



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: August 6, 2018

MEETING CALLED TO ORDER: 6:30pm

SELECTMEN:

Selectman, Julian Kiszka, Chairman
Selectman, John Sherman
Selectwoman, Francine Hart

Selectman, Peter Bracci, Vice Chairman
Selectman, Steve Ranlett - Excused
Town Manager, Mark Pearson

J. Kiszka states public comment will occur following the awards.

100 YEAR BIRTHDAY CELEBRATION

J. Kiszka states tonight we are recognizing a great occasion as we celebrate the 100th Birthday of Verna Carbone. He reads the proclamation. Ms. Carbone is presented with flowers.

QUINTOWN BASEBALL RECOGNITION

J. Kiszka states the Board will now recognize two special young men. Matthew Fitzgerald and Michael Santosuosso who were members of the 2018 Quintown 10U Cal Ripken Hew Hampshire State Championship Team. The boys are presented with citations.

David Bird, President of the League thanks Selectmen Kiszka and Selectmen Sherman for taking time to recognize the boys. He also thanks the twenty (20) volunteer coaches and all the parents for their help and support during the season. Christina Cruz, Recreation Director and the Recreation Commission also played a big role assisting with this successful season. David extends sincere thanks to Mark Pearson, Town Manager, Dan Garlington, Highway Supervisor and his crew for all the work they did on the fields to get them ready for the All-Star games Plaistow hosted for the eight and nine year old teams. The Plaistow fields were very impressive due to their hard work and diligence.

David states Matthew and Michael tried out against thirty-six (36) players to make the team. In total Plaistow has seven (7) players in four (4) age groups of players in the district teams. The 10U team won four (4) straight district games and four (4) state Tournament games before winning the Championship game. This was a very impressive record.

J. Sherman states as an Umpire he is aware of the issues we have with the fields being too wet. He reiterates the hard work done by Dan Garlington and the Highway Crew.

M. Pearson states we do not have money in the budget for field maintenance. He would like to add it to the budget for 2019 and hopes the residents will support it.

MINUTES

J. Sherman motions to approve the minutes of July 23, 2018, draft #2. Seconded by P. Bracci.

Vote: 4-0-0

Motion passes

PUBLIC COMMENT

Bob Hamilton, 3 Balsam Way has a few comments regarding assessing. He states he has been involved in assessing research for the past few years. He has come before the Board in past years to share his information. He would like to remind people of his findings. Bob states when a statistical update is done it does not raise more revenue but it does redistribute the tax burden. When values anew are completed, regional sales figures are used yet when a statistical update is done just Plaistow's sales are used creating a distortion. He states last year's median ratio for commercial properties was 68%. He has checked tax bills which are online and compared 2014 and 2015 and believes we are losing tax revenue from commercial which is being shifted to residential taxpayers. He cannot believe a statistical update is even being considered to take more of the tax burden to Plaistow residents.

INTRODUCTION OF NEW RECORDS CLERK

Chief Jones states she has good news. She introduces Diane Noyes as the new Records Clerk. Diane has lived in Plaistow for several years. She is starting her third week in this position. Chief Jones is happy to have her.

Diane states this is a wonderful job. She is learning a lot from her supervisor, Sarah Gibbs and she states Sarah is wonderful to work with. Some of the responsibilities of this part time position include completing requests for records and reports, filling out the sexual offender register and assisting the public.

The Board welcomes her.

Chief Jones introduces the new Spanish Interpreter, German Andres Pardo. This position has been vacant for a while and Chief Jones is happy to have this back up and running again. German is a long-time resident of Plaistow. He graduated Timberlane Regional High School in 1990. He has an MBA (Masters in Business Administration) and is working full time as an Automation Engineer in Lowell, Ma.

German states he attended the last Citizen's Academy. He said it was eye-opening and it made him want to help. This is a civilian position. Basically, he works on an on-call basis.

The Board welcomes him.

REVIEW HIGHWAY GARAGE RESPONSES FROM THE RFP

M. Pearson refers to the memo he wrote regarding the Public Works Facility Garage RFP (Request for Proposal) Results and Recommendation. Two (2) quotes were received for the

foundation and building. One (1) was from Mark Viens & Sons Excavating, LLC for \$604,800. The other was from P&G Concrete Foundations Inc. for \$372,000. M. Pearson was contacted by Mark Viens stating there was an error in the formula which resulted in an overstatement of the quote. Once the correction was made the quote was closer to a realistic number but still higher than P&G. The Building Committee recommends P&G Concrete Foundations Inc. and would like the Board to agree. The committee also recommend going with Ash Gray for the color. Tom and Dennis from P&G are available tonight to answer questions.

J. Kiszka wants to know the total cost of the project. The warrant article passed in March was for \$600,000.

M. Pearson states if the Board agrees to go with P&G the building will be built and closed in to weather by mid-November. Also, appropriate exterior site work and inside work will be done to make the building usable for this winter. M. Pearson will use the remaining funds to go as far as possible with items such as site drainage, a culvert pipe across the road, septic system, electric trench, rough plumbing and excavation around the building. The Highway Department will be able to occupy the building this winter. Phase 2 will be the completion of the project including the Salt Shed, site work and the completion of the building. Monies for phase 2 will be on a warrant article for 2019. The grand total for both phase 1 and phase 2 will be 1.2 to 1.5 million. We need the project rolling to reach the recommended timeline.

