



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** January 14, 2019

**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  
Mark Pearson, Town Manager

**MINUTES**

*J. Sherman motions to approve the minutes of January 7, 2019, draft #2. Seconded by P. Bracci.*

*Vote: 5-0-0*

*Motion passes*

**PUBLIC COMMENT**

None

**HENRY DEARBORN'S REVOLUTIONARY LIVING HISTORY GROUP**

The Henry Dearborn Revolutionary living history group is a volunteer organization that recreates life during the Revolutionary time frame. Jennifer Roy is Captain of the group and is here tonight to discuss a town owned replica cannon from the Revolutionary period. Jennifer spoke with former Fire Chief McArdle about the cannon. From the town's insurance perspective, the cannon is an attractive nuisance. It can be a climbing attraction for children and often bees nest in the barrel of the cannon, thus it can be a liability.

J. Kiszka states the cannon was once in front of the Fire Department. When the new Police Station at the Safety Complex was complete the cannon was moved to the front of the Police Department. A young child did climb on it and fell. The cannon was then moved to the Police Department's Firing Range. It is out of sight of the general public.

Jennifer states the group would like to use the cannon.

J. Sherman states the cannon was built in 1976 by a Plaistow Militia Group for the 200<sup>th</sup> Anniversary Celebration of Plaistow. The cannon is not historical. It is decorative. The Militia group led by Barry Sargent did a great job building the cannon.

*S. Ranlett motions to direct the Town Manager to work with Jennifer to donate the cannon as is and Plaistow will not be held responsible. This will be done after January 21, 2019 allowing time for someone to come forward with a concern. Seconded by P Bracci.*

*Discussion: J. Sherman asks Jennifer where the cannon will be kept.*

*Jennifer states it will be kept at her home in Epping and it will be insured like the rest of the equipment they own. They will be responsible for transporting the cannon.*

*J. Kiszka wants to make sure the cannon will not be resold.*

*Jennifer agrees the cannon will not be resold.*

*J. Kiszka states maybe the Henry Dearborn's Revolutionary living group will come back to Plaistow with the cannon for Old Home Day.*

*Jennifer states it is possible.*

*Vote: 4-1-0 (no J. Sherman)*

*Motion passes*

### **RENEWAL AUDIT CONTRACT**

M. Pearson states the three-year contract we had with Plodzik & Sanderson is up. We can extend the contract at a price of \$16,225. In 2018 we paid \$13,700. The increase is about 19%. When Plodzik & Sanderson bid the contract three years ago they really underbid. The Town received a great deal. This year some additional work will need to be completed by our auditors. The amount budgeted for 2019 is \$20,000.

*S. Ranlett motions to direct the Town Manger to enter into a contract with Plodzik & Sanderson in the amount of \$16,225. Seconded by J. Sherman.*

*Discussion: F. Hart asks for the length of the contract.*

*The contract extension is one year.*

*P. Bracci believes the increase is out of line and we should look elsewhere.*

*S. Ranlett states Plodzik & Sanderson have done a great job. He is in favor of extending the contract.*

*J. Sherman states the audit schedule will be in the Town Report.*

*P. Bracci is in favor of sending out an RFP.*

*M. Pearson recommends we agree to the one-year contract then send out an RFP next year. We do not have much time to get a response to a new RFP.*

*J. Kiszka states three years ago Plodzik & Sanderson was the lowest bidder. That may still be true.*

*F. Hart states we should move forward with the year extension. Then she agrees with P. Bracci to send out an RFP, allowing us plenty of time.*

*Vote: 4-1-0 (no P. Bracci)*

*Motion passes*

### **SNOW PLOWING AND ICE CONTROL POLICY**

F. Hart states most of the language is verbatim from the State of New Hampshire Department of Transportation. This is good.

M. Pearson states the only change is the first sentence in the last paragraph, "The Highway Department will clear the sidewalks that are practical/feasible in town as well as the fire hydrant locations and to maintain them to the best of their ability". This language came from a prior Board meeting.

*S. Ranlett motions to approve the Snow Removal and Ice Control Policy presented on January 14, 2019. Seconded by J. Kiszka.*

*Vote: 5-0-0*

*Motion passes*

## **FINAL REVIEW OF PROSECUTOR RFP (REQUEST FOR PROPOSAL)**

M. Pearson asks if any Board members request changes on the RFP (Request for Proposal) for full-time Prosecution Services.

***S. Ranlett motions to direct the Town Manager to send out an RFP (Request for Proposal) for Full-Time Prosecution Services and change the date to January 14, 2019. Seconded by J. Sherman.***

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

***Motion passes.***

## **DISCUSSION/REVOTE 2019 WARRANT ARTICLES**

F. Hart states she attended the Public Hearing for the Budget Committee. Warrant Article X, Conversion to LED Street Lights received considerable discussion. As the Selectmen's Representative to the Budget Committee F. Hart was asked to bring the Budget Committee's concerns to the Board. Their first thought was to remove the article because we are not raising new taxes. DRA (Department of Revenue Administration) was contacted and in their opinion, we need to have the article on the warrant. The Budget Committee would like the article re-worded to make it more clear that we will not be appropriating more funds for this. Maybe the phrase "no new taxes" can be added.

