



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: April 29, 2019

MEETING CALLED TO ORDER: 3:38pm

SELECTMEN:

Selectwoman, Francine Hart, Chairman
Selectman, Steve Ranlett
Selectman, Greg Taillon

Selectman, Julian Kiszka, Vice Chairman
Selectman, John A. Blinn, Sr. - Excused
Mark Pearson, Town Manager

S. Ranlett motions to enter non-public session under 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transfers; (E) Pending or Threatened Litigation; (I) Emergency Functions Related to Terrorism; (J) Confidential Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by G. Taillon.

Board Polled: F. Hart = yes, J. Kiszka = yes, S. Ranlett = yes, G. Taillon = yes.

Motion passes.

Public Session reconvened at 5:05pm

G. Taillon motions to enter non-public session under 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transfers; (E) Pending or Threatened Litigation; (I) Emergency Functions Related to Terrorism; (J) Confidential Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by F. Hart.

Board Polled: F. Hart = yes, J. Kiszka = yes, S. Ranlett = yes, G. Taillon = yes.

Motion passes.

Public Session reconvened at 5:58pm

A brief discussion is held regarding who is allowed to unappoint a member from a committee. There is consensus amongst the Board to have Mark & Beth research this issue. Mark will consult with Attorney Kalman if necessary and the response will be brought back to the board.

Mark Pearson introduces some members of the Plaistow force. Sgt. Dottie McGurran, Master Patrol Officer, Joan Marsilla, Officer Kyle Coakley, Officer Stephen Dehull, Interim Chief Doug Mullin, & Officer Scott Anderson. S. Anderson works in Atkinson and was just hired in Plaistow as a part-time Officer to work details. M. Pearson recognizes the Police Department for their hard work during some recent tragic events that occurred in Plaistow which could have turned bad. The use of tasers helped prevent these incidents from becoming worse.

F. Hart thanks the police staff for all the do to keep the community safe.

MINUTES

G. Taillon motions to approve the minutes from April 15, 2019. Seconded by S. Ranlett.

Vote: 3-0-1 (abstain S. Ranlett)

Motion passes

ARBOR DAY POEM & POSTER WINNERS

F. Hart thanks Pollard School fifth grade teacher Dolores Coyle-Quirk for assisting the students with the Arbor Day Activities. She asks Mrs. Coyle-Quirk to say a few words.

D. Coyle-Quirk states the Pollard School Principle Michelle Auger is present tonight. Also, present is Art Teacher Becky Lightizer who works with all the children. This program has been in place for over 10 years. Jill Senter, Chair of the Conservation Commission (Con Com) works with the students every year to recognize Arbor Day.

B. Leonard thanks the Board and the Conservation Commission for sponsoring the program. The students really enjoy it and they learn from it.

J. Senter calls each winner forward to receive their prize and show their artwork. The poem writers read their poems aloud. The winners are:

Poster Contest

Grade 1 – Camden Petry

Grade 2 – Josh Mose

Grade 3 – Vivian Decoito

Grade 4 – Olivia Miller

Grade 5 – Gabriella Bourque

Poem Contest (all fifth graders)

First Place – Cassie Pepin

Second Place – Cameron Stack

Third Place – Lila Fitzgerald

PUBLIC COMMENT

None

ASSESSING INFORMATION

Tasha Vincent of Vision Government Solutions is here along with Marybeth Walker, Assessing Agent from Corcoran Consulting, Associates.

T. Vincent states Vision Government Solutions is an assessing software company located in Hudson, Massachusetts. They have sixty New Hampshire clients and have been in business for a very long time. She discusses the conversion schedule. Visions guarantees the pieces will be delivered on time as they work together with the Town. The whole process will take place from May 20 – September 25 and Plaistow will only be without live data for two weeks. Those weeks come at the end of the process. A “Kick-Off” meeting will be held with Tasha, Jen Rosstella, Project Manager, a member of the Implementation Team and the Town Team to review the project schedule and plan. The first step of data mapping and conversion will take about eight weeks (May 20 - July 8). This process is key and involves a lot of back and forth. Following that the Town will review mapping documents (July 9 -July 22). The Beta conversion will occur from

approximately July 22 – August 26. The Town will review this converted data from August 26 – September 10. The data should be live on September 10. For the following two weeks (September 10 – September 24) no changes can be made to the CAMA system. If changes are needed they can be made to the legacy system and printed. The changes will be highlighted for input into the CAMA later.

