



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: February 11, 2019

MEETING CALLED TO ORDER: 6:33pm

SELECTMEN:

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

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

MINUTES

S. Ranlett motions to approve the minutes of January 28, 2019. Seconded by F. Hart.

Discussion: J. Sherman has a question on page 4 almost half-way down. He was not in attendance and asks if F. Hart stated secret ballots are for cowards. She agrees she did.

P. Bracci asks why on the bottom of page 4 under Resident Visit it does not state the residents name. The Board agrees it should be changed to Sam Sainsbury.

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

Motion passes

J. Sherman motions to approve the minutes of February 2, 2019. Seconded by P. Bracci.

Discussion: J. Sherman states the minutes are from the brief meeting following the Deliberative Session.

Vote: 5-0-0

Motion passes

PUBLIC COMMENT

None

PUBLIC HEARING – ACCEPTANCE OF HOYT FARM ROAD

J. Kiszka opens the public hearing at 6:38.

P. Bracci states he is against reducing the amount of the Performance Bond as it would set a precedence.

J. Kiszka states let's consider voting on accepting the road first.

F. Hart motions to accept Hoyt Farm Road as a Class V Town Road. Seconded by S. Ranlett.

Discussion: S. Ranlett asks Tim Moore, Chair of the Planning Board how long the road needs to be paved prior to the Board accepting the road. T. Moore states it is not necessary to wait a specific length of time. That is why the Town keeps a Performance Bond. He states the Planning Board does not have any concerns with the road.

Vote: 5-0-0

Motion passes

David Hoyt sent a letter to the Town asking for a reduction in the amount of the Performance Bond from \$28,868.60 to \$5,000.

J. Sherman does not think that is practical.

F. Hart agrees with P. Bracci. She states residents near the road have concerns about erosion and flooding. If the bond is reduced there is no incentive for the builder to fix any issues if they arise. She thinks we need to see two winter and spring seasons for any possible issues.

S. Ranlett motions to accept the Hoyt Farm Road Performance Bond in the amount of \$28,686.60. Seconded by J. Sherman.

Vote: 5-0-0

Motion passes

LIBRARY SPRINKLER HEADS

Cab Vinton, Library Director states preventative maintenance to the Library sprinkler system was done by Carter Sprinkler Company. They found the attic sprinklers are due for replacement next year. In addition, these sprinkler heads were placed on a recall list many years ago because they may fail to operate in a fire. The first quote C. Vinton received for replacement totaled just under \$14,000. He spoke with M. Pearson and they held a meeting with Carter Sprinkler Company to negotiate a better deal. The Town was never notified of the recall. The new quote came in just under \$10,000. He believes the quote is a fair deal.

P. Bracci asks where the money will come from.

C. Vinton states the funds will come from the Library Capital Reserve Fund or the Town's Contingency Fund.

J. Sherman thinks the money should come from the Library Capital Reserve Fund.

F. Hart motions to withdraw \$9,980. from the Library Capital Reserve Fund for Sprinkler Head Repairs at the Library. Seconded by P. Bracci.

Vote: 5-0-0

Motion passes

POTABLE WATER UPDATE

M. Pearson states this is an informational meeting to update the public on the status of potable water. The power point presentation will be added to the cable scroll. Senator Morse will explain some of the details involving all communities. Keith Pratt, President of Underwood Engineers will review the design for Plaistow. The goal is to provide safe potable drinking water. It will be a regional system. Current fire suppression pipes will be used to carry water. The connection to the regional system will be in Atkinson. Hampstead Area Water Company (HAWC) currently supplies water to some Hampstead and Atkinson residents and businesses. The regional system will tie in with HAWC. A pumping and metering station will be in Atkinson. This will be the basis for billing. Additional pipes will be put in the ground. Plaistow has several Community Public Water Systems. Many of these existing systems will have the potential to connect to the regional supply quickly. A 400,000-gallon water tank will be built on Sweet Hill Road. The tank in Atkinson will hold enough water to supplement Plaistow if needed.

J. Sherman congratulates prior Select Boards for obtaining the land on Sweet Hill Road and saving it. It was great foresight. K. Pratt agrees.
Senator Morse states the regional project is a huge undertaking involving several towns. Water will originate from Manchester.