P. Bracci asks if plumbing will be put in before the floor/slab is poured.

M. Pearson replies, yes.

F. Hart asks about roof insulation and what the R-value is.

Tom from P&G states the R-value for the walls is 19 and the ceiling is 21. They meet the Northeast building codes. The floor/slab will be 5 to 6 inches and it is strong enough to hold the weight of the equipment without cracking or having issues like frost heaves.

J. Sherman asks when will neighbors be notified and will Main Street traffic be significantly impacted.

M. Pearson states neighbors have already been notified through the Legal Planning Board Notices. Little impact to traffic is anticipated. NH DOT (New Hampshire Department of Transportation) has been contacted for a driveway permit.

J. Sherman states it appears to be simple construction with no curve balls in the future.

M. Pearson agrees. Several test pits have been done. No ledge or unsuitable soils have been found.

P. Bracci asks if the foundation and building will be done for \$372,000.

M. Pearson replies yes.

F. Hart motions to authorize the Town Manager to enter into a contract with P&G Concrete Foundations Inc. for a price not to exceed \$372,000 to construct a new Public Works Facility Building with a stamped pre-engineered foundation and stamped pre-engineered steel building system to be located at 144 Main Street in Plaistow, NH including all the details contained on the proposal dated July 11, 2018. Seconded by J. Sherman.

Tom Connell, states there is an issue with pricing. P&G was notified today of a 25% increase in steel. They cannot complete the job for \$372,000.

M. Pearson states we have an RFP with a set price.

Tom states it was mentioned at the Public Works Facility Building Committee that the price of steel may increase. Discussion ensues.

F. Hart withdraws her motion.

J. Sherman withdraws his second.

M. Pearson requests a five (5) minute recess.

J. Kiszka calls for a five (5) minute at 7:30pm.

Back in session at 7:36pm.

During the recess, M. Pearson met with the principals of P&G. They agreed to somewhat reduce the increase caused by the current price of steel. Another small cost savings would be to eliminate the gable on the building. The savings from this will be \$1200.

B. Bracci agrees to leave out the gable.

J. Kiszka states for \$1200. we should keep the gable. It is small money which may be helpful in the future.

Leaving the gable in the building the new price will be \$389,000. which is \$17,000 more than the RFP (Request for Proposal) but better than \$397,000 which would include the full \$25,000 increase for steel.

M. Pearson states this is still a good price. In order to get the project going he recommends the Board accept the offer.

F. Hart motions to authorize the Town Manager to enter into a contract with P&G Concrete Foundations Inc. for a price not to exceed \$389,000 to construct a new Public Works Facility Building with a stamped pre-engineered foundation and stamped pre-engineered steel building system to be located at 144 Main Street in Plaistow, NH including all the details contained on the proposal dated July 11, 2018. Seconded by J. Sherman.

J. Sherman asks if there is anything else the Board should know.

Tom replies, no. He reiterates they received the price change today. The original price was from April and good through July.

J. Kiszka calls for a vote.

Vote: 4-0-0

Motion passes.

F. Hart motions to choose the color of ash gray for the exterior of the proposed Public Works Facility Building. Seconded by J. Sherman.

Vote: 3-1-0 (P. Bracci no)

Motion passes

LIBRARY FIRE SUPPRESSION INVOICE UPDATE

Jim Peck is here tonight to discuss the second invoice relating to the work being done at the Library on the Fire Suppression. At this point the project is 80% complete. The second invoice is for \$54,577. Both Chief McArdle and the consulting engineer agree with paying the invoice.

F. Hart motions to authorize \$54,577.00 to be withdrawn from the Library Capital Reserve Fund in payment of the John L. Carter Sprinkler Co. invoice dated July 19, 2018. Seconded by J. Sherman.

Vote: 4-0-0

Motion passes

REVIEW ASSESSING – DECISION ON ANY CHANGES IN 2018

J. Kiszka states the Board must decide if they want to do a statistical update in 2018 or not. A brief discussion is held regarding the median ratio. The median ratio cannot be changed by itself. It can only be changed as part of a statistical update.

P. Bracci motions to forgo a statistical update. Seconded by F. Hart.

Vote: 3-1-0 (J. Sherman no)

Motion passes

J. Sherman states the Board is tasked with fair and equitable property values but this really cannot be done due to lack of assistance from the State Legislature. We are unable to require businesses to provide information on their expenses and income. Many State Representatives are also business owners which may be why they are not interested in making changes to the law.

A change in assessing software is discussed. There is consensus amongst the Board for the Town Manager to invite software vendors to the next Board meeting. The Board would also like Marybeth Walker to explain the costs associated with a statistical update vs. values anew. The cost to change software is approximately \$225,000 to 228,000. M. Pearson checked with Steve Hamilton of the NHDRA (New Hampshire Department of Revenue Administration) and the software we use, Unifers is acceptable. Different software uses different criteria by they all come up with market value.

