



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: December 16, 2019

MEETING CALLED TO ORDER: 6:30 p.m.

SELECTMEN:

Selectwoman, Francine Hart, Chairman

Selectman, Steve Ranlett

Selectman, Greg Taillon

Greg Colby, Finance Director/Asst. Town Manager

Selectman, Julian Kiszka, Vice Chairman

Selectman, John A. Blinn, Sr.

Mark Pearson, Town Manager

MINUTES

J. Kiszka motions to approve the minutes of December 9, 2019. Seconded by J. Blinn.

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

Motion carries

PUBLIC COMMENT

None

SOUTHERN ROCKINGHAM COALITION FOR HEALTHY YOUTH

The Southern Rockingham Coalition for Healthy Youth known as SoRock is a community coalition designed to promote wellness and nurture resiliency for youth in southern Rockingham County. Their main goals are to prevent substance misuse and reduce the stigma related to mental health issues. The coalition began in 1986 due to parent outrage over youth related alcohol deaths. For the past ten (10) year's most of their funding came from Federal Grants. That funding expired on October 31, 2019. The coalition is doing a presentation in each of the eight (8) towns it serves to try to help with funding. They are hoping to get one dollar per person per year from each town they serve. In Plaistow the amount would be \$7642. Some of the programs they have initiated are "The Life of an Owl" which is geared to helping student athletes perform at their best level without using alcohol or other substances. The same program has been used in other school districts. They have also promoted "Drug Take Back Days" and have installed permanent drop boxes for unused medications in many communities.

J. Kiszka asks if there are any repercussions to turning in unused drugs.

Tim Lena replies, no.

S. Ranlett wants to make it clear that police will not come and search you if you are dropping off drugs.

For younger children they have replaced the DARE program with LEAD, Law Enforcement Against Drugs. The three (3) school districts they serve are Sanborn, Hampstead and Timberlane.

J. Kiszka asks how they will make up the difference in funding. They were used to getting a federal grant of \$125,000. How much will they get if all the communities agree to the \$1 per person per year?

Tim Lena replies it will be around \$40,000. They will need to make up at least \$12,000 just to keep their part-time Coordinator. She is the only employee. Everyone else is a volunteer.

F. Hart asks how long the coalition has been in existence.

Tim Lena replies over twenty-five years.

F. Hart asks what percentage of donations goes to direct aid.

Tim Lena replies 10% is for administrative costs and 90% is for direct aid.

F. Hart asks if they have approached school districts for funding.

Tim Lena replies, yes, they search for as many funding sources as possible including private donations and grants.

J. Kiszka asks if they work with any area churches.

Tim Lena replies, yes.

J. Blinn asks if they solicit from businesses.

Tim Lena replies, yes. The director works closely with PACE (Plaistow Area Commerce Exchange). Both Market Basket and Shaw's have a "Buyer Beware Campaign" aimed at reducing adults purchasing alcohol for youth.

Tim Lena states more information can be found on their website, sorocknh.org or by contacting their office at Sanborn Regional High School, 17 Danville Road Kingston.

S. Ranlett states the first time an organization wants money from the Town of Plaistow there must be a warrant article on the ballot. If it passes the first year the Board of Selectmen will recommend funding the program in the budget in following years.

F. Hart thanks them for their presentation.

EXTENSION – AFFINITY STREETLIGHTING CONTRACT

John Branagan (JB) from Affinity LED Lighting is here with Dee Voss. JB states Affinity has converted streetlights to LED fixtures in over forty New Hampshire Communities. Recently they finished Stratham and they are currently working in Hampton. Plaistow will be next. JB is asking to extend the current contract as it expires on December 31, 2019. Affinity cannot start working in Plaistow yet as they have not received approval from Until. The process started in 2016 with a reconciliation of inventory. The final reconciliation with the final calculation of buyout has not been received from Until. Several emails and letters transpired in 2017 - 2018. This past September Affinity sent a QAQC to Until. Follow ups occurred on 10/9, 10/21 and 11/24 yet they still do not have the final calculation for buyout. Until has promised to get the information to Affinity next week. JB states without the okay from Until they cannot start work in Plaistow which is why they are asking for an extension. Affinity is committed to starting in Plaistow as soon as possible. However, they cannot schedule a sub-contractor until they have the go ahead from Until. JB states the equipment is already in Plaistow and the map is ready.