Basically, the fire suppression system is being converted to a potable water system in Plaistow. The State will pay for the water tank, pumping and metering station as well as 12" water mains on East Road and Sweet Hill Road. 8" water mains will be put in on Westville and Wentworth Roads. The State will pay for connections to the 56 MtBE Contaminated properties. All other connections will be managed by Plaistow.

Karen Steel, Atkinson is happy Plaistow will be getting water. She wants to know how much water Plaistow will get and how much it will cost.

Senator Morse replies all the towns will benefit not just Plaistow. The State will bring the water to Plaistow. Phase II will be how Plaistow will operate and manage the system. Underwood Engineers will help Plaistow prepare a water ordinance and an Request for Proposal (RFP) for the operation and management of the system. The initial purchase of water for Plaistow will be about .1 million gallons/day.

Jim Peck, Oakridge Road has a few questions. He wants to make sure the work for 7 million will not be paid by Plaistow. He also wants to know if the ripping up and repaving of East Road and Sweet Hill Road are covered by the 7 million.

Senator Morse states the State is paying for it. The overall project is about 27 million which is all paid for by the State. The cost of roads will be covered.

J. Peck's next concern is that some of the fire suppression pipes are old.

K. Pratt states the fire suppression system was built with the potential conversion to a potable water system in mind. All the pipes meet the standards for potable water. The pipes are in good conditions with a life span much longer than thirty (30) years.

J. Kiszka states the pressure in the fire suppression system is 150 psi. It will be reduced to about 80 psi for potable water. We do not have any leaks or issues now and with a lower psi the chance for issues decreases.

Senator Morse believes the project is working because of the cooperation of everyone. He states the document for the Manchester Supply Delivery Charge (MSDC) must be signed and returned by all communities soon to keep the project moving.

Barbara Kiszka, May Ray Avenue, asks for the initial price to bring water to Plaistow.

M. Pearson states it will be \$3.59 per 100 cubic feet.

Senator Morse reiterates that is the cost to bring water to Plaistow. Once it gets here it will be up to Plaistow to determine the cost for consumption.

K. Pratt state the website for NH DES has a chart of costs for many NH communities.

The project will provide a solution to 56 Plaistow properties which have been affected by MtBE Contamination. The potable water system will also be available to several residential and commercial properties.

CITIZEN'S PETITION – SAU (SCHOOL ADMINISTRATIVE UNIT) 55 WITHDRAWAL

J. Kiszka states he received a request from a Danville resident asking to speak about a Citizen's Petition School Warrant Article. He will allow a brief, factual explanation.

J. Sherman state the Board will not make a motion to support or not support this article. It has been listed as an agenda item for transparency.

F. Hart motions to allow Ms. Dube to discuss her citizens petition. Seconded by J. Sherman.

Discussion: J. Sherman reiterates this is informational only.

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

Motion passes

Stefanie Dube of Danville, states she appreciates the opportunity to speak. The petition was started in March of 2018 and in a short period of time there were over one hundred and fifty (150) signatures of voters comprising the four (4) towns of the Timberlane Regional School District.

This made S. Dube believe there was interest in the article. The goal of the article is to complete a study to consider the withdrawal from SAU 55 (School Administration Unit). SAU 55 is shared by Timberlane and Hampstead. In S. Dube's opinion Timberlane is a large enough district that it does not need to share a SAU with Hampstead for operations. She states Timberlane and Hampstead use different vendors for food service and have different evaluation formats. If Timberlane left SAU 55 she does not believe children's education will change. Most of the School Board Members are in favor of the article. If Timberlane withdraws from SAU 55 they will have to have their own or partner with another school district. Preferably a local one similar to Timberlane's.

F. Hart asks if all four (4) towns must approve the article or just a majority of voters.

S. Dube believes it must be a 2/3 majority.

F. Hart asks what time frame is needed to complete the study.

S. Dube states it is predicated by RSA.

F. Hart asks who will conduct the study.

S. Dube states it is predicated by RSA.

F. Hart asks who will pay for the study.

S. Dube believes it will be the school district.

F. Hart asks if the Warrant Article is passed to complete the study, will the final decision go back to the voters.

S. Dube replies, yes.

S. Ranlett asks for an example of local SAU similar to Timberlane.

S. Dube states she does not have an answer at this time.

S. Ranlett asks who will be on the Study Committee. Will it be Town Officials or School Board Members.

S. Sherman, Chair of the School Board Committee joins S. Dube. She states RSA 194:C details the guidelines for withdrawal.