J. Kiszka states he spoke to the Town Manager about the article.

M. Pearson states the article is different than most and it does involve several issues including a rebate from Unifit, it affects the budget, it takes depreciation of the street lights into consideration, and it does involve a five-year contract. All these reasons make it necessary for discussion and disclosure under RSA 32:5. Town Counsel was consulted and he deferred to DRA's (Department of Revenue Administration) opinion. The concept is the article is binding future Boards to the five-year contract even though it is self-funding.

The Board agrees we need to add supplemental language to make the article clear.

***F. Hart motions to add revised language and the chart that shows no amount will be raised by new taxation. Seconded by J. Sherman.***

***Discussion: S. Ranlett recommends waiting until our next meeting to vote so we can see the new language.***

***P. Bracci request it be sent to the Board as soon as possible.***

***F. Hart rescinds her motion.***

***J. Sherman rescinds his second.***

Article Y, Westville Road Bridge Replacement is discussed. At the last meeting the Board did not have numbers. The budget committee voted on this article last week with estimated numbers. It is still a place holder. Numbers can be changed at the deliberative session once bids are received and we have concrete numbers.

F. Hart asks if all bridge projects from the State have been put on hold.

M. Pearson replies, projects that have not been approved yet are on hold but the Westville Road Bridge Project has been approved. This article will be needed if bids come in for a larger amount than the original plan.

P. Bracci asks if we can use Highway Block Grant Money instead of adding this article.

M. Pearson states some Highway Block Grant Money was already used. Next year's Highway Block Grant Money will be used for paving.

***S. Ranlett motions to recommend article Y, Westville Road Bridge Replacement be added to the warrant. Seconded by J. Sherman.***

***Discussion: P. Bracci asks if we could zero out the warrant article and not move forward with the bridge project.***

***M. Pearson states we could do that but we would lose the money we have already spent for the engineering and design costs.***

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

***Motion passes***

A decision is made to revote Article S, Expendable Trust Fund Mosquito Control since F. Hart was not at the meeting when the Board voted on it.

***J. Sherman motions to recommend article S, Expendable Trust Fund Mosquito Control.***

***Seconded by S. Ranlett.***

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

***Motion passes***

***J. Sherman motions to revote article A, Operating Budget – General fund. Seconded by S. Ranlett.***

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

***Motion passes***

***J. Sherman motions to revote article E, Public Works Facility Garage – Phase 2. Seconded by S. Ranlett.***

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

***Motion passes***

P. Bracci asks if article G, Create/Transfer to Fire Department Radio Capital Reserve Fund is part of the CIP (Capital Improvement Plan).

S. Ranlett states, no. This article would create the account.

***J. Sherman motions to revote article G, Create/Transfer to Fire Department Radio Capital Reserve Fund. Seconded by J. Kiszka.***

***Vote: 4-1-0 (no P. Bracci)***

***Motion passes***

M. Pearson speaks about article H, Expendable Trust Fund Deposit – Highway Department Equipment. He states we can replace the bed/body of the truck for about \$40,000 rather than replacing the full truck at a much higher cost. He also increased the life of the truck from seven (7) years to fifteen (15) years. If the Board agrees the amount of the article can be decreased.

S. Ranlett does not agree. He states several articles have been reduced to keep the budget down. He is concerned we will be saddling a future Board by not having enough money in many capital reserve accounts when needed.

P. Bracci states M. Pearson is making an effort to extend the life of vehicles and to reduce costs. We have about \$206,000 already in the capital reserve fund.

S. Ranlett states the capital reserve fund is for all the truck needs. Not just one truck.

J. Kiszka states S. Ranlett has a good point. Perhaps we should change the amount to \$50,000 but not lower.

***J. Sherman motions to revote article H, Expendable Trust Fund Deposit – Highway Department Equipment and change the amount to \$50,000. Seconded by F. Hart.***

***Discussion: F. Hart states the CIP (Capital Improvement Plan) is brilliant however it is all based on guestimates for future needs.***

***J. Sherman agrees is it a plan which is a guestimate however you need to start somewhere. Plans change yet you still need a starting point.***

***Vote: 4-1-0 (no P. Bracci)***

***Motion passes***

Article K, Capital Reserve Fund Deposit – Police Department Management Information Computer System (MICS) is discussed.

J. Sherman would like to increase the dollar amount from \$25,000 to \$50,000 and just get it done.

This would be the second year of a three-year commitment.

F. Hart is concerned that it may fail if the amount is increased to \$50,000. She thinks it is risky.

S. Ranlett states if it fails at either amount no means no. Then what will happen.

M. Pearson states if it fails we will have to wait until 2020 and add it to the operating budget to get it done.

P. Bracci states if the dollar amount is increased he will vote against it.

The Board agrees to move on.

Article L, Capital Reserve Fund Deposit – Buildings/Building Systems is Discussed.