G. Taillon asks if Visions has already converted other towns that had a legacy system to Visions.

T. Vincent replies yes.

G. Taillon asks are there ample fields in the new system.

T. Vincent replies yes. The Visions system is 100% user defined.

Marybeth Walker is our current Assessing Agent. Corcoran Consulting, Associates has been working in Plaistow since 1992. She states tax bills come from the BMSI system not the assessing software. The property values come from the assessing software which is Univers, a legacy system. The Board of Selectmen will have a few choices to make regardless of what software we use. We are currently at 80% of Market Value. The Board will need to decide if they want to change those values or not for the end of the year. The tax bills for the fall of 2019 will be derived from the information in the Univers (legacy) system. All information will be entered into both Univers and Visions. Plaistow typically has 250 permits and 250 sales each year. Again, this information will be entered into both system. In the Spring of 2020 the values will still come from the Univers system. After that values will come from the Visions system for the fall tax bill of 2020. The Board will need to decide if they want to do a full re-evaluation with Visions to update values or just do a field review. A field review will check the conversion process. At that point we will be 3-years out of the recycle process. Therefore, at a minimum some sort of measure and list must be done. The first tax bill to use values from Visions software will be in the Fall of 2020.

F. Hart asks if M. Walker can provide a ballpark figure of the costs for all the extra work that will need to be done.

M. Walker will get back to her with the information. It will depend partly on personnel as to who is doing the data entry.

G. Taillon asks if there will be any type of audit to make sure the data is transferred correctly.

T. Vincent replies, yes. Visions has an audit on every parcel built into the system.

F. Hart asks about the maintenance for the GIS module. It seems as though this would not be necessary until the end of the year in 2020.

T. Vincent agrees. She states it is an optional service and can be added anytime. It is not included in the CAMA fees.

J. Kiszka asks if street light poles are taxable assets.

M. Walker states it is not the type of pole he is thinking about. Poles with conduits, cable wire and utility wires in a public right of way are taxable.

Our current GIS system will be connected to Vision software. We would need to contact the GIS provider if we want additional layers of GIS added.

F. Hart thanks both T. Vincent and M. Walker for presenting information and answering questions tonight.

OTHER BUSINESS

F. Hart states John Sherman asked her to explain one of the reasons the tax rate was elevated this year. It is because the Board did not take any money out of the unassigned fund balance to lower the tax rate. In 2016 the Board voted to use \$600,000.00 from the unassigned fund balance to lower the tax rate. In 2017 the Board voted to use \$625,000.00 from the unassigned fund balance to lower the tax rate. In 2018 the Board decided to use \$420,000 from the unassigned fund balance to put towards projects such as the Westville Road Bridge and the second phase of the Public Works Facility. No money was used to reduce taxes. In the past \$633,000 on average was used to offset taxes. Basically, it is our money being returned to us. She feels it is sort of a shell game by taking money away from taxpayers by overinflating the budget then giving it back to lower the tax rate. F. Hart states the future plan is to come up with a reasonable budget with a small surplus to level things out and not artificially inflating or deflating the budget.

ENERGY SUB-COMMITTEE REPORT

Tim Moore presents the report. He states the committee has been active the last several months working on a street light conversion. The Energy Committee recommends the Board of Selectmen sign a contract with Affinity LED Lighting for the project. An energy audit has been completed for the Historical Society, Town Hall and the Library. They looked at the projects and prioritized them. The first one is the street light conversion. Next, they want to tackle converting lights at Town Hall to LED. There are some other minor projects under \$2,000.00 they would like to complete. T. Moore states the cost of energy will never go down.

G. Taillon motions to accept the recommendation from the Energy Committee to choose Affinity as the prime vendor for the project. Seconded by J. Kiszka.

Discussion: S. Ranlett is in favor of Affinity yet states the motion should be amended to direct the Town Manager to enter into a contract with Affinity.

G. Taillon agrees with the amendment to the motion.

J. Kiszka agrees to second the motion with the amendment.

G. Taillon motions to direct the Town Manager to accept the recommendation from the Energy Committee to choose Affinity as the prime vendor for the project. Seconded by J. Kiszka.

Vote: 4-0-0

Motion passes

J. Kiszka states Affinity was chosen by the State of New Hampshire for energy conversion projects. They are located in Dover.

S. Ranlett asks if the Unitil rebates of \$88,572.00. is guaranteed.

T. Moore believes this to be true.

M. Pearson states the operating hours per bulb is approximately 120,000 hours which is roughly 13 ½ years until lights burn out. We should think about replacement costs before the 10-year warrant expires.

G. Taillon states replacements should be as needed.

J. Kiszka states we should have provisions in a maintenance contract. For example, a car could hit a pole and a few years ago we had a microburst that did damage to some poles.

F. Hart suggests we should have two contracts, one for the installation and one for maintenance. The information will be ready for the Board to review on May 13 before a contract with Affinity is signed.

APPOINTMENTS TO RECREATION AND CONSERVATION COMMISSIONS

F. Hart thanks all who volunteer their time to be part of a committee. It is also a great responsibility. Each member is expected to attend and participate in meetings.