F. Hart asks if the final net book value is received before the end of the year when will Affinity start the work?

JB replies within a week or two.

JB states they will get the Until rebates in writing for 2020 to be the same as 2019. If Until will not honor the same rebates Affinity will. Affinity offers a 10-year warranty and 1-year on labor. The payback period is realistic.

G. Taillon asks about the return on investment (ROI). If the life expectancy is 20-years what happens if a light does not make it.

JB replies a few lights should be kept on hand and Unitil will swap out the light. The lights are assembled in Dover by Veterans. If one (1) light is not working Affinity will repair or replace it.

S. Ranlett motions to direct the Town Manager to enter into a contract extension with Affinity LED Lighting through March 31, 2020 with the contingency that we receive written confirmation of rebates. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

PROPERTY TAX FUNDING ASSISTANCE FOR SENIORS

Barbara Kiszka states when she and Julian were campaigning, they met several people who love living in Plaistow but are having a hard time paying their real estate taxes. She knows Plaistow has many generous residents who are interested in helping those in need. Barbara knows of some Massachusetts towns that offer a voluntary contribution to help others with property tax payments. This does not shift the tax burden to others, it is all voluntary. When she lived in Winchester, Massachusetts she would receive a slip of paper in the mail with her tax bill. The minimum amount to donate was \$1 and residents who wanted to contribute could do so. According to Attorney Steven Buckley from New Hampshire Municipal Association, the Board can establish a Trust Fund for the purpose of helping others with tax bills. Both Barbara and Julian would like to see this happen in Plaistow

G. Taillon states, it is a great idea however maybe the minimum to donate should be \$5.

S. Ranlett also likes the idea and asks how the funds would be disbursed. Would the Welfare Officer be responsible? Would the funds be distributed equally amongst eligible people?

J. Kiszka reads part of the Massachusetts law. He states donated funds would be split equally between the elderly and disabled residents who qualify. He checked with Attorney Steven Buckley from New Hampshire Municipal Association and he stated NH does not have a law established like Massachusetts does. However, the legislative body can establish such a fund if they want to.

J. Kiszka also spoke to State Representative Peter Torosian. P. Torosian is interested in bringing legislation forth next year at the state level similar to Massachusetts law to make it easier for other New Hampshire communities to set up this type of program.

F. Hart states it is a great idea, yet it needs research and she does not want to rush into creating create a warrant article this year without the proper research.

J. Kiszka disagrees. He would like to create the fund with a warrant article this year and work out the details later.

G. Taillon states perhaps this could be done as a citizen's petition.

S. Ranlett supports the citizens petition idea. He states the deadline to have a citizen's petition is January 14, 2020.

J. Blinn agrees with creating a warrant article to establish the fund. The details can be worked out later.

Discussion ensues about the type of account to create. The funding will come from donations yet to establish the account we need voter approval like a capital reserve account.

G. Colby states the Town does have the ability to accept donations. The account would be sort of a hybrid between a Trust Fund and a Capital Reserve Fund. It would fall under RSA 31:19 a. A committee would need to be created to disburse funds.

F. Hart would like to table the idea and not rush it.

J. Kiszka motions to adopt a warrant article to create a Trust Fund for the purpose of property tax assistance for seniors and disabled residents Seconded by S. Ranlett.

Discussion B. Kiszka asks G. Colby if there is anything about this that makes him uncomfortable.

G. Colby replies, no, the fund would be held by the Trustees of the Trust Fund and would not really affect the finance department other than taking in funds and transferring them to the Trust Fund.

