J. Kiszka thanks Mr. Peck and the Historical Society for a great job.

S. Ranlett motions to accept a donation from the Plaistow Historical Society in the amount of \$5,524.37 for the annual Old Home Day Celebration. Seconded by F. Hart.

Vote: 5-0-0

Motion passes

J. Kiszka closes the public hearing at 6:41pm.

PUBLIC HEARING – ASSESSING PRESENTATION

J. Kiszka opens the public hearing for the Assessing Presentation at 6:41pm.

Marybeth Walker, Assessor's agent thanks Mr. Kiszka for the invite to meeting. She states Corcoran Consulting Associates, Inc. has been the assessing firm in Plaistow for about seventeen (17) years. M. Walker refers to the letter dated June 21, 2018. The purpose of the letter is to aid the Board in deciding whether or not to do a statistical update in 2018. The median sales ratio is falling. Currently it is at 83% and there are still 3 ½ months of sales left in the ratio time period. Historically, Plaistow has tried to keep the median ratio at 95%. The purpose of a statistical update is to bring the assessed values in line with current market values. In 2016 the town had a full revaluation. At that time the median ratio was 95.8% .

In 2017 no statistical update was performed and the median ratio dropped to 88%.

M. Walker states the acceptable range for the median sales ratio, established by the New Hampshire of Revenue is 90% – 110%. She reviews some of the terminology such as:

- Full Revaluation
- Full or partial statistical revaluation/Assessment update
- Arm's Length Transactions
- Median Ratio
- Coefficient of dispersion (COD)
- Weighted Mean
- Price related differential (PRD)
- Equalization ratio

The goal of a statistical or partial update is to make sure all types of property are proportional and equitable throughout the Town. Following the 2016 values anew our COD (coefficient of dispersion) was 5.0. This low number represents that we have good equity within the assessed values. The COD cannot be more than 20 based on State Law. Today we are very far from the COD and we are getting separation between different types of property, such as single family residential, multifamily residential, residential condos, commercial and commercial codex's.

Discussion continues. Questions are asked and answers are provided. Corrections to property record cards and the abatement process is discussed. Some people are concerned that if residential and commercial assessments are not changed at the same time the burden of taxes shifts to one side.

M. Walker states assessed values depends on sales. We do not always have commercial sales. The properties are also very different. When residential sales are selling higher than assessed values that is not necessarily true for commercial properties.

M. Walker states it is better for the median ratio to be closer to 100% since the State of New Hampshire will bring all towns up to 100% to determine the amount of tax for school districts and for the State. With a lower median ratio, the State and school district tax will be increased.

M. Walker wants to clarify she is presenting information as an Assessor. She is not presenting tax information. She also clarifies 1/5 of the Town is inspected and measured every year as part of the data collection. This is not revaluing those properties. Values may change based on additions or deletions to properties. Every property that has been issued a building permit is checked. The bottom line is all property is valued at market value.

Assessing software is discussed next.

M. Walker states every assessing package uses different data points, models and building attributes that it takes into consideration to calculate assessed value. There are several good software products available such as IAS World, Avitar system, Patriot systems, and Vision Appraisal. The Town of Plaistow is currently using a Tyler Product called Univers which it began using in 1999. It has had multiple upgrades over the years. The last full upgrade was done two (2) years ago. A change in software requires a long, detailed process. The first step will be a bridge of the data from your current system to the new system. Not all information will be able to be converted so the new property record cards will need to be reviewed to make sure all the information is correct. Next either a full review of all properties must be performed or a field review of all property must be done. It is recommended to run dual systems during the transition. Following those steps, it is highly recommended to do a full revaluation. The length of time is typically between six (6) and eighteen (18) months.

PUBLIC COMMENT

None

LIBRARY CAPITAL RESERVE FUND

Cab Vinton, Library Director states for several years there have been issues with the fire suppression system. The Library is eighteen (18) years old and the current fire suppression's life expectancy is fourteen (14) years. He has worked closely with the Fire Chief, McArdle and Facility Supervisor, P. Lucia. An RFP was sent out, a Fire Protection Engineer was hired, and a vendor was selected. Tonight, he is asking the Board to disburse money from the Library Capital Reserve Fund. The new system removes oxygen from the pipes therefore, removing corrosion from the system. The new pipe is also much thicker, operating at 99.5% efficiency or better. The full project is expected to cost about \$90,000. The original price was thought to be about \$70,000 but the scope of that was different. Some of the bids that came in were in the range of \$200,000. The project was scaled back to come it at \$90,000. C. Vinton states there is about \$130,000 in the Library capital reserve fund and he feels this is the best use of taxpayer money.

P. Bracci is concerned the Library building will not last long enough to put in such an expensive fire suppression system.

J. Kiszka disagrees and thinks the Library will be standing for a long time. A new fire suppression system will be good for insurance rates and may save lives.

A question is asked where the difference between the original anticipated amount of \$70,000 and the current amount of \$90,000 will come from.