S. Sherman states she is in favor of the article. Both Hampstead and Timberlane are independent School Districts. They only intersect for business operations. They share staff for Business Operations, Human Resources, the Superintendent, and Assistant Superintendent. Timberlane pays 73% of the business costs while Hampstead pays 27%.

A few members of the audience state if they are in favor or not in favor.

One concern is the Warrant Article does not have an amount of money included.

F. Hart states this is not an issue for the Board of Selectmen and suggests we move on with our agenda.

POLLARD ROAD CULVERT

M. Pearson states there is a package in the folders with a preliminary draft of the cost to replace the culvert. He drafted a Warrant Article the Board may use in the year 2020 to raise money for the project if they choose to move forward.

J. Sherman states it is a dangerous intersection. In his recollection D. Garlington, Highway Supervisor tried to get permits from NH DES to get the work done yet was not able to obtain the permits.

M. Pearson states it should be much easier to get the permits now that we have a completed engineering study. He states the project is not eligible for money through the State Bridge Aid Program.

J. Sherman believes the culvert must be repaired, improved or replaced. Whatever is necessary. He asks for the balance in the capital reserve account.

M. Pearson replies the current balance is \$10,500.

J. Sherman recommends including any potential necessary road work be added to the Capital Improvements Plan (CIP) next year.

J. Kiszka states we should table this idea until next year. He would like a folder set up for each potential 2020 warrant article as it comes up. This will help with the preparation of the Voter's Guide.

TOWN MANAGER EVALUATION

J. Kiszka states this is basically an update on goals.

S. Ranlett states he would like to say a few words. He has lived in Plaistow for 32 years and was a Plaistow Police Officer for 18 of those years. He has high regards for the Police Department and Public Safety. He feels in the last month or so he has been dismissed and not respected by the Town Manager. At one Board meeting the Town Manager stated he was on a "fishing expedition" which he disagrees with.

S. Ranlett states recently residents have questioned him about the integrity of town politics more so than any other time during his time as Selectman. He believes the Town Manager should have consulted with the Board prior to hiring the Interim Fire and Police Chiefs under RSA 37. The process of hiring a Fire Chief was known. Emails were sent to the Board; the current staff was consulted and the next man up was chosen. The process of hiring the Police Chief was not made clear to Selectmen. The Police Chief was sworn in on December 26, 2018 before the current Chief left. S. Ranlett believes this was done in part because NH Retirement law changed effective January 1, 2019. Prior to January 1, 2019 a retired State employee was eligible to work 32 hours per week in a new position. After January 1, 2019 the hours per week decreased to 25. He is also concerned that M. Pearson is considering changing the position of Chief to a part time position.

P. Bracci asks M. Pearson if he believes, that he alone can decide if the Police Chief should be part-time vs. full-time without any input from the Board.

M. Pearson states he doesn't know. He has not given it though.

J. Kiszka states he does not think that has been decided.

P. Bracci states he asked for the Police Chiefs job posting to put up two weeks ago. It is still not posted. This fact appears that it may be leading to a part-time Chief. He suggests a full-time Chief's job be posted by noon on Wednesday.

F. Hart states her understanding was that both chiefs are an interim position and it will be six (6) months before permanent replacements are found. She also understood that the priority was to fill the Fire Chief's position first as he is a first responder.

J. Kiszka agrees.

S. Ranlett agrees to an extent however at the Board meeting on January 7, 2019 M. Pearson mention flip-flopping the Chief's position to part time and hiring another full time Officer. This was never discussed with the Board. He is concerned that the part-time ACO (Animal Control Officer), part-time Dispatcher and full-time Officer are taking priority over a Police Chief. S. Ranlett is concerned that D. Mullin does not have the right qualifications to be Chief.

F. Hart states many aspects are involved besides supervisory experience. Skills such as leadership and interacting with subordinates are very important. The next man up is not necessarily the best person for the job.