Vote: 4-1-0 (no F. Hart)

Motion carries

OUTSIDE DETAIL PURCHASE OF CRUISERS

M. Pearson would like the Board to approve the purchase of two cruisers. Funds would come from the outside detail account. Money in this account can only be used for items related to outside detail. The total number of detail cruisers would increase to six (6). Back in 2017 the Police Department has a total of eighteen (18) vehicles. We have reduced that number by removing a motorcycle, an Animal Control Officer (ACO) vehicle, we sold two BMW's that were not being used and we removed the AG truck. We only have one take home vehicle which is used by the Chief. In 2017 there were five (5) take home vehicles. The School Resource Officer (SRO) drives to the Police Department each day to pick up a car to drive to the school. This year the four (4) outside detail vehicles we have were in use almost every day. The outside detail fund is a successful program. Currently, there is about \$162,000.00 in the account. When detail vehicles and officers are on the street working details, they are also available in the case of an emergency. The details bring in money and if Plaistow did not provide the details another town would. There is no cost to taxpayers. All gas, maintenance, repairs and the officers are paid from this account.

If we move two vehicles over to detail, we will need to replace the two on the operations side. We have enough money in the 2019 budget to do this. Product lines are changing. In 2021 there will be a new engine. M. Pearson would rather go with something tried and true. He had the Chief search and he was able to find one (1) vehicle. The second vehicle will be a truck.

S. Ranlett asks what the need for a truck is.

M. Pearson states going to the range, collecting evidence and transporting signs. A utility vehicle can carry many things.

All news is good. He wanted to brief the Board on the fleet.

S. Ranlett motions to expend \$32,000.00 from the Public Safety Revolving Trust Fund (Outside Detail) for the purchase of two (2) Police vehicles; a 2008 Dodge Charger VIN:

2B3KA43H98H227839, Mileage 93,000 and a 2016 Ford Explorer Utility SUV, VIN:

1FM5K8AR7GGC92481, Mileage 54,700 and the funds to be deposited into the 2019 General Fund, Unassigned Fund Balance. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

S. Ranlett motions to authorize the expenditure of Public Safety Revolving Trust Funds (Outside Detail) for the ongoing expenses for fuel, maintenance, repairs and insurance for the two (2) Outside Detail Cruisers identified in the previous motion. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

G Taillon motions to authorize the expenditure of Public Safety Revolving Trust Funds (Outside Detail) for the full equipment purchase for \$9,500.00 for the 2019 Dodge Charger Police AWD. Seconded by J. Blinn.

Vote: 5-0-0

Motion carries

S. Ranlett motions to authorize the expenditure of Public Safety Revolving Trust Funds (Outside Detail) for the full equipment purchase for \$12,500.00 for the 2020 Ford F-150 Police Responder Police Truck. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

DONATION – JOHN L. CARTIER SPRINKLER COMPANY, INC.

M. Pearson states there was an issue at the new Highway Garage and John Carter was going to issue a rebate. Instead Mark asked if he would donate to the Open House at the New Public Works Facility in January. J. Carter agreed.

S. Ranlett motions to accept a donation of \$750.00 from the John L. Carter Sprinkler Company, Inc. The donation will be used for expenses related to the “Open House” of the “New Public Works Garage” in January 2020. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

NEW HIGHWAY GARAGE – OPEN HOUSE

M. Pearson proposes to hold an “Open House” on January 25 - 26, hours to be determined at the new Highway Garage. The Board agrees.

TOWN OF PLAISTOW RECEIVES AQUATIC RESOURCES MITIGATION (ARM) GRANT O REPLACE POLLARD ROAD CULVERT

M. Pearson reviews the press release for the grant. The Board agrees with the press release and moving forward with the process.

WARRANT ARTICLE REVIEW

Article P-20-XA, Operating Budget General Fund – F. Hart states the language is correct however we do not have the final budget number yet. Her recommendation is to table this. The Board agrees.

Article P-20-XB, Operating Budget Water Department. The dollar amount is \$157,444.00.