P. Bracci asks how much is in the account now.

M. Pearson replies \$4257.

***J. Kiszka motions to re-vote article L, Capital Reserve Fund Deposit – Buildings/Building Systems. Seconded by F. Hart.***

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

***Motion passes***

Article R, Expendable Trust Fund Deposit – Snow Removal was not used/needed this year.

F. Hart recommends capping the fund at some point. Maybe when it reaches \$50,000.

J. Sherman states that is good information and should go in the Voter's Guide.

Article T, Pollard Park – Paving and Sidewalk Repairs is discussed.

J. Kiszka recommends the Voter's Guide should state this is the area around Town Hall. Not everyone will know it by the name Pollard Park.

Article U, Expendable Trust Fund Deposit – Accrued Leave Time is discussed.

The amount to be added this year is \$25,000.

P. Bracci asks how much is currently in the account.

M. Pearson replies, \$13,000. If the article passes we will have \$38,000. If someone retires they must be paid their buyout within seventy-two hours.

Article V, Long-term Borrowing – Asset Management Study is discussed.

P. Bracci asks if this is a bond since it requires a 3/5 majority to pass.

M. Pearson states it is a bond even though it will be forgiven. It is a State Program and that is how the State set it up.

Article Z, Elderly and Disabled Asset Limit is discussed.

F. Hart would like this re-worded.

M. Pearson states the words “elderly and disabled” should be added before the word exemptions.

J. Sherman states the Voter’s guide should explain that it is an exemption for property taxes.

J. Kiszka states the Voter’s Guide should be prepared by M. Pearson and G. Colby with Tim Moore’s input as a citizen, rather than the Selectmen arguing over every word/phrase. Selectmen can send comments to M. Pearson and G. Colby.

P. Bracci thinks an intent statement with pros and cons in the warrant article is better than a Voter’s Guide.

S. Ranlett states you cannot put a pro and a con on the ballot as it may be considered electioneering. Town Counsel has advised the Board not to have an intent statement at all, just the Voter’s Guide. The Board agrees the Voter’s Guide will be posted on the website and paper copies will be available in Town Hall, the Safety Complex and the Library.

## **TOWN MANAGERS REPORT**

- Plaistow Landfill NHDES (New Hampshire Department of Environmental Services) Site #198404075
- Pollard Road Culvert – this does qualify for State Bridge Aid
- Notice of subdivision of Land – 108 Sweet Hill Road
- Mark’s letter to Commissioner Scott – SNHRWIP (Southern New Hampshire Regional Water Interconnection Project)
- Attended Several Meetings
- 2019 Budget
- CBA Town Unit Negotiations
- RFP’s (Request for Proposals) for Fire Suppression, Electrical Work & Gas Pipe/Plumbing Work
- Public Works Facility Construction Progress
- Highway Department Quotes
- P.A.R.C. (Plaistow Area Recreation Center) Drainage
- Potable Water Information
- Water Ordinance & RFP (Request for Proposal) for a Water System Operator
- Rockingham County Prosecutor Contract
- Westville Road Bridge
- Human Resources Workload

S. Ranlett asks if there is any new information on Timberlane Road Rear.

M. Pearson states Christine Wilson, Vice President of Land & Boundaries Inc. has done extensive research on the title. She needs information from the 1899 Town Tax Sales Book. The information she is looking for is not at the Registry of Deeds. She hopes to find it at the Historical Society. M. Pearson will keep the Board informed.

### **ACTION ITEMS**

Reviewed

### **NEW BUSINESS**

None

### **SIGNATURE FOLDER**

J. Kiszka states the manifest and signature folder are going around.

### **SELECTMEN'S REPORTS**

S. Ranlett

- Attended the Retirement Send-Off for the Chiefs

J. Sherman

- Reminds everyone there will be a service for Rick Bickerstaff on Saturday, January 19<sup>th</sup> at 1:00pm at the American Legion
- Recreation Commission Update – Many well attended events have been held recently such as Elder Affairs Movie – White Christmas, Santa's workshop, wreath and ornament making, tree lighting, & a New Year's Eve Celebration at the PAC. (Performing Arts Center) C. Cruz is considering hosting a movie night for teens. The swales at P.A.R.C. (Plaistow Area Recreation Center) are working better. More work will be done when the ground is frozen and snow covered. Information on moving the Softball Field is coming in. No place has been found for a Dog Park. The Recreation Commission received an email from Bob Hamilton, Budget Committee Chair asking for a meeting to explain the funding request amount for the Recreation Capital Reserve Article.

F. Hart

- Attended the Public Hearing on the Budget – it went well.
- Attended the Planning Board Workshop – a new charter was discussed along with Zoning Ordinances. John Cashall is recommending a Planning Workshop every month.

P. Bracci – nothing to report

J. Kiszka

- Attended the Rockingham Planning Commission Meeting – glass recycling was discussed. He will provide the information to TRAC (Trash & Recycling Advisory Committee).
- The 2018 – 2019 Planning Book has been published.
- The Energy Committee did not meet in January. They will meet in February.

J. Kiszka adjourned the meeting at 8:25pm

Respectfully submitted,

Beth Hossack,  
Recording Secretary