



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: August 20, 2018

MEETING CALLED TO ORDER: 6:32pm

SELECTMEN:

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

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

MINUTES

J. Sherman motions to approve the minutes of August 6, 2018, draft #2 with a few minor corrections. On page 5 about 2/3 down Univar's should be Univers. A few sentences below that add the words "requests for" after the word "included" and prior to the word "bids". Seconded by F. Hart.

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

Motion passes

REVIEW PROGRESS OF THE TOWN MANAGER GOALS AND EVALUATION

M. Pearson states he has provided two (2) lists for the Selectmen. The first one is a list of Town Manager Activities from March 1, 2017 through June 30, 2018. The next list outlines the status of all post Town Meeting Projects. He is happy to answer questions tonight or we can do it next week to allow everyone time to read all the information. The consensus of the Board is to add this to next week's agenda. The Town Manager's goals will also be finalized next week.

J. Kiszka states before the swearing in of Officers occurs he would like to thank Maryellen Pelletier for her twenty-six (26) years of public service. He reads the citation signed by the Board and Town Manager. A reception was held earlier today to honor Maryellen and she was presented with a rocking chair from the town. The Selectman present her with a watch. Maryellen thanks the Board and residents. She will miss everyone yet she is looking forward to her retirement.

SWEARING IN OF INTERIM TOWN CLERK MARTHA FOWLER

Martha Fowler takes the Oath of Office in front of the Board. Maryellen swears her in as Interim Town Clerk effective September 1, 2018. Applause fills the Great Hall.

SWEARING IN OF INTERIM DEPUTY TOWN CLERK JACKIE SHIELDS

Jackie Shields takes the Oath of Office in front of the Board. Maryellen swears her in as Interim Deputy Town Clerk effective September 1, 2018. Applause fills the Great Hall.

PRESENTATION VISION GOVERNMENT SOLUTIONS INC.

Unfortunately, no one is here from Vision Government Solutions, Inc. There is consensus amongst the Board to have B. Hossack find out what happened and email the Board.

SELECT A VOTING DELEGATE FOR THE NHMA LEGISLATIVE CONFERENCE

J. Kiszka states we need to choose a voting delegate to attend the Legislative Conference in September. Four (4) floor policy proposals were sent to the Board by NHMA. The voting delegate should vote based on the majority opinion of the whole board.

S. Ranlett motions to support all four (4) floor policy proposals. Seconded by J. Sherman.

Vote: 4-0-1 (abstain F. Hart)

Motion passes

J. Kiszka states he is willing to be the voting delegate.

P. Bracci states he is willing to attend if J. Kiszka is not able to.

J. Sherman motions to select J. Kiszka as the voting delegate and P. Bracci as an alternate.

Seconded by F. Hart.

Vote: 5-0-0

Motion passes

ELECTRONIC COMMUNICATION DURING MEETINGS DISCUSSION

J. Sherman states he looked back at the motion from the last meeting. He feels it is not specific enough. There is a gray area as to who it applies to.

P. Bracci suggests it will apply to all boards and committees and the public.

S. Ranlett states this cannot apply to the public as they are allowed to take pictures/videos and use electronic devices as they wish.

M. Pearson states perhaps putting cell phones on silent mode will alleviate the problem since the intent is to stop the distracting noise from cell phones. We also need to consider that an electronic communication received during a meeting may be subject to a 91-A request.

J. Kiszka feels it would be alright for the Town Manager to receive communication during a meeting as he is not an elected official.

S. Ranlett does not recommend this and he will not support it. He states most committees are made up of volunteers. There may be a need for someone to be contacted by a loved one, especially an elderly person or a child.

J. Sherman wants to know if there is a specific problem that needs to be resolved.

P. Bracci states the problem is distraction to people listening at home and to other selectmen.

F. Hart states she will support this. Last year the Budget Committee decided not to have cell phones on during their meetings.

S. Ranlett asks what the consequence are if a selectman has a cell phone during a meeting.

P. Bracci feels there would not be any consequence however he feels it would be contentious behavior.

J. Sherman states he does understand S. Ranlett's point. He is not in favor of this.

P. Bracci motions unless given authorization by the Chairman all electronic devices will be rendered inoperative by selectmen during board meetings. Seconded by F. Hart.

Vote: 3-2-0 (no J. Sherman, S. Ranlett)

Motion passes

J. Kiszka states perhaps emergency phone calls could get forwarded to the Town Manager. The Town Manager should bring his tablet to meetings.

ASSESSING SOFTWARE AND/OR RFP DISCUSSION

M. Pearson states the topic of assessing has been discussed several times since he has been working in Plaistow. He does not feel comfortable answering assessing questions. Assessing is carried out by experts who are certified. The Town of Plaistow's assessing firm is Corcoran & Associates. On the state level we can refer to the DRA, Department of Revenue Administration. These are the experts. He states our current contract with Corcoran & Associates will expire on 12/31/18. The Board has the option to extend this contract for an additional year if Corcoran is notified by 12/1/18. Both parties also have the option to terminate the contract with a sixty (60) day notice. He recommends it is time for the Board to make a decision and move forward.