G. Taillon motions to approve the Operating Water Budget in the amount of \$157,444.00 Seconded by J. Blinn.

Vote: 5-0-0
Motion carries

Article P-20-XC Public Works Facility Garage – Phase 3

S. Ranlett motions to approve the Public Works Facility Garage – Phase 3 including solar panels in the amount of \$350,000.00 with a \$350,000.00 withdrawal from the General Fund, Unassigned Fund Balance, no amount to be raised by new taxation. Seconded by J. Kiszka.
Vote: 5-0-0

Motion carries

Article P-20-XD, Contingency Fund

G. Taillon motions to approve the Contingency Fund in the amount of \$80,000.00 with a \$80,000.00 withdrawal from the General Fund, Unassigned Fund Balance, no amount to be raised by new taxation. Seconded by S Ranlett.

Discussion: The fund is \$5000.00 less that the amount asked for in March of 2019.

J. Kiszka asks what is left from this year.

G. Colby replies about \$60,000.00. Two years ago, we used all of it. You cannot anticipate what you may need in a year. Any funding left over at year end will go back to the general fund.

Vote: 5-0-0

Motion carries

Article P-20-XE, Pollard Road Culvert Repair

G Taillon motions to approve the Pollard Road Culvert Repair in the amount of \$90,000.00 with a \$90,000.00 withdrawal from the General Fund, Unassigned Fund Balance, no amount to be raised by new taxation. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

Article P-20-XF, Highway Department Equipment

G. Taillon motions to approve the Highway Department Equipment in the amount of \$50,000.00 with a \$50,000.00 withdrawal from the Expendable Trust Fund Highway Department Equipment, no amount to be raised by new taxation. Seconded by S. Ranlett.

Vote: 5-0-0

Motion carries

Article P-20-XG, Highway Department Equipment

S. Ranlett motions to approve the Highway Department Equipment, forklift in the amount of \$25,000.00 with a \$15,000.00 withdrawal from the Expendable Trust Fund Highway Department and a \$10,000 withdrawal of road impact fees, no amount to be raised by new taxation. Seconded by G. Taillon

Discussion: J. Kiszka asks where the dollar amount of the forklift came from.

M. Pearson states he researched it.

Vote: 5-0-0

Motion carries

Article P-20-XG, Fire Department Apparatus

M. Pearson states we can purchase this before the year ends or encumber the funds to purchase in January. The warrant article is not necessary as funding will come from the Self-Contained Breathing Apparatus (SCBA) Capital Reserve fund in the amount of \$200,000.00 and the balance of \$27,400.00 will come from the 2019 Fire Department Budget.

Article P-20-XH Capital Reserve Fund Deposit – Fire Department Apparatus

S. Ranlett motions to approve the Capital Reserve Fund Deposit – Fire Department Apparatus in the amount of \$100,000.00. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

Article P-20-XI, Capital Reserve Fund – Fire Department Radio Fund

G. Taillon motions to approve the Capital Reserve Fund Deposit – Fire Department Radio Fund in the amount of \$15,000.00. Seconded by S. Ranlett.

Vote: 5-0-0

Motion carries

Article P-20-XJ, Capital Reserve Fund Deposit – Buildings/Building Systems

S. Ranlett motions to approve the Capital Reserve Fund Deposit –Buildings/Building Systems in the amount of \$28,000.00. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

Article P-20-XK, Capital Reserve Fund Deposit – Energy

S. Ranlett motions to approve the Capital Reserve Fund Deposit – Energy in the amount of \$25,000.00. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

Article P-20-XL, Capital Reserve Fund Deposit-Recreation

S. Ranlett motions to approve the Capital Reserve Fund Deposit – Recreation in the amount of \$25,000.00. Seconded by J. Blinn.

Discussion: F. Hart states Recreation has about \$40,000.00 in a revolving fund and money in impact fees. She believes they should start using those funds.

M. Pearson states there are engineering and design costs for drainage at the softball field and work at the entrance to the trails. These expenses will use much of the impact fees and monies from the revolving fund.