C. Vinton states there is enough in the capital reserve account for the full \$90,000.

F. Hart motions to authorize \$18,000.00 to be withdrawn from the Library Capital Reserve Fund in payment of the John L. Carter Sprinkler Company invoice dated June 22, 2018. Seconded by J. Sherman.

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

G. Colby recommends that the Board approves the full project tonight to prevent C. Vinton from coming to a meeting with every invoice.

S. Ranlett would prefer C. Vinton to come to meetings monthly to keep the Board informed of the project. There is consensus amongst the Board to do this.

FORMAT FOR THE EVALUATION OF A TOWN MANAGER

J. Kiszka states there is a sample form of an Annual Performance Evaluation to be used for the Town Manager. He suggests each selectman complete the form and give it to the Town Manager individually. He would also like each selectman to think about future goals, submit their ideas to B. Hossack who will compile the information. The goals will be discussed at the next Board meeting.

All the current, ongoing goals are on the white board in M. Pearson's Office. They are in different stages of completion. M. Pearson will put the information in writing and distribute to the Board.

J. Sherman states he is not in favor of the word "skills" on the evaluation form especially following the communication category. Some changes to the categories are discussed and agreed upon.

F. Hart suggests each selectman give their review to M. Pearson individually then as a Board discuss goals together.

S. Ranlett disagrees. They are a Board and do not act as individuals but as a unit.

J. Sherman states any performance evaluation will not affect the Town Managers compensation. It is already built into his contract.

J. Kiszka states they could all write their own evaluation and have them compiled into one (1) document.

J. Sherman would like to see some type of scale added to the form. Perhaps on a 1 to 5.

M. Pearson states the evaluation form for Town Employees has a scale. He will email the form to the Board.

F. Hart does not think the form for employees will be appropriate for the Town Manager.

There is agreement that M. Pearson will send the Town Employee Form and the Project List to the Board members. The Board members will send their list of goals to B. Hossack.

TOWN MANAGERS REPORT

- Town Projects Status Update
- Public Works Facility Building Committee Meeting
- Fireworks
- Regional Potable Water Pipeline Meeting
- 2018 Drainage Projects
- Assessing
- The Highway Garage site plan was approved at the Planning Board with a few things added based on abutters and the Planning Board's request.

- We have received a few complaints regarding the SRTS (Safe Routes to School) Project. D. Voss should be the first point of contact and M. Pearson will also be available for such issues.
- A copy of the Northeast Transportation Projects Awards is in everyone's folders.
- The Food Pantry at Saint Luke the Evangelist Church is in need of donations.

SIGNATURE FOLDER

J. Kiszka states the folder is going around.

NEW BUSINESS

J. Sherman would like to know why he was not contacted regarding the actions that took place at the last meeting. He would like to know if any meetings or conversations took place prior to the meeting.

P. Bracci wants to know why J. Sherman is drilling them.

J. Sherman states he is not drilling, just asking questions. He feels S. Ranlett was not allowed time to respond. He also thinks it was strange that no discussion took place following the motion for a change in Chair. It appears minds were already made up.

F. Hart states no meetings were held. She felt what she had to say was better left for a private conversation. Now that it is being discussed in public she feels the last nonpublic session was a travesty. She believes S. Ranlett does not like M. Pearson and she feels the session was used just to complain about him.

M. Pearson states based on what he heard happened at the nonpublic session he is disheartened that the Board went into nonpublic to discuss him. He states he has always been open and transparent with the Board.

APPROVAL OF NON-PUBLIC MINUTES

J. Sherman motions to approve the non-public minutes of June 25, 2018 session #1 and to not seal them. Seconded by F. Hart.

Vote: Board polled, all in favor

Motion passes

J. Sherman motions to approve the non-public minutes of June 25, 2018 session #2 and to not seal them. Seconded by P. Bracci.

Discussion ensues as to whether the minutes are valid and if they should or should not be sealed. It is finally agreed upon to approve and not seal the non-public minutes of June 25, 2018 session #2.

Vote: 2-1-2 (P. Bracci & J. Sherman = yes, F. Hart = no, J. Kiszka & S. Ranlett abstain)

Motion passes

J. Sherman motions to enter into non-public session under RSA 91-A:3 II (a) Personnel; (b) Hiring of a Public Employee; (c) Matters of Reputation; (d) Negotiations; and/or (e) legal. Seconded by F. Hart.

Board Polled: J. Kiszka = yes, P. Bracci = yes, J. Sherman = yes, S. Ranlett = yes, F. Hart = yes

J. Kiszka adjourned the public session at 9:20pm

Back in public session at 9:50pm

During the non-public session the Board reviewed an anonymous letter. The Board decided to take no action. The minutes were sealed on a 3-2-0 vote.

J. Kiszka adjourned the meeting at 9:50pm

Respectfully submitted,

Beth Hossack,
Recording Secretary