Changing software is discussed next. We are currently using Univers software. It does the job however many other NH communities use different software. Only about four (4) other NH towns use Univers.

F. Hart believes changing software will lead to a more competitive bidding process.

J. Sherman states past RFP's have included language recommending a change software if so desired.

The process of changing software is complex. Several steps are involved including creating values anew. Every property must be touched, the property record cards must be converted, you need to bridge between the current software and the new software and run dual systems for a while.

J. Sherman states Univers is owned by Tyler Technologies and it is one of the leading government software companies in the country.

F. Hart states only two (2) or three (3) assessing firms know how to use Univers.

Discussion continues. Finally, it is agreed upon that M. Pearson will bring a draft RFP for assessing to the next meeting. The RFP will include:

- Changing software
- What options are available
- All costs involved, bridging, implementation, and running dual systems

CELL TOWER

There is consensus amongst the Board to have M. Pearson contact a resident to take pictures and a video of the cell tower. The information will be used to see if there is enough space to add another carrier and to determine the condition of the tower.

FIREWORKS

The fireworks postponed from Old Home Day were rescheduled to August 11. That evening was rainy and the display was cancelled. It is up to the Board to decide what to do next. The fireworks could be rescheduled again or they could be postponed until next year. There is consensus amongst the board to postpone the fireworks until next year's Old Home Day event. A spectacular display will be held by using money from 2018 and budgeting money for 2019.

TOWN MANAGERS REPORT

- Town Projects Status Update
- Fireworks – consensus to postpone to next year
- Fire Department Promotes Firefighter to Fire Lieutenant
- Public Safety Complex HVAC Issues
- Advertising for the Emergency Management Director's Position
- September 11th Ceremony
- Safe Routes to Schools Construction Update
- Public Works Garage Building Contract
- Water Tower Cellular Space – consensus to have resident take pictures and a video
- Attended Several Meetings
- Researching History of Cemetery Sexton Appointment

SIGNATURE FOLDER

J. Kiszka states the folder is going around.

SELECTMEN'S REPORTS

S. Ranlett

- Was not able to attend the last Planning Board Meeting. He will let the Board know soon if he will be able to continue on as the BOS liaison due to a change in his work schedule.

J. Sherman

- Attended the Recreation Commission – a new basketball and wall ball court are now in Ingalls Park/Smith Field. The commission is happy that M. Pearson is recommending budgeting for field maintenance. Summer Recreation had a good trip to Canobie Lake Park. The summer rec program is trying to think of something appropriate for children who are 13 years old. Campers go up to age 12 and counselors start at age 14. Currently, 13-year olds can be CIT's (Counselors in Training) but they are trying to think of alternate ideas. The Recreation Director will be submitting \$50,000 to the CIP to support the Recreation Strategic Plan.
- Attended today's Town Report Committee Meeting – it went well

P. Bracci

- Attended the Conservation Committee Meeting

F. Hart

- States 2 weeks ago P. Bracci stepped down as Chair from the TRAC Committee. She was elected Chair. She has invited Peter Gamache to attend the next meeting to help the committee teach residents how to increase what they recycle. The cost is high. If Plaistow does not get better at it, it will not be worth it.
- Toured the Beede Waste Site
- Attended the CIP Meeting – Tim Moore is doing a great job.
- Attended the Energy Committee Meeting – Tim, sub-committee vice chair will be ready to present energy audits to the Board soon. He is trying to work on an energy fair with

Timberlane students. Greg Colby will be an administrative liaison to the Energy Committee.

- Family Mediation – they are not doing well. They do not have a director; the last 2 meetings have been cancelled without notice and they are not certified. She has resigned from this committee as she feels her time could be better spent in other areas. **Note** - M. Pearson will get a legal opinion to see if we must continue to pay our contribution as they are not certified.

J. Kiszka

- Has delegated F. Hart to organize a workshop with the Board of Selectmen and the Budget Committee to review the Human Services Agencies and their funding requirements. L. Sadewicz will provide the information regarding the agencies.
- He would like to thank J. Sherman for planning the recognition of the boys from the Quintown Championship Baseball Team and F. Hart for planning the 100th Birthday celebration for Verna Carbone.
- Attended the RPC at Salem Town Hall regarding the Tuscan Village Project.
- Attended the Energy Committee Meeting.
- Attended the Planning Board for S. Ranlett.
- Reminds everyone about the Bridge Dedication to LCpl Dimitrois Gavreil on 9/22/18.

J. Kiszka adjourned the meeting at 8:50pm

Respectfully submitted,

Beth Hossack,
Recording Secretary