Vote: 4-1-0 (no F. Hart)

Discussion: G. Taillon states he thought F. Hart was in favor of spending these funds.

F. Hart states she is in favor of spending the fund which is why she does not think this reserve fund deposit is necessary.

G. Taillon states he misunderstood and would like to revote.

J. Kiszka agrees

G. Taillon motions to re-vote the previous vote. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

S. Ranlett motions to approve the Capital Reserve Fund Deposit – Recreation in the amount of \$25,000.00. Seconded by J. Blinn.

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

Motion fails

Article P-20-XM, Capital Reserve Fund Deposit - Transportation

S. Ranlett motions to approve the Capital Reserve Fund Deposit – Transportation in the amount of \$25,000.00. Seconded by G. Taillon.

Discussion: this fund is earmarked for the Pollard Road Culvert.

Vote: 5-0-0

Motion carries

Article P-20-XN, Deposit – Health Department Expendable Trust Fund

M. Pearson states there is no need for this warrant article since there was enough money in the budget to pay for the 2019 mosquito spraying.

Article P-20-XO, Create/Transfer to IT Fund

G. Taillon motions to approve the Create/transfer to IT Fund in the amount of \$15,000.

Seconded by S. Ranlett.

Vote: 5-0-0

Motion carries

Article P-20-XP, Treasurer

S. Ranlett motions to approve appointing a Town Treasurer pursuant to RSA 41:26-e upon recommendation of the Town Manager with the approval of the Board of Selectmen. Such appointment is to be made in accordance with RSA 669:17-d. Seconded by G. Taillon.

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

Motion carries

Article P-20-XQ, Expendable Trust Fund Highway Department Equipment

G. Taillon motions to amend the creation language of the Highway Department Equipment Expendable Trust Fund to read: “To see if the Town will vote to establish an Expendable Trust Fund under the provisions of RSA 31:19-a for the purchase of Highway Equipment, and further to appoint the BOS as agents of the fund?” This fund was created in 2006 with Warrant P-24. Seconded by S. Ranlett.

Vote: 5-0-0

Motion carries

Article P-20-XR, Expendable Trust Fund OHD

S. Ranlett motions to create an Expendable Trust Fund under the provisions of RSA 31:19-a for the express purpose of depositing any donations or proceeds from the advertising brochure for Old Home Day? Said funds shall be used exclusively for expenses incurred by OHD activity, and further to appoint the BOS as agents to expend the fund. Seconded by G. Taillon.

Discussion: G. Taillon recommends writing out Old Home Day instead of using OHD. The Board agrees.

J. Kiszka states it sounds like donations and proceeds can only come from the advertising brochure.

G. Colby recommends editing it to read; donations, proceeds from the advertising brochure or any other monies that become available. The Board agrees.

Vote: 5-0-0

Motion carries

Article P-20-XS, Shall the Town revise the Conflict of Interest Code as set forth below:

§ 56-2. Election of Conflict of Interest Committee

A. Membership; terms.

(1) The Town of Plaistow, at the March 2003 Town election, will elect a Conflict of Interest Committee consisting of five persons. Five at-large members shall be elected to serve with staggered three-year terms, ~~after the following initial terms are completed:~~

(a) ~~One member at large (for a one year term): 2003 to 2004.~~

(b) ~~Two members at large (for a two year term): 2003 to 2005.~~

(c) ~~Two members at large (for a three year term): 2003 to 2006.~~

(2) ~~Upon completion of the one year and two year terms, Members will be elected to three-year terms. The election of said persons shall be contingent on the adoption of this chapter and take effect after Town election in March 2003, or any special Town election to be held before that date, whichever comes first.~~

B. Members of the Conflict of Interest Committee shall consist of private citizens residing in the town and ~~not in conflict with Town elected or appointed officials or their families; Town Board memberships, commission membership, committee memberships, or trusteeships, contractors and their employees~~ employed by the town or in a contractual agreement with the town.