J. Kiszka states he is appalled, just because you happen to know someone should not eliminate them from a position. He states S. Ranlett knew M. Pearson before he was hired as Town Manager. S. Ranlett state he knew M. Pearson in 1985 then had no contact with him until the interview. He disclosed that to the rest of the Board. He states M. Pearson was hired because he did have all the necessary qualifications for the job.

A full-time vs part-time Police Chief is discussed again.

M. Pearson states he has to balance many things. At deliberative session a resident tried to reduce the operating budget by \$700,000. If that passed it would mean personnel cuts. A part-time Police Chief would cost the town less money.

S. Ranlett disagrees. A full-time Chief is salaried and can work more than 40 hours every week if needed. He believes you get more bang for your buck.

P. Bracci states if money were the main factor D. Mullin should have been hired in January not December.

S. Ranlett motions to direct the Town Manager to post a job for a full-time Police Chief by Wednesday at noon. Seconded by P. Bracci.

Discussion: F. Hart thinks the word full-time should be removed. She also does not think Wednesday is enough time.

J. Kiszka agrees with F. Hart.

M. Pearson mentions the job description may change based on the decision of the Public Employee Labor Relations Board (PELRB). Two Police Captains have requested to be added to the Town Union. If that happens those duties will need to be added to the Chief's responsibilities.

Discussion continues and becomes a union discussion. M. Pearson states he has asked for a modification to the Town Employees Union asking for some position such as Highway Supervisor, Code Enforcement, Human Services, Deputy Town Clerk and Deputy Tax Collector to be removed from the union.

J. Sherman wants to know when M. Pearson was planning on letting the Board know.

M. Pearson replies, he was waiting for a non-public session.

S. Ranlett revamps his motion.

S. Ranlett motions to direct the Town Manager to post the permanent position of Police Chief by Monday at 9:00am. Seconded by P. Bracci.

Discussion: more discussion about the deadline continues.

S. Ranlett would like to move the motion.

Vote: 3-2-0 (no F. Hart, J. Kiszka)

Motion passes.

J. Sherman mentions a recent incident. He had a fall and is fine. The fall is not related to his decision to not run for Selectmen in 2019. He thanks the public for their concern.

S. Ranlett mentions to the Board he would like to take a moment of silence for Jill Senter & her husband who lost their son Jonathan.

M. Pearson states the goals are for a 12-month period and we are only 5 months into it. No one mentioned a review would occur in 5 months' time. If he had been made aware of that up front some of the goals would have been prioritized differently. With weekends, holidays and vacation days the actual work days for the 5 months is only about 75. Even if it were as much as 100 days, it is not a long time. He is prepared to discuss the listed goals line by line and would appreciate the opportunity to time to speak without interruption.

P. Bracci disagrees with the time frame and states the goals were first discussed in July so the time frame is 7 months. Also, two (2) selectmen are leaving & new selectmen should have insight as to where things stand. He states this should be a performance evaluation not an update of goals.

M. Pearson begins with the list.

- The Safe Routes to School project was substantially completed in the fall of 2018. The remaining work is the paving to be done by the state.
- Public Works Facility Construction – the fire suppression water main was installed, the electrical pipe trenches are almost done, the septic system, drainage and building are either done, under contract or in process. The following will be done this Spring – interior floor drains, water well, natural gas, rough plumbing, electrical and lighting installation, office build out, and the HVAC system. This summer the completion of the following will occur, plumbing, electrical and site work. A warrant article will be done for the salt shed in 2020.
- The annual budget was submitted to the Board on October 1, 2018 with an increase of 2.6%.
- Removal of the tires from behind the salt shed is not complete but the ground work has been done. A full information packet is in the folders tonight. If the Board would like to move forward they will need to put a warrant article on the ballot next year. A draft warrant has been prepared.
- Contact NH DES regarding the asbestos contamination cleanup by All State Abatement Professionals, Inc. located at 4 Wilder Drive, Suite 12. To complete the goal, he needs the name of the complainant. After a brief discussion the Board determines this should be moved to a long-term goal. The State oversees it, not the Town. The Board would like to know the last time it was inspected by the State.
- Keep the Board informed (timely) of all happenings in Town including employee hiring's and firings and of all contracts. M. Pearson brings all new hires to a Board meeting at the soonest opportunity to introduce them to the Board.