F. Hart believes changing software will improve responses to an RFP for assessing.

J. Sherman states past RFP's have included requests for bids with new software.

F. Hart believes only one or two assessing firms know how to use our software.

REVIEW TOWN MANAGER GOALS

Each Selectman provided a list of goals to B. Hossack. The goals have been compiled and each individual goal is discussed. A new list will be provided at the next meeting based on tonight's discussion.

There is consensus amongst the Board to have each Selectman write an evaluation based on the form (including the agreed upon changes) provided by Selectwoman Hart at the last meeting.

J. Kiszka calls for a recess at 9:15pm.

Back in session at 9:19pm.

The evaluation should be based on the contract year beginning July 1, 2017 through June 30, 2018. The evaluations should be given to B. Hossack no later than Friday, August 17, 2018 at 11:00am. Together, all five (5) evaluations will be delivered to the Town Manager for his review and comments. Discussion will be held during the Board meeting of August 20, 2018.

Discuss Training Opportunities

J. Kiszka mentions many classes are available for Selectmen. Many are hosted by NHMA (New Hampshire Municipal Administration). A few upcoming classes are:

- 8/28/18 Election Law
- 9/12/18 Budgeting & Finance Workshop
- The NHMA (New Hampshire Municipal Administration). Annual Conference will be held on 11/14/18 and 11/15/18

He states the Board of Selectmen are the trustees of the cemetery. He recently saw a training for cemetery trustees however he does not have the information with him. F. Hart offers to attend the training if it is still available. J. Kiszka would like Plaistow Selectmen to take advantage of training opportunities.

TOWN MANAGERS REPORT

- Town Projects Status Update
- Fireworks Rescheduled
- Public Works Hires Seasonal Worker
- Fire Department Promotes Firefighter to Lieutenant
- Road Surface Management System
- Emergency Operations Center Grant Close Out
- Safe Routes to School Project
- Public Works Facility Building Committee Meeting
- Public Safety Complex HVAC Issues
- Attended Several Meetings
- Resignation of a Police Officer
- Cemetery Sexton Position
- Advertising for the Emergency Management Director's Position
- Potable Water Memorandum of Understanding (MOU)

SIGNATURE FOLDER

J. Kiszka states the folder is going around.

SELECTMEN REPORTS

J. Sherman

- He will attend the Recreation Commission this week – The Mount Misery Trail System will be discussed.
- Will attend the CIP meeting on Thursday – he would like to have the information being presented displayed on the projector.
- The Town Report Committee Meeting will be held on 8/20.
- He thinks tonight's presentation for Verna's 100-year Birthday was nice.

P. Bracci

- Wants an update on how the new Recreation Software is working. J. Sherman agrees and states he will get the information from Christina.
- He will attend the Con Com meeting on 8/6
- Reminder - a representative from Congresswoman Carol Shea-Porter's Office will be at Town Hall from 8:30 – 10:30am tomorrow.
- Will attend the TRAC meeting tomorrow.

F. Hart

- Attended the Budget Training in Sandown.
- Attended the Library Brick Dedication.
- Assisted with the RFP for the Energy Committee.
- Attended the Old Home Day – recap meeting.
- Attended this morning's Grand Opening Event at the new Plaistow Sherwin Williams Store
- Gives a shout-out to Tracy Fuller from the YMCA for establishing the Teacher of the Year Recognition Program.

J. Kiszka

- Attended the Southern NH Partner Water Meeting.
- Attended the Public Works Facility Building Committee Meeting.
- Attended the Energy Committee Meeting. Jake Kennedy was appointed as an alternate member.
- Attended the Planning Board Meeting. Discussion included a lot line adjustment and the Rock Run-Raiser which will be held again this year.
- Attended the Beede Open House. It was impressive. Phase 2 Thermal Operations has started.
- Attended a water meeting in the Town Manager's office on 7/24/18.
- Attended the Old Home Day Meeting.

NEW BUSINESS

P. Bracci suggests Selectmen do not use cell phones during meetings. A cell phone call and/or message could be considered public comment and public record.

P. Bracci motions to have cell phones turned off at Board of Selectmen's meetings, effective immediately. Seconded by F. Hart.

Vote: 4-0-0

Motion passes

J. Sherman states there have been times when we have received an answer to a question from an employee during a meeting.

J. Kiszka states perhaps we can make some exceptions. It is recommended the Town Manager write a policy for cell phones during meetings and bring it to the Board.

ACTION ITEMS

Reviewed

It is agreed upon to change the due date of item #1 (class V roads speed limit) to 8/27/18.

J. Kiszka states we also need to review the Board schedule as we have a meeting listed for November 12, 2018 and Town Hall will be closed in observance of Veteran's Day.

J. Kiszka adjourned the meeting at 10:09pm.

Respectfully submitted,

Beth Hossack,
Recording Secretary