E. ~~The first Conflict of Interest Committee shall be formed from members of the Conflict of Interest Study Committee and shall serve until the March 2003 Town election, contingent on the adoption of the Conflict of Interest Ordinance at the March 2002 Town election.~~ Family members serving on Town Committees or Boards do not preclude a town citizen from being elected and serving on the Conflict of Interest Committee. Members of the Conflict of Interest will recuse themselves when a petition is filed involving a family member.

§ 56-10. Exemption period.

~~Any official of Town government elected, appointed or engaged on or before March 12, 2002, shall be exempt from the provisions of this chapter for a period of 15 days.~~

S. Ranlett motions to approve the Conflict of Interest Code as amended. Seconded by G. Taillon.

Discussion: F. Hart states this basically removes the initial creation language and cleans it up.

M. Pearson states Therese Chouinard came to see him regarding the changes. She is concerned about the establishment of incompatibility of office requirements.

F. Hart states the RSA only deals with elected positions. It says nothing about family members. If you check the book, Knowing the Territory, it states towns may establish a Conflict of Interest Committee, you do not have to. The bottom line is, it will be up to the voters.

Vote: 3-1-1 (no J. Blinn, abstain S. Ranlett)

Motion carries

M. Pearson states he was handed a citizen's petition warrant article from Tim Lena for the Southern Rockingham Coalition for Healthy Youth. It appears to be valid with twenty-five signatures on it. It will be given to the Town Clerk tomorrow.

TOWN MANAGERS REPORT

- Attended Several Meetings
- Comcast – New Town Phone System
- Southern New Hampshire Regional Water Interconnection Project – Update
- New Highway Garage – Update
- Proposed January 2020 “New Public Works Garage” Open House Donation
- Proposed Salt Shed Meeting – Need to Write RFP
- Recreation Commission – Update on Engineering Design
- Public Safety Complex Road & Cemetery Expansion Projects
- ARM Grant Certificate of Authority
- Health Trust Insurance Application & Membership – Completed
- Timberlane Rear 2018 Tax Sale of Land – In Process
- 33 Garden Road 2019 tax Sale of Land – In Process

S. Ranlett motions to change the name of the New Highway Garage to the Public Works Garage. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

M. Pearson states he and G. Colby are comfortable with the amount in the unassigned fund balance. The balance is close to 3 million.

OTHER BUSINESS

F. Hart states the next Water Meeting is scheduled for December 30, 2019 at 6:30 p.m. The Board will meet prior to the Water meeting at 5:30 to consider encumbrances and any other year end business as needed.

ACTION ITEMS

Reviewed. A few changes are made.

OTHER FOLDERS

The Accounts Payable, Signature Folder, Assessing Folder and FYI Folders are being passed around.

SELECTMEN'S REPORTS

J. Blinn

- Attended the Recreation Commission Meeting. The commission is concerned that we do not have a Recreation Director. Spring activities and signups will begin soon.
- Attended the Senior Luncheon on 12/9. The event was well attended.
- Attended the movie at the Library on 12/13.

J. Kiszka

- Visited the Public Works Garage with people from New Hampshire Department of Environmental Services.
- Attended the technical water meeting for the potable water project.
- Attended the Highway Safety Committee Meeting.

G. Taillon

- Toured the Public Works Garage following last week's Budget Committee meeting.
- Worked with Marybeth Walker on assessing information for Bob Hamilton.
- Attended the Visions Software demonstration with Tasha.
- Has attended the last four Budget Committee meetings.

S. Ranlett

- Will work with Dee on getting the approval from Unitil for Affinity to start the streetlighting conversion project.

F. Hart

- Attended the Budget Committee meeting.
- Attended a meeting in Concord regarding changes in personnel law regarding exempt employees for overtime and compensatory time. We will need to do a payroll audit to make sure we are in compliance.

F. Hart adjourned the meeting at 9:40 p.m.

Respectfully submitted,

Beth Hossack,
Recording Secretary