J. Sherman believes this could be improved as John Cashell, Town Planner and Tom Tombarello, Electrical Inspector were not brought before the Board.

M. Pearson has brought the following contracts before the Board – Police Dispatch Contract, Fire Department Computer Server, Audit Contract, the Ditch & Swale Clearing Contract for PARC.

- Negotiate fair union labor contracts and keep them current. Both the Town Employees and Police Union Contracts are prepared for the 2019 Warrant.
- Personnel Management – work with Human Resources to ensure all employees have accurate job descriptions, yearly performance goals and timely performance reviews. All the following job openings are posted: Fire Chief, Animal Control Officer, Part-time Dispatcher, Full-time Police Officer, an RFP has been posted for a Police Prosecutor. He is working on the posting for a Police Chief. All job descriptions are being worked on. It is an ongoing process.
- Mount Misery Trail Network (in stage #2) – working with the Recreation Director and state agencies to execute the proposed LWCF Grant (if approved) and create a plan for the expansion of the trail network in future years. (Note – the grant has been moved to the second round and is not in our control).
- Request for Proposals – Assessing RFP – met with Tasha in September to go over Visions Software, Palmer Property Access Road RFP – met with SEC to work on the final RFP documents to bid this project this Spring. Waiting for responses to the Police Prosecutor RFP.
- Review existing assessing software – met with Tasha from Visions Software. The Board made the decision to purchase the software following a positive budget vote in March.

All long-term goals are in process.

TOWN MANAGERS REPORT

- Attended Several Meetings
- Deliberative Session
- Public Works Facility Construction Progress
- Potable Water/Rates/Water Ordinance & RFP for a Water System Operator
- Permission from Landowners for Test Borings/Easements Related to Potable Water Engineering
- Human Resources/Filling Vacant Positions
- Impact Fee Meeting with Bruce Mayberry
- Staff Meeting
- Town Manager Evaluation

ACTION ITEMS

Reviewed

NEW BUSINESS

None

SIGNATURE FOLDER

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

SELECTMEN'S REPORTS

S. Ranlett – nothing to report

J. Sherman

- Reads an email Board members received about a potential pot shop opening in Haverhill on the Plaistow Town Line (Jimmy K's Restaurant). There is nothing Plaistow can do.
- Voter's Guide – copies are currently in Town Hall, the Public Safety Complex and the Library. When the Town Report comes in Voter's Guides will be placed on the same table beside them.
- Deliberative Session – states he was very disappointed by the actions of the Budget Committee. The Budget Committee did have access to speak to any department head they wanted. A comment was made about the Recreation Capital Reserve Account and plans for projects. The Budget Committee Chair stated the potential projects total approximately two (2) million dollars' worth. He states that statement is false. The amount is nowhere near that amount.
- The Recreation Commission will meet Wednesday.

P. Bracci

- Attended the Conservation Commission last week. Jim Peck had information on the Elm Tree. It is not the biggest one in NH, just the biggest in Rockingham County. It is about 156 inches around. Southeast Land & Trust stated all the bridges in the Town Forest require permits. Since we do not have the permits the bridges will be temporarily closed until the permits are obtained.

F. Hart

- The Exchange Club will be working with Pollard fourth graders to establish a recycling program. A request for funds will be made on 2/25/19 to buy prizes for the program.
- Attended the CEDS kick-off meeting.
- Attended the Energy Meeting. They are moving forward with 2 out of 3 town energy audits. The sub-committee for LED Street Lights will consider other vendors.
- Attended the Planning Board Workshop. The Master Plan update will cost about \$27,000 to reformat it. Appropriate business types for the commercial corridor were discussed.
- Proofed the Warrant with M. Fowler today.
- Suggests the Board review the Code of Ethics at the next meeting and an orientation plan for new selectmen.

J. Kiszka

- Attended the REDC meeting for Economic Development held in Exeter.
- Attended the Planning Board Workshop. Mentions we do not have a chapter for economic development in our Master Plan.
- Attended a productive regional water meeting.
- Attended the Energy meeting.

J. Kiszka adjourned the meeting at 10:35pm

Respectfully submitted,

Beth Hossack,
Recording Secretary