Jill Senter, Chair of the Conservation Commission is here tonight with Olaf Westphalen who has been on the Conservation Commission for many years.

Olaf introduces himself to the Board. He has been a Plaistow resident for 14 years. He is an Environmental Scientist and has been working in New England for 30 years. He has chosen to be on the commission to give back to the Town. He understands it is a very responsible position.

F. Hart thanks him.

S. Ranlett thanks him for bringing his expertise.

Christina Cruz, Recreation Director introduces Nicole Annaldo, Melissa Marr, and Jennifer Gusler. Nicole is the mother of a third grader at Pollard School. She is happy with events supported by recreation and she wants to help. Melissa grew up in Plaistow. She enjoyed growing up here and wants her children to have the same experiences. She also appreciates the events for Seniors. Her parents often participate. Jennifer has lived in Plaistow for 20 years. Her husband is on the Fire Department. They have always been active in the town.

F. Hart thanks all for volunteering.

Maxann Dobson Chair of the Trash & Recycling Advisory Committee (TRAC) is present with Patty Macomber. Patty states she lives on Cottonwood Road and is a bookkeeper in Atkinson. She has always been interested in recycling and was on the Atkinson Recycling Committee. She is happy to help in Plaistow.

F. Hart thanks Patty.

F. Hart calls for a 5-minute recess at 7:30pm.

Meeting resumed at 7:35pm.

F. Hart states the Town Code is due for a look/see. Our forefathers were thoughtful and thorough. Many chapters have not been updated in years. She would like the Board to review each chapter and make recommendations for changes if necessary. She begins with Chapter 6 Alarm Systems. She believes this chapter is complete and appropriate. It should be reviewed by the Fire Chief.

Chapter 9 Alcoholic Beverages. F. Hart thinks this chapter is appropriate as is.

G. Taillon recommends changing the fine to \$250.00

J. Kiszka does not think it will make a difference.

S. Ranlett is not in favor of changing the fine amount.

Chapter 13 Amusement Devices and Centers. There is consensus that it is not pertinent to Plaistow however it is good to have on the books in case it is ever needed.

Chapter 17 Animals. F. Hart recommends changing Old County Road Field to P.A.R.C. (Plaistow Area Recreation Complex). The Board agrees.

Chapter 31 Building Construction. F. Hart states this should be tabled. She reached out to the Building Department and was told several codes will be changed by the end of May. She thanks Joyce Ingerson for her help.

Chapter 34 Numbering of Buildings. F. Hart states John Cashell, Town Planner re-wrote this code. Everyone should review the new policy and it will be discussed at the next meeting.

TOWN MANAGERS REPORT

- Attended several meetings
- Public Works Garage Information
- Town Hall Sidewalk Construction Contract
- Court House Lease Executed
- Westville Road Bridge Reconstruction Project
- Assessing Software and Conversion Meeting
- Public Employees Labor Relations Board Haring in Concord, NH
- Governor and Executive Council Meeting in Concord, NH
- Planning Board
- Recreation Summer Program
- Public Safety Complex HVAC Humidity Issue
- Old Home Day Fireworks Contract
- Mail Room and Selectmen's Office Renovations
- Pavement Management Program Update Contract
- Plaistow Pride Day
- Household Hazardous Waste Day
- Personnel

F. Hart asks if anyone has bid on the BMW.

M. Pearson replies, one bid was received however it was well below the asking price.

ACTION ITEMS

Reviewed – one change is made.

F. Hart states Kathleen Giacobbe has given her resignation from Supervisors of the Checklist effective June 30, 2019. According to law the remaining Supervisors will appoint someone in her place. F. Hart thanks Kathy and wishes her good luck in retirement.

S. Ranlett also thanks Kathy and states she will be sorely missed especially at elections.

NEW BUSINESS

None

SIGNATURE FOLDER

F. Hart states the manifest, signature folder and the warrant folder are going around.

SELECTMEN'S REPORTS

S. Ranlett

- He has nothing to report this week however he will not be at the May 13th meeting as he will be riding in the Bike Ride to raise funds for Police Officers killed in the Line of Duty.

G. Taillon

- He has written a straw outline of the next steps of the Plaistow Portable Water Project.

J. Kiszka

- He would like excavation impact fees discussed at the next Planning Board meeting. S. Ranlett states Dee Voss has collected a lot of data from other towns that have excavation fees and she should be consulted for the information.
- Will attend the Energy Meeting on Wednesday.
- He was not able to attend Plaistow Pride Day or the Easter Egg Hunt this year because he was away.

F. Hart

- Attended the Planning Board Meeting. It was very contentious and the Board has a very difficult decision to make.
- Attended the Easter Egg Hunt.

F. Hart Adjourned the meeting at 8:30pm.